

Policy Transmittal Developmental Disabilities Services



Lilia Teninty

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Number: APD-PT-20-108

Issue date: 10/1/2020

Topic: Developmental Disabilities

Due date: 10/1/2020

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 checked="" type="checkbox"/> Support Service Brokerage Directors | <input type="checkbox"/> Other (<i>please specify</i>): |
| <input checked="" type="checkbox"/> ODDS Children’s Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	How to Use the ONA Risk Report		
Policy/rule number(s):	OAR 411-415-0080; Oregon ISP Manual	Release number:	v1
Effective date:	10/1/2020	Expiration date:	NA
References:			
Web address:	OregonISP.org ; ODDS Staff Tools Page		

Discussion/interpretation:

Services Coordinators and Personal Agents for those receiving in-home services may now use the ONA Risk Report **or** the Risk Identification Tool (RIT). ODDS worked with various community stakeholders and the Arc Oregon’s OTAC team to clarify the process of using the ONA Risk Report with the ISP Risk Management Plan. The ONA Risk Report is an optional tool (until further notice) to replace the RIT for Service Coordinators/Personal Agents (SC/PA’s) working with adults and children receiving in-home supports and the related settings that provide support to those

accessing in-home services (for example, it may be used to identify risks for employment providers for individuals receiving in-home services).

Implementation/transition instructions:

1. These guides are intended only for teams who will be using the ONA Risk Report to identify serious risks for people who live in in-home settings. This guidance does not apply to teams who support people who live in residential settings, such as 24-hour residential, Supported Living, or foster care.
2. **Which teams will be using the ONA Risk Report?** Services Coordinators and Personal Agents (SC/PAs) who support people in in-home settings will have the option of using the ONA Risk Report to identify serious risks, rather than the Risk Identification Tool (RIT). If you are unsure which will be used, check with the person's SC/PA to determine which tool will be used to identify serious risks.
3. Read the following documents:
 - a. **How to Use the ONA Risk Report**- this document provides an overview of the ONA Risk Report and how to use it within eXPRS
 - b. **Risk Identification with the ONA Risk Report** (an addendum to the ISP instruction manual)- this document provides detailed instructions on how to identify Serious Risk, including a **Potential Risk Factor Decision Tree**; how to bring information from the ONA Risk Report into the ISP Risk Management Plan; and how to use information from the ISP Risk Management Plan to create a Provider Risk Management Strategies document (PRMS)
 - c. **One-page Risk Report & ISP Risk Management Plan Snapshot**- this brief one-page document provides a visual example of information from the ONA Risk Report being brought into the ISP Risk Management Plan
4. Webinar will be provided with an estimated date of October 6, 2020, and a recorded version of this webinar will be available (next day) on oregonisp.org/training/webinar
5. Questions can be submitted at OregonISP.org

Training/communication plan:

Please register for the upcoming [ONA Risk Report webinar](#) for more information.

Local/branch action required: Services Coordinators and Personal Agents for those in in-home services must choose to either use the ONA Risk Report or the Risk Identification Tool as listed above.

Central office action required: NA

Field/stakeholder review: Yes No

If yes, reviewed by: Posted to innovation and engagement website for stakeholder input 1/14/2020

Filing instructions:

If you have any questions about this policy, contact:

Contact(s): Fred Jabin	
Phone: 503-884-2302	Fax:
Email: fred.c.jabin@state.or.us	