Developmental Disabilities Services

Information Memorandum Transmittal

Lilia Teninty

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Number: APD-IM-15-051

Issue date: 7/10/2015

Topic: Developmental Disabilities

Training for Service Coordinators and Personal Agents on “Limit on authorized hours a PSW may work per Individual Support Plan”

Applies to (check all that apply):

☐ All DHS employees
☐ County Mental Health Directors
☐ Area Agencies on Aging
☐ Health Services
☐ Aging and People with Disabilities
☐ Office of Developmental Self Sufficiency Programs Disabilities Services (ODDS)
☐ County DD Program Managers ODDS Children’s Intensive
☐ ODDS Children’s In Home Services Residential Services
☐ Stabilization and Crisis Unit (SACU)
☐ Child Welfare Programs Other (please specify): Support Services
☐ Brokerages Program Directors

Message:
Office of Developmental Disabilities Services (ODDS) will be providing training to Service Coordinators and Personal Agents on the new policy “starting September 1, 2015, all Personal Support Workers (PSWs) new to an Individual Support Plan (ISP) are limited to working a maximum of 50 hours per week for each individual” APD-PT-15-021: Limit on authorized hours a PSW may work per Individual Support Plan.

Training will start on July 15th, 2015 and provide multiple opportunities to gain more knowledge about the new policy, guidance for implementation, and procedures for exceptions to the policy.

➢ Webinar:
ODDS will provide a webinar training regarding APD-PT-15-021: Limit on authorized hours a PSW may work per Individual Support Plan. This training will be an overview of the new policy, how to implement the policy, and the procedures for exceptions to the policy.

PSW ISP Hourly Caps Kick-Off—Register now!
You must be registered prior to the start time to participate in the webinar
https://attendee.gotowebinar.com/register/8889237417933978369

MSC 0080 (12/14) replaces DHS 0080 (11/13) Information Memorandum Cover Sheet version
After registering, you will receive a confirmation email containing information about joining the webinar.

View System Requirements

**Wednesday July 15th, 2015**
**1:00pm-2:00pm**

A recording of the webinar training will be posted on the Developmental Disabilities Providers and Partners Resources webpage under the “Training Links” heading afterwards for Service Coordinators and Personal Agents.

- **Conference Calls:**
  Starting July 22nd, 2015 ODDS will be holding conference calls to answer questions related to the implementation of APD-PT-15-021: Limit on authorized hours a PSW may work per Individual Support Plan and the procedures for exceptions to this policy.
  July 22nd, July 29th, and August 5th, 2015 at 1:00 pm
  Conference Line (877) 873-8017
  Guest Code 772325#

  Questions must be submitted to DOL.Questions@state.or.us by 5:00pm on the Monday prior to the call to be included on the Wednesday conference call.

- **Frequently Asked Questions:**
  A Frequently Asked Questions document will be posted on the DD Case Management Tools and DD Brokerage Personal Agent Tools webpage under the “FAQs” heading following the call-ins with the Questions and Answers provided during the calls for Service Coordinators and Personal Agents to reference as needed.

- **Worker Guide:**
  “Exceptions to Individual Support Plan Hourly Cap for PSWs” Worker Guide will be available for use on the DD Case Management Tools webpage under the “Case Management Reference” heading and DD Brokerage Personal Agent Tools webpage under the “Basic Brokerage References” heading following the webinar training.

If you have any questions about this information, contact:

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<thead>
<tr>
<th>Contact(s)</th>
<th>Chrissy Fuchs</th>
<th>Mike Harmon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>503-947-4142</td>
<td>503-947-1105</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:Chrissy.fuchs@state.or.us">Chrissy.fuchs@state.or.us</a></td>
<td><a href="mailto:Michael.a.harmon@state.or.us">Michael.a.harmon@state.or.us</a></td>
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