Information Memorandum Transmittal
Developmental Disabilities Services

Lilia Teninty

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Number: APD-IM-20-122
EDDED

Issue date: 5/21/2021

Topic: Developmental Disabilities

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
☒ 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): ISP team members for individuals who could benefit from the support of a Health Care Advocate (HCA)

Message:
The HCA webinar scheduled for May 3, 2021 was cancelled due to technical difficulties. The webinar is being rescheduled for Friday, June 4 from 10:00 AM to 12:00 PM PST. You can join the webinar with the link below.

June 4, 2021 HCA webinar:
Microsoft Teams meeting
Join on your computer or mobile app
Click here to join the meeting
Or call in (audio only)
+1 971-277-2343,,289138727# United States, Portland
Phone Conference ID: 289 138 727#
All other HCA webinars for 2021 will continue as scheduled and that schedule and registration link is below.

**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](https://attendee.gotowebinar.com/rt/1191033187429642251)
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_FMP.htm&-findany](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 forms server, [https://aix-xweb1p.state.or.us/es_xweb/FORMS/?-db=FormTbl.fp5&-lay=Main&format=Findforms_FMP.htm&-findany](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.

If you have any questions about this information, contact:

<table>
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