

# Information Memorandum Transmittal Developmental Disabilities Services



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**Number:** DD-IM-22-073

**Issue date:** 07/14/2022

**Topic:** Developmental Disabilities

**Due date:**

**Subject:** ODDS Compass: 24-Hour Residential Settings for Adults Rate Model Staffing Assumptions

**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 checked="" type="checkbox"/> Support Service Brokerage Directors | <input checked="" type="checkbox"/> Other ( <i>please specify</i> ): ODDS-Licensed 24-Hour Residential Settings for Adults Providers and Provider Organizations |
| <input type="checkbox"/> ODDS Children's Residential Services           |   |
| <input type="checkbox"/> Child Welfare Programs                         |   |

**Message:**

ODDS has created a document, "Rate Model Average Daily Staffing Assumptions for Adult 24-Hour Residential Settings", to illustrate the staffing assumptions as part of the rate model effective 7/1/22. This informative document includes a brief explanation of the staffing assumptions as a general, but flexible guideline for staffing based on the service group/payment category of the individual and the capacity of the home. The document includes two tables- one for homes with a capacity of one to three individuals and another for homes serving four to five individuals. There is an explanation of the breakdown of hours and several examples of how staffing may be considered and distributed in a home.

The staffing assumption document is located on the ODDS Compass website:  
<https://www.oregon.gov/dhs/Compass-Project/Documents/Rate-Model-Staffing-Assumptions-Adult-24-HR.pdf>

**Communication/training:**

This information memorandum 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.

*If you have any questions about this information, contact:*

Contact(s): Rose Herrera
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