

# Action Request Transmittal Developmental Disabilities Services



Lilia Teninty

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**Number: APD-AR-20-028**

**Issue date: 3/18/2020**

**UPDATED**

**Topic:** Developmental Disabilities

**Due date:** 3/18/2020

**Subject:** Case Management Entities reporting implementation of emergency plans – Responding to Infectious Disease and COVID19 (Coronavirus)

**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 checked="" type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs                       | <input checked="" 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 checked="" type="checkbox"/> ODDS Children's Residential Services |  |
| <input type="checkbox"/> Child Welfare Programs                          |  |

**Action required:**

## Emergency Plans for ODDS Case Management Entities

All DD case management entities are required to immediately review their written emergency plans, policies, and procedures, to ensure they sufficiently address strategies to mitigate and respond to an outbreak or pandemic of infectious disease including COVID-19. A written emergency plan is required for Community Developmental Disabilities Programs under Oregon Administrative Rule [411-320-0040\(10\)](#). Brokerages are required to have operating policies and practices under [OAR 411-340-0150\(3\)](#).

As DD case management entities implement each phase or portion of the emergency plan they must communicate with ODDS.

Communication may be by email or phone call depending on phase of the emergency plan. CME's must inform ODDS with the following details:

- What phase or portion of their emergency plan they are in (phase 1, 2, 3 etc.)
- What changes to the operations of their specific CME have taken place (how

staff will have access to individual information; how individuals, families and providers will be able to contact staff; how have they communicated to individuals and families about their level of emergency plan implementation; whether their office is closed or open; how PSW timesheets will be processed; etc.)

- Whether the office has lost staff capacity and how they are adjusting to address urgent health and safety concerns.
- If staff are out ill, how are individuals, families and providers being redirected to a back-up case manager
- How will the office address protective services?

As additional phases of the emergency management plans are implemented, continue to report to ODDS with the additional changes being made within the CME.

Reporting must go directly to the assigned Field Liaison for the CME with a cc to Chelas Kronenberg and the ODDS Field Liaison email address.

Karen Markins at [Karen.E.Markins@dhsosha.state.or.us](mailto:Karen.E.Markins@dhsosha.state.or.us)

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Carolyn Sahr at [Carolyn.R.Sahr@dhsosha.state.or.us](mailto:Carolyn.R.Sahr@dhsosha.state.or.us)

Cc to - Chelas Kronenberg at [chelas.a.kronenberg@dhsosha.state.or.us](mailto:chelas.a.kronenberg@dhsosha.state.or.us), and [ODDS.Fieldliaison@dhsosha.state.or.us](mailto:ODDS.Fieldliaison@dhsosha.state.or.us)

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:**

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

Contact(s): Chelas Kronenberg	
Phone: 971-600-7892	Fax:
Email: <a href="mailto:chelas.a.kronenberg@dhsosha.state.or.us">chelas.a.kronenberg@dhsosha.state.or.us</a>	