

# Action Request Transmittal Developmental Disabilities Services



Lilia Teninty

**Authorized signature**

**Number:** DD-AR-22-029

**Issue date:** 3/10/2022

**Topic:** Developmental Disabilities

**Due date:** Two weeks after  
reception of  
returned letters

**Subject:** Returned Letters from Compass Project Mailing

**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 type="checkbox"/> Office of Developmental<br>Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs                      | <input type="checkbox"/> ODDS Children's Intensive In<br>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 type="checkbox"/> ODDS Children's Residential Services           |  |
| <input type="checkbox"/> Child Welfare Programs                         |  |

**Action required:**

If you receive a returned postal letter in the coming weeks that is addressed to one of the people who receives services through your Case Management Entity, please find the best way to get the letter to the individual and, when applicable, their guardian. Some possible ways to get the letter to them include contacting that person or the person's guardian to arrange hand delivery, forwarding the letter to the correct physical address, or scanning the letter and emailing it to them. Please do within two weeks of receiving any returned letters.

**Reason for action:**

ODDS is sending postal letters on March 15, 2022, to many people who receive I/DD services to inform them of their new service group assignment. There is a high likelihood that some of these addresses will be outdated. Because CMEs have direct contact with those receiving services, ODDS used CMEs' addresses as the return address. This information is extremely important for individuals and their families/guardians to receive. Thank you for passing it on.

**Training/communication plan:**

This transmittal will be discussed during the next Monthly Transmittal Review. Please send questions in advance to [ODDS.Questions@dhsoha.state.or.us](mailto:ODDS.Questions@dhsoha.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

**If yes, reviewed by:**

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

Contact(s): <a href="mailto:ODDS.Questions@dhsoha.state.or.us">ODDS.Questions@dhsoha.state.or.us</a>	
Phone:	Fax:
Email: <a href="mailto:ODDS.Questions@dhsoha.state.or.us">ODDS.Questions@dhsoha.state.or.us</a>	