The Office of Developmental Disabilities Services (ODDS) has updated and posted the Worker Guide on issuing Notification of Planned Action version 2, to provide additional information and guidance to staff who write/issue Notifications of Planned Actions. The updated version includes additional scenarios as well as an FAQ section. Please refer to AR-14-064 and review SDS 0947A for instructions on filing out a SDS 0947.

This Worker Guide is posted on the [DD Case Management Tools](https://dhsstafftools.state.or.us/ddcase/home) and the [DD Brokerage Personal Agent Tools](https://dhsstafftools.state.or.us/ddbrokage/home) pages of the DHS Staff Tools Site.

Updated versions will be posted in response to needs identified. Please send feedback to Jeanette Baxter, ODDS Complaint Coordinator.

If you have any questions about this information, contact:

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