Lilia Teninty

**Authorized signature**

**Number:** APD-AR-20-014  
**Issue date:** 8/4/2020  
**Due date:**

**Topic:** Developmental Disabilities

**Subject:** Health Care Advocate (HCA) webinar training schedule for 2020, change to September training date

**Applies to (check all that apply):**
- [ ] All DHS employees
- [ ] County Mental Health Directors
- [ ] Area Agencies on Aging: {Select type}
- [ ] Health Services
- [ ] Aging and People with Disabilities
- [ ] Office of Developmental Disabilities Services (ODDS)
- [ ] Self Sufficiency Programs
- [ ] ODDS Children’s Intensive In Home Services
- [ ] County DD program managers
- [ ] ODDS Children’s Residential Services
- [ ] Support Service Brokerage Directors
- [ ] Stabilization and Crisis Unit (SACU)
- [ ] ODDS Children’s Intensive In Home Services
- [ ] Other *(please specify)*: Service coordinators, personal agents, and other ISP team members who may need the support of an appointed medical decision maker.

**Action required:** Updates in red

Oregon Administrative Rule 411-365 about ISP team appointed Health Care Representatives (HCRs) is being repealed March 1, 2020. It is being replaced with the adoption of Oregon Administrative Rule 411-390 which allows for the appointment of an ISP team appointed Health Care Advocate (HCA) for eligible adults. OAR 411-390-0220(3) requires the case manager and at least one other member of the ISP team receive Department-approved training before appointing an HCA. Regardless of any prior training on the HCR rule, all service coordinators, personal agents and provider agency staff on ISP teams that need the support of an appointed medical decision maker must take this webinar training prior to appointing an HCA. OAR 411-390-0160(4)(g) requires that the person being considered as HCA completes Department-approved training prior to their appointment as HCA and prior to making any health care decisions on behalf of the individual. This transmittal provides information on webinar trainings for case managers and ISP team members, the training packet for HCAs and the HCA appointment form information for case managers.
HCA Webinars for case managers and ISP team members:
Interested parties can visit this link to register for one of the webinars:
https://attendee.gotowebinar.com/rt/490205566814651660
Monday, March 2
Thursday, March 12
Monday, April 6
Monday, May 4
Monday, July 27
Monday, September 14
Monday, November 2
ALL WEBINARS LISTED ABOVE ARE SCHEDULED FOR 10:00 A.M. – 12:00 P.M.

HCA appointee training packet information:
The HCA webinars are for case managers and other ISP team members only, HCA appointees meet the training requirement by reviewing a training packet developed by ODDS. The training packet for HCAs can be located on the forms server, https://aix-xweb1p.state.or.us/es_xweb/FORMS/?-db=FormTbl.fp5-&lay=Main-&format=Findforms_FMP.htm-&findany. The form number is DHS 2635. Per OAR 411-390-0160(4)(g) the training packet must be reviewed each year by the HCA prior to their appointment being renewed.

HCA Appointment form:
The form to appoint a HCA is form number 0496r and it can be found on the forms server as well: https://aix-xweb1p.state.or.us/es_xweb/FORMS/?-db=FormTbl.fp5-&lay=Main-&format=Findforms_FMP.htm-&findany

Communication/training:
HCA training occurs bi-monthly, training or general HCA questions can be directed to Carolyn Sahr, contact information below.

Reason for action: Oregon Administrative Rule (OAR) 411-365 has been repealed and replaced with OAR 411-390

Field/stakeholder review: ☒ Yes ☐ No
If yes, reviewed by: ODDS Engagement and Innovation website

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

<table>
<thead>
<tr>
<th>Contact(s): Caroline Sahr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone: 971 719-0127</td>
</tr>
<tr>
<td>Fax:</td>
</tr>
<tr>
<td>Email: <a href="mailto:carolyn.r.sahr@dhsoha.state.or.us">carolyn.r.sahr@dhsoha.state.or.us</a></td>
</tr>
</tbody>
</table>