Information Memorandum Transmittal
Developmental Disabilities Services

Lilia Teninty  
*Authorized signature*

**Topic:** Developmental Disabilities  
**Due date:**

**Subject:** Update to 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
- [x] County DD Program Managers
- [x] Support Service Brokerage Directors
- [ ] ODDS Children’s Residential Services
- [ ] Child Welfare Programs
- [ ] County Mental Health Directors
- [ ] Health Services
- [ ] Office of Developmental Disabilities Services (ODDS)
- [x] ODDS Children’s Intensive In Home Services
- [ ] Stabilization and Crisis Unit (SACU)
- [ ] Other *(please specify)*: ISP team members for individuals who could benefit from the support of a Health Care Advocate (HCA)

**Message:**
A broken link to register for the November HCA webinar was discovered. The link has been repaired and is listed below.

**HCA webinars for case managers and ISP team members:**
Interested parties can visit this link to register for the November 2021 Webinar:

**Registration URL**
Monday, November 8:  
[https://attendee.gotowebinar.com/rt/2931580991865304333](https://attendee.gotowebinar.com/rt/2931580991865304333)  
Webinar ID  
240-565-691

**ALL WEBINARS 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 form’s server: https://aix-xweb1p.state.or.us/es_xweb/FORMS/?-db=FormTbl.fp5&-lay=Main-&format=Findforms_FMP.htm-&findany, it is form 0496r.

HCA appointee training packet information:
The training packet for HCAs can be located on the form’s server, https://aix-xweb1p.state.or.us/es_xweb/FORMS/?-db=FormTbl.fp5&-lay=Main-&format=Findforms_FMP.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.

Communication/training:
This transmittal will be discussed during the next Monthly Transmittal Review. These meetings are held the second Wednesday of every month at 2 pm using the TEAMS platform. The link to participate is here: Join Microsoft Teams Meeting, or you can call 971-277-2343 using conference ID: 468 508 153# to hear only the audio portion of the meeting. Please send questions in advance to ODDS.Questions@dhsoha.state.or.us.

If you have any questions about this information, contact:

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