

Action Request Transmittal Developmental Disabilities Services



Lilia Teninty

Authorized signature

Number: APD-AR-20-103

Issue date: 11/25/2020

Topic: Developmental Disabilities

Due date:

Subject: ONA procedures

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"/> ODDS Children's Residential Services | <input checked="" type="checkbox"/> Other (<i>please specify</i>): Brokerage managers |
| <input type="checkbox"/> Child Welfare Programs | |

Action required:

The following procedures are expected to occur regarding the Oregon Needs Assessment (ONA):

1. After a certified ONA assessor completes an ONA, the SC/PA and/or the ISP team should review the ONA to ensure that it reflects the individual's support needs. If the ISP team believes that there are supports that were not accurately captured on the ONA they should bring them to the attention of the assessor within the time the assessor has to make corrections on the ONA (The assessor can correct up to 60 days after submission.) The ONA assessor will evaluate the new information and determine if a correction is warranted.
2. Prior to each annual ONA, the SC/PA should try to determine if support needs have changed on any ONA items that only the certified assessor can edit in the ONA. If there have been changes- they should request that a certified assessor conducts the annual ONA.
A certified ONA assessor must complete the initial ONA, the annual ONA at ages 3, 4, 5, 8, 12, 15, and 18

3. While conducting an “Annual SC/PA Assessment” if the SC/PA discovers a change in support need that is not addressed in the current ONA, the SC/PA will inform the individual and providers that an assessor will need to complete a new assessment and refer this ONA to a certified assessor. The certified assessor will complete the change in need assessment within 45 days of receiving the request.
4. If anytime during the ISP year a person’s support needs have changed on items that only a certified ONA assessor can change, then a “change in need” ONA should be completed within 45 days of the needs being identified by the SC/PA.
5. In preparation for implementation of ONA Service Groups, it is recommended that all SC/PA’s begin reviewing individuals’ ONA’s and making adjustments as necessary.

Reason for action:

Following these actions will ensure that the most current support needs are accurately captured on the ONA and that the resulting Service Group is indicative of the current support needs.

This transmittal will be discussed during the next Monthly Transmittal Call In. These meetings are held the second Wednesday of every month at 2 pm.

[Join Microsoft Teams Meeting](#)

Call-in at: 971-277-2343 Conference ID: 403 980 561#

Please send questions in advance to ODDS.INFO@state.or.us

Field/stakeholder review: Yes No

If yes, reviewed by: Engagement & Innovations website

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

Contact(s): Fred Jabin	
Phone: 503-884-2302	Fax:
Email: fred.c.jabin@dhsosha.state.or.us	