Developmental Disabilities Services

Information Memorandum Transmittal

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Authorized signature

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Topic: Developmental Disabilities

Subject: ODDS Death Reporting Worker Guide

Applies to (check all that apply):

☐ All DHS employees
☐ Area Agencies on Aging
☐ Aging and People with Disabilities
☐ Self Sufficiency Programs
☒ County DD Program Managers
☐ ODDS Children’s
☐ Residential Services
☐ Child Welfare Programs

☐ County Mental Health Directors
☐ Health Services
☐ Office of Developmental
☐ Disabilities Services(ODDS)
☐ ODDS Children’s Intensive
☐ In Home Services
☐ Stabilization and Crisis Unit (SACU)
☒ Other (please specify): Brokerage
☐ Directors and Personal Agents; CDDP
☐ Service Coordinators

Message:
The ODDS Death Reporting Worker Guide is available for use on the
DD Case Management Tools web page under the “Case Management Reference”
heading and on the DD Brokerage Personal Agent Tools web page under the “Basic
Brokerage References” heading.

The worker guide describes the death reporting notification procedures including
timelines, forms and ODDS contacts for CDDP, Brokerage and CIIS Case Managers.
Future updates will be made directly to the worker guide and will not be updated via
Information Memorandum. Please reference the online version regularly in order to
stay current with the most recent version. You may also subscribe to updates at:
https://service.govdelivery.com/accounts/ORDHS/subscriber/new?topic_id=ORDHS_481

If you have any questions about this information, contact:

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