

Step 1

- SC/ PA will utilize the **Annual ONA Assessment Decision Chart** to determine who will be responsible for completing the ONA. If the annual ONA assessment is to be completed by the SC/PA, proceed to next step.

Step 2

- Using the **Annual ONA Item Checklist**, the SC/PA will review the most recent ONA assessment and the individual's file, conduct a face-to-face meeting with individual and an interview. If, at any time during this process, a change in need has been identified, the SC/PA will not proceed. A certified assessor will conduct the ONA. If no changes, proceed to next step.

Step 3

- SC/PA will complete the annual ONA assessment as outlined in the **Oregon Needs Assessment Manual for use by Services Coordinators and Personal Agents**.