

Patrice Botsford

Authorized Signature

Number: APD-AR-13-070

Issue Date: 9/25/2013

Topic: Developmental Disabilities

Due Date: November 1, 2013

Subject: Agreement approvals, eXPRS security authorization and SEPA approval

Applies to (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> All DHS employees | <input checked="" type="checkbox"/> County DD Program Managers |
| <input type="checkbox"/> Area Agencies on Aging | <input checked="" type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Other (please specify): ODDS Staff |

Action Required:

It has been determined by the Oregon Department of Justice that the Office of Developmental Disability Services (ODDS) can allow Counties to sub-contract for DD 02 (Local Administration), 48 (Case Management), 55 (Abuse Investigation) and 157 (Regional Crisis and Backup Services) services but the Counties cannot delegate their signature authority to their sub-contractors.

The County Board of Commissioners or County Court must provide to ODDS an "Authorizing Resolution" per Exhibit D, Section 17 which can be in the form of a Board Order. The Authorizing Resolution must identify a County employee not a sub-contractor's employee or position for each of the following levels of authority (one employee may do more than one or all):

1. Signature Authority on the actual contract amendments per Exhibit D, Section 4 of the Agreement if other than the Board or Court.
2. SEPA Approval authority (known as IGA manager in eXPRS) for all DD 02, 48, 55 and 157 funding.
3. Chief Security Office in eXPRS (Exhibit D, Section 18) for the purposes of authorizing either County staff or sub-contractor staff access to eXPRS.

The Authorizing Resolution must be submitted to ODDS by November 1, 2013 for the 2013-15 biennium. An updated Authorizing Resolution must be submitted to ODDS within 45 calendar days of signing any new Agreements in future biennia. When submitting the Authorizing Resolution to ODDS County shall include a list of the individuals filling the roles identified and contact information for each.

If an individual is specifically named for any of these roles in the Authorizing Resolution, County shall submit a new Resolution to ODDS naming the new individual who will be assuming the specified role. If the individual not named in the Authorizing Resolution but named in the attachment is changed County shall submit updated information to ODDS within 30 days.

County shall also submit to ODDS by December 1, 2013 for the 2013-15 biennium a notification that contains the sub-contractor legal name, address, e-mail address and a phone number. The notification shall also identify a contact person for the sub-contractor. If any sub-contractor information changes during the biennium County shall notify ODDS in writing via email or mail within 45 calendar days.

All funds for DD 02, DD 48, DD 55 and/or DD 157 must be paid by county to their subcontractor or at the county's request by DHS to the sub-contractor. County may not retain any funding if they are subcontracting the services to another entity.

Reason for Action: It has been determined by the Oregon Department of Justice that all contracting authority, including SEPA acceptance, must be retained by County staff when the County chooses to maintain their agreement with DHS.

Field/Stakeholder review: Yes No

If yes, reviewed by:

If you have any questions about this action request, contact:

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