

# Information Memorandum Transmittal Developmental Disabilities Services



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**Authorized signature**

**Number:** DD-IM-22-077

**Issue date:** 08/11/2022

**Topic:** Developmental Disabilities

**Due date:**

**Subject:** Address Change Report to OregONEligibility

**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 ( <i>please specify</i> ):                      |
| <input type="checkbox"/> ODDS Children's Residential Services           |  |
| <input type="checkbox"/> Child Welfare Programs                         |  |

**Message:**

In preparation for the federal public health emergency ending, it is crucial that addresses are updated and corrected in OregONEligibility for individuals who receive Medicaid and services from developmental disabilities services.

The Oregon Department of Human Services (ODHS) has streamlined a process so that they may receive reports of an address change from Community Developmental Disabilities Programs (CDDPs), brokerages, or Children's Intensive In-Home Services (CIIS) program staff who work closely with individuals and families.

CDDP, brokerage and CIIS staff may use the email template below to send an email to the APD/AAA [Case transfer addresses \(by branch\)](#) or [Oregon.Benefits@odhsosha.oregon.gov](mailto:Oregon.Benefits@odhsosha.oregon.gov) to notify ODHS the individual has a new residential and/or mailing address.

Here is the email template to use when sending email address changes:

<https://www.oregon.gov/dhs/SENIORS-DISABILITIES/DD/Transmittals/oep-im-22-021-cddp.docx>.

ODHS, CDDPs, brokerages and CIIS have a memorandum of understanding which allows the Department to act on information reported by these partner agencies without requiring a release of information, signed Authorized Representative and Alternate Payee (MSC 231) form, or verifying the reported information with the individual.

**Communication/training:**

This transmittal will be discussed during the next Monthly Transmittal Review. Please send questions in advance to [ODDS.Questions@odhsoha.oregon.gov](mailto:ODDS.Questions@odhsoha.oregon.gov).

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@odhsoha.oregon.gov](mailto:ODDS.Questions@odhsoha.oregon.gov) at least three business days prior to the meeting.

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

Contact(s): Barbara Carroll	
Phone: 503-428-8952	Fax:
Email: <a href="mailto:Barbara.E.Carroll@dhsaha.state.or.us">Barbara.E.Carroll@dhsaha.state.or.us</a>	