

Policy Transmittal Developmental Disabilities Services



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Number: APD-PT-19-007

Issue date: 2/15/2019

Topic: Developmental Disabilities

Due date:

Transmitting (check the box that best applies):

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

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging: {Select type} | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input checked="" type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input checked="" type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input checked="" type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> Support Service Brokerage Directors | <input type="checkbox"/> Other (please specify): |
| <input checked="" type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> 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](https://aix-xweb1p.state.or.us/es_xweb/FORMS/). 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:

Contact(s): Carolyn Sahr	
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