

# Action Request Transmittal Developmental Disabilities Services



Lilia Teninty

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**Number:** APD-AR-18-061

**Issue date:** 11/2/2018

**Topic:** Developmental Disabilities

**Due date:**

**Subject:** Emergency Reporting to the Department

## **Applies to (check all that apply):**

- |  |   |
|--|---|
| <input type="checkbox"/> All DHS 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 type="checkbox"/> ODDS Children's Residential Services  | <input checked="" type="checkbox"/> Other ( <i>please specify</i> ): Brokerages |
| <input type="checkbox"/> Child Welfare Programs                |   |

## **Action required:**

CMEs must report to ODDS in the event of an emergency. By utilizing the levels provided a CME can determine when to report to ODDS and what information to provide.

**Level 1:** This is identified as minimal and short-term situation and has potential to last for 1- 4 business days - for example: power outage, annual forecasted flooding etc. This type of disaster is one that a Case Management Entity (CME) can handle internally without support from ODDS. In this situation no notification to ODDS is needed. This level has the potential of rising to a level 2 emergency. Individuals receiving services are still able to access their support providers and able to receive life-sustaining or essential services.

**Level 2:** This is identified as a medial risk and has potential to last for 5 days – for example: landslides block major roads and transportation routes and delays operations, a snow storm that prevents or delays travel outside of the norm for the area. This type of disaster is one that a CME can handle internally but may need support from ODDS. In this situation notification to ODDS should occur as soon as possible. Notification should inform ODDS that a situation is occurring and there's a potential of rising to a level 3 emergency. Individuals receiving services are at risk of

NOT receiving life-sustaining or essential services and need to be monitored by the CME to ensure that they're able to have life-sustaining or essential needs met until the emergency subsides.

**Level 3:** This is identified as a high risk and has the potential to last a minimum of one (1) week until the risk has subsided, and operations can get back up and running efficiently – for example: an earthquake destroys CME offices and all roads and transportation routes are closed, power outage (long term – 1+ weeks) etc. This type of disaster is one that a CME needs assistance from ODDS with finding a way to continue operations as individuals are NOT able to receive life-sustaining or essential services. In this situation notification to ODDS should occur as soon as possible.

**What to submit in the event of an emergency:**

The CME representative in charge of implementing the CMEs emergency plan will submit the following information to ODDS:

- Name
- Prime number
- Zip code
- Crisis or harm mitigation

The CME can include the ODDS Field Liaison e-mail when reporting to local emergency management programs if that's a step that's already being taken.  
OR

The CME representative can check in and provide information via email at [ODDS.FieldLiaison@state.or.us](mailto:ODDS.FieldLiaison@state.or.us) or telephone at 503-945-9815 if e-mail communications is down.

**Reason for action:**

To meet CDDP IGA contract section 2(b)(1), and Brokerage IGA contract section 3(b)(3).

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:** Posted on the ODDS Engagement and Innovations webpage.

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

Contact(s): Emily Terry	
Phone: 503-991-8497	Fax:
Email: <a href="mailto:Emily.A.Terry@dhsoha.state.or.us">Emily.A.Terry@dhsoha.state.or.us</a>	