

Action Request Transmittal Developmental Disabilities Services



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Number: DD-AR-22-080

Issue date: 08/25/2022

Topic: Developmental Disabilities

Due date:

Subject: Accessing GIS Mapping System

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 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 | |

Action required:

Case Management Entities (CMEs) shall identify **up to 3** staff to be given a P-Number to access a Geographical Information System (GIS) map for emergency preparedness and response purposes. It is highly encouraged to take advantage of the number of staff who will have access to this map regardless of CME size. CMEs who believe they may need more than 3 designees may make that request to ODDS for consideration. The CME can submit that request to the contact listed at the bottom of the transmittal.

Reason for action:

Office of Developmental Disabilities Services (ODDS) is partnering with the Oregon Department of Human Services (ODHS) Office of Resilience and Emergency Management (OREM) in creating a GIS map of Oregon that is inclusive of address' of individuals in all DD services unless the address on file is a post office box.

The purpose of this map is to be able to identify homes of individuals that may be impacted by a natural disaster and to help identify if there are increased needs for emergency response supports in certain areas. The current map is kept behind the States service server with limited state employee access. ODDS and OREM

acknowledge that in order to have streamlined responses from state and local CMEs, there needs to be the ability for CMEs to independently access information for people enrolled in that specific CME. This is information that CMEs already have but is compiled into a map to help with visual aspects to help with making informed choices with emergency resources. CMEs will only be able to view addresses for individuals enrolled in their specific CME locations and areas they operate in.

For example: Marion County will not be able to view sites and locations in Union County.

Address updates can be made by case managers ([more information HERE](#)) and will be updated into the GIS map on a regular basis as determined by ODDS and OREM.

IF the staff who are being given access to this map **do not already have a P-Number** ODDS needs the following information sent to ODDS.FieldLiaison@odhsoha.oregon.gov with the subject line "GIS Map":

Name (First and Last)
Position/Title
CME name
CME address
County(s) served

IF the staff who are being given access to this map **DO have a P-Number**, ODDS needs the following information:

Name
P-Number

Designated CME staff should be available to open the GIS map during the event of an emergency and be able to provide information as requested by leadership in their CME and as requested by ODDS. ODDS will notify the CMEs once access is available and will provide further guidance at that time. This will not be an open/close opportunity – meaning that if there is staff turnover, CMEs will be able to request P# assignment and map access for alternative staff if needed in the future.

Individual choice:

Case management entities (CMEs) are highly encouraged to inform individuals who may have concerns about the GIS mapping effort about how this tool will be used, who has access to the tool and how updates will be made. By providing all this information, the case manager can help the individual understand how the information will be used. It is the goal of ODDS to be as effective as possible during the event of an emergency and respect the choices made by the individual in how their information is used. The information provided in the GIS map is information that is already available to CMEs

and ODDS. This map and all the information housed in the map is only visible by ODDS, the specific CME and OREM.

Communication/training:

This transmittal will be discussed during the next Monthly Transmittal Review. Please send questions in advance to 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 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): Chelas Kronenberg	
Phone:	Fax:
Email: ODDS.FieldLiaison@odhsoha.oregon.gov	