

# Policy Transmittal Developmental Disabilities Services



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**Number: DD-PT-22-018**

**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 (please specify):   |
| <input checked="" type="checkbox"/> ODDS Children’s Residential Services |  |
| <input type="checkbox"/> Child Welfare Programs                          |  |

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

**Discussion/interpretation:**

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

**Ongoing Certified ONA Assessor Requirements:**

For ONA assessors to remain certified, they must meet the following requirements:

- o Participate in monthly ONA call-ins, and

- Attend at least three (3) of the four (4) ODDS facilitated ONA Assessor Quarterly Trainings each year, which typically occur in January, April, July, and October, unless otherwise noted, and
  - Assessors may not miss more than one (1) ONA Assessor Quarterly Training in a calendar year and cannot miss two in a row from one year to the next (example: October and then January)
- Attend the Spring Quarterly Training and pass the ONA test to ensure assessor reliability and consistency
  - If training requirements are not met, the assessor must attend the next ONA Assessor Refresher training or receive other additional training as recommended by QATs or Assessment Unit trainers.

**Training requirements for certified ONA assessors who have not completed ONAs for a period of time:**

- If an assessor does not complete any ONAs for three (3) to six (6) months, assessor permissions will be suspended in eXPRS.
- To have eXPRS permission reactivated, the assessor must:
  - Communicate to the Assessment Unit Lead to unsuspend eXPRS permissions
  - Request the assigned QAT to complete a desk review of the first completed ONA following reactivation of eXPRS permissions.
  - \*\*\*\*Additional training may be required before additional ONAs can be completed.
- If an assessor does not complete any ONAs for six (6) to twelve (12) months, assessor permissions will be suspended in eXPRS.
- To have eXPRS permission reactivated, the assessor must:
  - Communicate to the Assessment Unit Lead to unsuspend eXPRS permissions
  - Request the assigned QAT to complete a desk review of the first completed ONA following reactivation of eXPRS permissions.
  - Assessor must attend the ONA Assessor Refresher Training and participate in the shadowing process as described in the Initial ONA Assessor Certification policy transmittal [DD-PT-22-017](#).
- If an assessor does not complete any ONAs for twelve (12) months or longer:
  - Complete the Initial ONA Assessor Certification process as described in [DD-PT-22-017](#).

**Implementation/transition instructions:**

Register for ONA Trainings through [Workday Learning](#).

**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](mailto: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](mailto: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)	
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