

Policy Transmittal Developmental Disabilities Services



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Number: DD-PT-22-046
Issue date: 5/5/2022

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 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 | |

Policy/rule title:	Abuse and Serious Incident Management		
Policy/rule number(s):	OAR 411-415-0055(1)(e)	Release number:	
Effective date:		Expiration date:	
References:			
Web address:	https://www.oregon.gov/dhs/SENIORS-DISABILITIES/DD/Transmittals/Incident-Management-Team-Report.docx		

Discussion/interpretation:

The ODDS 1915(c) waivers require ODDS to ensure that Case Management Entities (CMEs) develop Incident Management Teams which convene at least quarterly to identify trends, develop local and system-wide responses, and identify preventive actions to address system deficiencies or emerging concerns that could potentially harm individuals served. [OAR 411-415-0055\(1\)\(e\)](#) requires that each CME form an Incident Management Team (IMT) to review Serious Incidents (SI). The CME must

submit findings to the Department quarterly on a format determined by the Department. **CMEs that require further guidance regarding the Incident Management Teams requirement or reporting timelines may reach out to ODDS for technical assistance.**

Local/branch action required:

Incident Management Teams must review all abuse and serious incidents and submit a report (see link below) to ODDS complying with the schedule listed below.

All CMEs must complete the following on a quarterly basis:

- Hold an Incident Management Team (IMT) meeting.
- All CMEs must review all SIs that occurred during the quarter.
- All CDDPs must also review all abuse allegations that occurred during the quarter.

→ **Complete the report available here:** <https://www.oregon.gov/dhs/SENIORS-DISABILITIES/DD/Transmittals/Incident-Management-Team-Report.docx>

→ Submit the report following the directions within the form itself.

Reports are due on the following schedule:

(January, February, March) – May 1

(April, May, June) – August 1

(July, August, September) – November 1

(October, November, December) – February 1

Training/communication plan:

Directors and Managers to share with all staff involved with serious incident or abuse management.

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.

Field/stakeholder review: Yes No

If yes, reviewed by:

If you have any questions about this policy, contact:

Contact(s): Kirsten Collins

Email: KIRSTEN.G.COLLINS@dhsoha.state.or.us