

Policy Transmittal Developmental Disabilities Services



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Number: APD-PT-20-080

Issue date: 6/24/2020

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 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 checked="" type="checkbox"/> Support Service Brokerage Directors | <input checked="" type="checkbox"/> Other (<i>please specify</i>): Office of Training, Investigations and Safety- Investigation Unit (OTIS) |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	Investigations of Case Management Entities or Case Managers as the Accused Person		
Policy/rule number(s):		Release number:	1
Effective date:	July 6, 2020	Expiration date:	
References:	ORS 430.735 (1)(2)(4)(13) OAR 407-045-0250-0370 OAR 411-415-0000 to 0090		
Web address:			

Discussion/interpretation:

The Department of Human Services (DHS), Office of Developmental Disabilities Services (ODDS) and the Office of Training, Investigations and Safety (OTIS) is providing guidance to Community Developmental Disabilities Programs (CDDP),

Support Service Brokerages and OTIS staff when naming a Case Management Entity (CME) or a case manager (OAR [411-317-0000 \(29\) \(31\)](#)) as an accused provider/person (AP) associated with a report of alleged abuse.

Oregon Revised Statute (ORS) and Oregon Administrative Rule (OAR) do not exclude a CME and/or case manager from being named as an AP. ORS and OAR define abuse allegations and who is a victim but are silent in identifying a specific role of the accused person. This policy clarifies a process for referral, screening and investigations of abuse allegations where a CME or case manager have been identified as an AP (OAR 407-045-0260 (5)).

Implementation/transition instructions:

Effective July 6, 2020, OTIS will conduct all screenings and abuse investigations when a report of alleged abuse is made, and the accused provider/person is/was a CME or case manager for the “adult”.

When a CME or case manager has been identified as an AP, the CDDP must refer the case to OTIS for screening and investigation activities under the authority of a DD Special Division Investigation (SDI) (OAR 407-045-0360 (1)). CDDP adult abuse screener/investigators who receive a report of abuse involving a CME or case manager as the AP must complete an OTIS SDI referral form and submit it to OTIS. The CDDP’s assigned Abuse Investigation Coordinator (AIC) can provide a copy of the most recent OTIS SDI referral form if not available. The completed referral form must be emailed via secure email to the address listed on the form.

All screenings and investigations will be completed in the Central Abuse Management (CAM) information system by OTIS as a confidential intake/investigation and will be accessible only by authorized users.

The designated OTIS screener/investigator may contact the CDDP, state policy analysts, county supervisor or other pertinent parties if additional information or clarification is needed.

CMEs or case managers who receive a substantiated abuse finding will be afforded the right to request a contested case hearing in compliance with [OAR 137-003-0505](#).

Training/communication plan: Information will be provided at a weekly webinar call hosted by ODDS with CDDP managers and Support Service Brokerage Directors.

ODDS leadership, OTIS managers and DD AICs will be available to communicate with the public, stakeholders, service providers and CDDPs.

Local/branch action required: Beginning immediately CDDP adult abuse screener/investigators must complete an OTIS SDI referral form and submit it securely to OTIS using the email designated on the form.

Central office action required: Upon release of this transmittal central office will add OTIS to the agenda for a weekly webinar call held with CDDP program managers and Support Services Brokerage Directors. OTIS AICs for DD services will review this transmittal with CMEs, county adult abuse Investigators and CME/County Supervisors. The OTIS AICs will be available for ongoing technical assistance to the local community programs.

Communication:

An email will be sent to all County DD program managers and Support Services Brokerage Directors with the release of this transmittal.

Field/stakeholder review: Yes No

If yes, reviewed by: Innovation and Engagement Webpage

Filing instructions:

If you have any questions about this policy, contact:

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