

# Action Request Transmittal Developmental Disabilities Services



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**Authorized signature**

**Number: DD-AR-22-027**

**Issue date: 2/24/2022**

**Topic:** Developmental Disabilities

**Due date:** All data must be entered no later than June 30, 2022

**Subject:** NCI 2021 Staff Stability Survey Requirement

**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 type="checkbox"/> ODDS Children's Intensive In Home Services                                                                                                                       |
| <input checked="" type="checkbox"/> County DD Program Managers          | <input checked="" type="checkbox"/> Stabilization and Crisis Unit (SACU)                                                                                                                  |
| <input checked="" type="checkbox"/> Support Service Brokerage Directors | <input checked="" type="checkbox"/> Other ( <i>please specify</i> ): ORA; CPAO; OAPA; Providers of: 24 Hour Residential Services; Supported Living; Community Living Supports; Employment |
| <input type="checkbox"/> ODDS Children's Residential Services           |                                                                                                                                                                                           |
| <input type="checkbox"/> Child Welfare Programs                         |                                                                                                                                                                                           |

**Action required:**

The National Core Indicators, often referred to as NCI, supports states in gathering data about services for people with I/DD. NCI is a collaborative effort that began in 1997 between the National Association of State Directors of Developmental Disabilities Services (NASDDDS) and the Human Services Research Institute (HSRI).

Oregon will again participate in the Staff Stability Survey this year. This survey gathers information about employees providing direct "hands on" services and supports, often referred to as Direct Support Professionals (DSP). This survey gathers information on staffing levels, job stability, wages and compensation, and focuses on the DSP workforce employed between 1/1/2021 - 12/31/2021.

State Statute (ORS 443.434) requires group home providers (residential training facilities-serving 6 or more, and residential training homes-serving 5 or fewer) to

submit annual staffing data to a nationally standardized reporting survey organization (i.e., National Core Indicators) specified by the Oregon Department of Human Services.

In addition, per OAR 411-325-025(4)(a), *A provider must submit annual staffing data to the nationally standardized reporting survey organization specified by the Department.* As a result, providers who do not complete the survey may be subject to civil penalties per OAR 411-325-0460(2)(a)(A).

ODHS has selected National Core Indicators Staff Stability Survey for this purpose. The NCI Staff Stability Survey will meet the obligations of your organization. As such, the information you provide will be reported to the Oregon Department of Human Services in both aggregate and disaggregated form. Each agency's information will be individually identified and included in a report that will be publicly available. All providers must report findings to HSRI no later than June 30, 2022.

Providers enter their responses through a secure web portal managed by HSRI, and communication about the survey is between the provider and HSRI.

Providers will receive an email in March from HSRI: called "OR NCI Staff Stability Survey 2021". Included in the email will be a link to the survey and a link to a video tutorial on how to complete the survey. If the provider email is not current, a provider should expect a call from ODDS to secure an accurate email address.

**Reason for action:**

ORS 430.216 now requires ODHS to provide a report to the Oregon Legislature, biennially, summarizing:

- \* The average turnover of Direct Support Professionals in service settings; and
- \* A summary of the average wages of Direct Support Professionals by the setting in which they work.

Information gained will increase Oregon's ability to:

- \* Track the impact of provider rate changes on DSP's wages.
- \* Evaluate Oregon's workforce status and trends compared to other states to provide context for workforce improvement strategies; and
- \* Assess the impacts of federal and state policy changes, including implementation of the Department of Labor Administrative Rule.

**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@dhsoha.state.or.us](mailto:ODDS.Questions@dhsoha.state.or.us) at least three business days prior to the meeting.

**Field/stakeholder review:**  Yes  No  
The draft AR was posted on the Engagement &  
**If yes, reviewed by:** Innovations page from 1/18-1/31/22.

*If you have any questions about this action request, contact:*

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