**Action Request Transmittal**

**Developmental Disabilities Services**

Lilia Teninty

*Authorized signature*

**Number:** APD-AR-20-030  
**Issue date:** 3/18/2020  
**Due date:** 3/18/2020

**Topic:** Developmental Disabilities

**Subject:** Behavior Professionals with “G” level OIS certificates expiring soon

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

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

**Message:** During this time of purposeful social distancing many OIS recertification classes are being postponed. This may have an effect on Behavior Professional qualifications and ability to invoice and bill in eXPRS.

OIS Instructors with an OIS expiration date of 04/30/2020 will automatically be extended to 10/31/2020.

Behavior Professionals who hold a “G” or “Workshop” level certificate must email [Kirsten.G.Collins@dhsoha.state.or.us](mailto:Kirsten.G.Collins@dhsoha.state.or.us) when the certificate will expire in 8 weeks with two attachments:

1. The current OIS certificate
2. A copy of the letter or email canceling the workshop they were signed up for.

   OR

   Documentation of a minimum of three attempts to register for a class.

ODDS can then permit an extension so that the ability to invoice and bill through eXPRS can continue.
If you have any questions about this policy transmittal, contact: Kirsten.G.Collins@dhsoha.state.or.us