Information Memorandum Transmittal
Developmental Disabilities Services

Lilia Teninty
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Number: APD-IM-20-122
Issue date: 11/17/2020

Topic: Developmental Disabilities

Subject: 2021 Health Care Advocate (HCA) training schedule

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):

Message:
Oregon Administrative Rule 411-390 allows for the appointment of an ISP team appointed HCA for eligible adults. OAR 411-390-0020(3) requires the case manager and at least one other member of the ISP team complete Department-approved training before appointing an HCA. This transmittal provides information on webinar trainings for case managers and ISP team members, location of the HCA appointment form and training requirements for HCAs, which differ from the training requirements of ISP team members appointing an HCA.

HCA webinars for case managers and ISP team members:
Interested parties can visit this link to register for one of the webinars:
https://attendee.gotowebinar.com/rt/1191033187429642251
Monday, January 4
Monday, March 1
Monday, May 3
Thursday, July 1
Monday, September 13
Monday, November 8
ALL WEBINARS LISTED ABOVE ARE SCHEDULED FOR 10:00 A.M. – 12:00 P.M.

HCA appointment form:
The form to appoint an HCA can be found on the forms server: https://aix-xweb1p.state.or.us/es_xweb/FORMS/?-db=FormTbl.fp5-&-lay=Main-&-format=Findforms_FMT.htm-&-findany, it is form 0496r.

HCA appointee training packet information:
The training packet for HCAs can be located on the forms server, https://aix-xweb1p.state.or.us/es_xweb/FORMS/?-db=FormTbl.fp5-&-lay=Main-&-format=Findforms_FMT.htm-&-findany. The form number is DHS 2635 and it is available in English, Russian, Somali, Spanish and Vietnamese. Per OAR 411-390-0160(4)(g) the training packet must be reviewed each year by the HCA prior to their appointment being renewed.

If you have any questions about this information, contact:

<table>
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<th>Contact(s): Carolyn Sahr</th>
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