

Information Memorandum Transmittal Developmental Disabilities Services



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Number: DD-IM-22-055

Issue date: 06/02/2022

Topic: Developmental Disabilities

Due date: 06/16/2022

Subject: Updated ODDS Request for Eligibility Determination Form (sds 0552)

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 type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> Support Service Brokerage Directors | <input checked="" type="checkbox"/> Other (<i>please specify</i>): CDDP Eligibility Staff (ES; Supervisors; Admin Support) |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Message: The Office of Developmental Disabilities Services (ODDS) has updated the Intake Application for Developmental Disabilities Services (sds 0552 Request for ODDS Eligibility Determination form). The updated version no longer includes a citizen status section.

Beginning June 16, 2022 - All previous versions should be destroyed and the new Request for ODDS Eligibility Determination Form used by CDDPs.

The new form will be posted and available June 16th, on the ODHS/OHA Publications Forms Server here:

<https://sharedsystems.dhsoha.state.or.us/forms/index.cfm?fuseaction=FORMS.Search&New=yes>

Following publication of the new form, CDDPs must begin immediate use of the new version and should update versions posted or shared with the public and community partners. CDDPs must also accept the previous version, and not require an applicant to also complete the new form, as communities transition to the use of the new form.

Communication/Training: This transmittal will be discussed during the next Monthly Transmittal Review. Please send questions in advance to 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/vJlscqvqD8iGURx5OQk8TAdIS6Arg9ZAf4>

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 at least three business days prior to the meeting.

If you have any questions about this information, contact:

Contact(s): ODDS Diagnosis & Evaluation Coordinator Unit
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Email: ODDS.DE@dhsoha.state.or.us
