

Policy Transmittal Developmental Disabilities Services



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Number: DD-PT-22-017

Issue date: 2/10/2022

Topic: Developmental Disabilities

Due date:

Transmitting (check the box that best applies):

- New policy
 Policy change
 Policy clarification
 Executive letter
 Administrative Rule
 Manual update
 Other:

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All ODHS Employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging: {Select type} | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input checked="" type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input checked="" type="checkbox"/> ODDS Children’s Intensive In Home Services |
| <input checked="" type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input checked="" type="checkbox"/> Support Service Brokerage Directors | <input type="checkbox"/> Other (<i>please specify</i>): |
| <input checked="" type="checkbox"/> ODDS Children’s Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	Certified ONA Assessor Initial Qualifications and Training		
Policy/rule number(s):	OAR 411-425-0035 (3)(a) and (b)	Release number:	
Effective date:	3/1/2022	Expiration date:	
References:			
Web address:	https://secure.sos.state.or.us/oard/view.action?ruleNumber=411-425-0035		

Discussion/interpretation:

Training is required to obtain initial certification as an Oregon Needs Assessment (ONA) Assessor with the Office of Developmental Disabilities Services (ODDS).

Initial ONA Assessor Certification requirements:

To obtain full ONA Assessor Certification, the following must be completed:

- Attend the ODDS facilitated 2-day ONA New Assessor Training which will result in a conditional certification and eXPRS ONA Assessor permissions, **and within**

eight weeks:

- Shadow a Quality Assurance/Trainer (QAT) from the ODDS Assessment Unit conduct the first scheduled ONA, and
- Complete at least one (1) but no more than three (3) ONAs independently which will then be desk reviewed by a QAT, and
- Complete an ONA while being shadowed by a QAT before completing any additional ONAs independently.

If initial training requirements are not met, the following will occur:

- ONA assessor permissions in eXPRS will be removed for failure to complete requirements.
- Individuals who have lost their assessor permissions must repeat the Initial ONA Assessor Certification requirements to regain their ONA assessor certification & eXPRS permissions.

Newly certified assessors are required to:

- Participate in all of the monthly ONA call-ins each month for the first six (6) months following certification.
- Participate in all ongoing training requirements as outlined in [DD-PT-22-018](#).

Implementation/transition instructions:

Register for ONA Trainings through [Workday Learning](#). A QAT will contact new assessors to schedule the shadowing process.

Communication/training:

This transmittal will be discussed during the next Monthly Transmittal Review. Please send questions in advance to ODDS.Questions@dhsosha.state.or.us.

The Monthly Transmittal Reviews are held the second Wednesday of every month at 2 pm using the Zoom platform. Please register in advance for these meetings:

<https://www.zoomgov.com/meeting/register/vJlsc-qvqD8iGURx5OQk8TAdIS6Arg9ZAf4>

After registering, you will receive a confirmation email containing an appointment and information about joining the meeting. American Sign Language (ASL) and live captioning will be provided. To request other accommodations or languages, please send an email to ODDS.Questions@dhsosha.state.or.us at least three business days prior to the meeting.

Local/branch action required:

Central office action required:

Field/stakeholder review: Yes No

If yes, reviewed by: Engagement and Innovation input

Filing instructions:

If you have any questions about this policy, contact:

Contact(s): Linda Darr, Assessment Unit Manager (interim)	
Phone: (541) 324-4387	Fax: NA
Email: linda.darr@dhsosha.state.or.us	