Action Request Transmittal
Developmental Disabilities Services

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Number: APD-AR-18-061
Issue date: 11/2/2018

Topic: Developmental Disabilities

Subject: Emergency Reporting to the Department

Applies to (check all that apply):
- [ ] All DHS employees
- [ ] Area Agencies on Aging: {Select type}
- [ ] Aging and People with Disabilities
- [ ] Self Sufficiency Programs
- [x] County DD program managers
- [ ] ODDS Children’s Residential Services
- [ ] Child Welfare Programs
- [ ] County Mental Health Directors
- [ ] Health Services
- [ ] Office of Developmental Disabilities Services (ODDS)
- [ ] ODDS Children’s Intensive In Home Services
- [ ] Stabilization and Crisis Unit (SACU)
- [ ] Other (please specify): Brokerages

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 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:**

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

<table>
<thead>
<tr>
<th>Contact(s): Emily Cervantes</th>
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<tbody>
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