Information Memorandum Transmittal
Developmental Disabilities Services

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Number: APD-IM-20-008

Issue date: 1/24/2020

Topic: Developmental Disabilities

Subject: Foster Care 2on1 Staffing Authorization Procedure

Applies to (check all that apply):

☐ All DHS employees
☐ Area Agencies on Aging: {Select type}
☐ Aging and People with Disabilities
☐ Self Sufficiency Programs
☒ County DD program managers
☐ Support Service Brokerage Directors
☐ 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): Community Developmental Disabilities Program service coordinators

Message:
The original Foster Care 2:1 Staffing Authorization Procedure Worker Guide issued 10-1-2017 and developed to assist Community Developmental Disabilities Program (CDDP) service coordinators has been updated as of 1/17/2020. The update includes the following:

- Changes to the policy on annual FC 2:1 reauthorization
- Updates with more specific information entering 2:1 into eXPRS Plan of Care
- Provider requirement to report significant underutilization

The Worker Guide can be found here:
http://www.dhs.state.or.us/spd/tools/dd/cm/Foster%20Care%202-1%20Staffing%20Authorization%20Procedure.pdf
If you have any questions about this information, contact:

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Communication/training:
This transmittal will be discussed during the next Monthly Transmittal Call In. These meetings are held the third Thursday of every month at 2 pm. Call in: 877-848-7030 Guest 458900#. Please send questions in advance to ODDS.INFO@state.or.us