

# Action Request Transmittal Developmental Disabilities Services



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**Number: APD-AR-20-033**

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

**Topic:** Developmental Disabilities

**Due date:**

**Subject:** DSA and Employment Path Contingency Funding

**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 checked="" type="checkbox"/> Support Service Brokerage Directors | <input checked="" type="checkbox"/> Other ( <i>please specify</i> ): DSA and Employment Path Providers |
| <input type="checkbox"/> ODDS Children's Residential Services           |  |
| <input type="checkbox"/> Child Welfare Programs                         |  |

**Reason for action:**

Due to COVID-19 concerns around the potential spread of COVID-19 to vulnerable individuals in Oregon, ODDS issued PT 20-024 (<http://www.dhs.state.or.us/policy/spd/transmit/pt/2020/pt20024.pdf>) which limits group services for people with I/DD to 10 or less individuals. That being said, some programs have started limiting service to smaller groups, or initiated some closures due to health and safety concerns. For that reason, ODDS is offering contingency funding to Day Support Activity providers as well as Employment Path providers who have been required to make changes.

This funding will be made available using Service Element DD57 – and will be issued to DSA and Employment Path Providers who notify ODDS that they would like to receive this funding.

**Action Required:**

In order to receive this funding ODDS is requesting that the provider:

- Follow PT 20-024;
- Continue to offer DSA and Employment Path Services to small groups or individual services as possible during this time;

- Report information regarding staff changes (hour reductions, layoffs, hires, etc.), what type of work staff will be completing during this time, and what staff may be available to provide services in residential or in-home settings; and
- To the best of their current knowledge, intend to re-open in the future.

If all of the above is true, notify ODDS as soon as possible that your DSA and/or Employment program would like to access this contingency funding. ODDS will calculate the average of payments made to each provider from October 2019 to December 2019. ODDS will pay the provider the average monthly payment within 5 business days of the provider notification to ODDS via DD57 (an automatic payment to your agency).

In response to your request for funding, ODDS will provide a spreadsheet to report work current staff are doing, staff changes, staffing availability, etc. This will be sent as a return email to the request for funding. It will also be outlined in a forthcoming transmittal.

This funding is being provided to support agencies during this challenging time so they can in turn, support their staff who support people with I/DD.

Please submit your request for funding with the subject line "Contingency Funding" to: [acacia.mcguireanderson@dhsosha.state.or.us](mailto:acacia.mcguireanderson@dhsosha.state.or.us).

We are aware that other programs have also made changes to services including Small Group and Job Development or Job Coaching services. ODDS and Vocational Rehabilitation (VR) are in constant communication about potential solutions. At this time, ODDS is asking providers to track the status of individuals receiving Job Coaching including: 1. Layoffs, 2. Individuals not able to go to work due to health and safety concerns; and 3. Any reduction in hours the person is able to work.

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:**

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

Contact(s): Regional Employment Specialist :  
<https://www.oregon.gov/DHS/EMPLOYMENT/EMPLOYMENT-FIRST/Documents/Map-ODDS-Regional-Employment-Specialists.pdf>

Phone:

Fax:

Email: