Lilia Teninty

**Authorized signature**

**Number:** APD-IM-17-063

**Issue date:** 9/20/2017

**Topic:** Developmental Disabilities

**Subject:** Transmittal Review Call In Schedule

**Applies to (check all that apply):**
- [x] All DHS employees
- [x] County Mental Health Directors
- [x] Area Agencies on Aging
- [x] Health Services
- [x] Aging and People with Disabilities
- [x] Office of Developmental Disabilities Services (ODDS)
- [x] Self Sufficiency Programs
- [x] ODDS Children’s
- [x] In Home Services
- [x] County DD Program Managers
- [x] ODDS Children’s Intensive Stabilization and Crisis Unit (SACU)
- [x] Residential Services
- [x] Other (please specify): Brokerage Directors, Personal Agents, Services Coordinators

**Message:** Starting September 21st, 2017 ODDS will be hosting monthly call-ins to review guidance published by ODDS during the previous month.

The call-in will review any transmittals and accompanying documents such as worker guides or FAQs that were published in the since the previous call. The first call will review guidance posted since August 18th, 2017.

When: **Every third Thursday of the month from 2:00pm-3:00pm.**

Phone number: 877-848-7030

Access code: 458900#

Prior to the call-in ODDS will accept questions about the previous month’s published guidance at the ODDS.Questions@state.or.us email box. Please use the subject line “Monthly Transmittal Call”.

Emails received by close of business on the Monday preceding the call will be addressed during the call. Subject Matter Experts and transmittal authors will be available during the call to address clarification questions.
If you have any questions about this information, contact:

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<tr>
<th><strong>Contact(s):</strong></th>
<th>Chrissy Fuchs</th>
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</thead>
<tbody>
<tr>
<td><strong>Phone:</strong></td>
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