Policy Transmittal
Developmental Disabilities Services

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Number: APD-PT-19-007
Issue date: 2/15/2019

Topic: Developmental Disabilities

Transmitting (check the box that best applies):

- New policy
- Policy change
- Policy clarification
- Administrative Rule
- Manual update
- Executive letter
- Other:

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

Policy/rule title: Health Care Representative
Policy/rule number(s): OAR 411-365
Release number: v1
Effective date: March 1, 2019
Expiration date:
References:

Web address: https://aix-xweb1p.state.or.us/es_xweb/FORMS/

Discussion/interpretation:
When a Health Care Representative (HCR) is appointed under OAR 411-365, the Services Coordinator or Personal Agent must assure the appointment is documented.

Services Coordinators and Personal Agents no longer need to contact ODDS to obtain the appropriate forms which were previously printed on NCR (No Carbon Required) papers.

The NCR form has now been moved into a DHS form that can be printed directly from the DHS website. The form is number 0496r.
Implementation/transition instructions: Service Coordinators and Personal Agents may now access the HCR appointment form on the DHS website rather than contacting ODDS when NCR forms are needed.

There is now a signature line for the accepting HCR signature. This is a new feature of the updated form.

Training/communication plan: ODDS will discuss during the monthly transmittal call

Local/branch action required: Each Case Management Entity should discuss availability of the HRC form now on the website. Effective March 1, 2019 the NCR forms are no longer to be used. The updated form must be used for all HCR appointments.

Central office action required: Central office ODDS will communicate with all Health Care Representative trainers

Field/stakeholder review: ☐ Yes ☑ No

If yes, reviewed by:

Filing instructions:

If you have any questions about this policy, contact:

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