

<CME_NAME>
<CME_STREET> <CME_PO_BOX>
<CME_CITY>, <CME_STATE> <CME_ZIP>



<DATE>

<FIRST_NAME> <LAST_NAME>
<ADDRESS, PO_BOX>
<CITY>, <STATE> <ZIP>

Dear Parent or Guardian of <FIRST_NAME>,

We are sending you this letter because your child has in-home support as part of their Individual Support Plan (ISP). This letter lets you know about a new way we will figure out in-home hours next year. It will be part of their planning for 2024. It does not affect their 2023 ISP and their hours will not go down when they make their 2024 ISP. Please read the letter to learn more.

ODDS wants to make sure that supports and services help your child meet their personal needs and goals. That is why we use the Oregon Needs Assessment (ONA) and your child has an Individual Support Plan (ISP). Here is how it works and what is new:

1. **The ONA:** Your child’s services coordinator or personal agent uses assessments like the ONA to ask questions when you start planning together.
 - The ONA helps to find out what kind of supports they need.

2. **NEW — Service groups:** Your child’s ONA is used to match them with a service group. Starting with their 2024 ISP, their service group will help you know how many hours they have for supports.
 - Service groups are a way to understand how much help your child needs to reach their goals. The group they are with is based on their age and support needs.

- Your child's service group has a range of hours that can be used for in-home supports each month.
- In-home hours are the number of hours a month that a service provider can be paid to help your child.

3. **Planning:** You, your child and their support team decide how to use those hours during planning meetings.

- A support team are the people who help you and your child make decisions about their life and ISP. Their services coordinator or personal agent is part of their team.
- Being part of a service group does not change how to plan your child's ISP. It just helps you know where to start.
- No matter which service group your child is in, **their hours will not go down for their 2024 ISP.** They will stay the same or may go up.

Here is your child's service group as of May 2023:

Your infant or toddler/child/adolescent is with the <SERVICE_GROUP> They may be part of this service group because:

- <INDICATORS>

Based on this service group, your child/adolescent will have <HOURS> each month during the school year and <HOURS> each month during the summer that they can use for their 2024 ISP.

OR

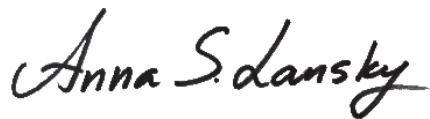
Based on this service group, your infant or toddler will have <HOURS> each month that can be used for their 2024 ISP.

This does not change your child's in-home hours for 2023 renewals. We are sharing about this now so you can be ready when you and your child start making their 2024 ISP. Some people will start planning this fall. Some will not start until next year. Their service group may change when they have their next ONA. No matter which service group they are in, their hours will not go down for their 2024 ISP. They will stay the same or may go up.

Remember: Assessments do not decide what kind of support your child has. Being part of a service group will help you and your child, along with their team, choose the supports that best meet their needs and goals.

We have shared these updates with their services coordinator or personal agent. We will have more information for you later in the year. There are answers to some questions you might have and a picture about this process at the end of the letter.

Sincerely,



Anna S. Lansky
Interim Director
Office of Developmental Disabilities Services

You can get this document in other languages, large print, braille or a format you prefer. Contact the Oregon Office of Developmental Disabilities Services at 503-945-5811 or email dd.directorsoffice@odhsoha.oregon.gov. We accept calls from all forms of relay service for people who are Deaf, DeafBlind, Hard of Hearing or have a speech disability. For more information about relay service providers, visit oregonrelay.com or fcc.gov/encyclopedia/trs-providers.

Here are answers to questions you might have:

Why are things changing?

We are moving to using one assessment tool. That is the ONA. This change means your child's support team will be able to coordinate better and can plan more for your child's wants and goals.

Are you sure my child will not lose hours for their 2024 ISP?

Yes. If their ONA matches them with less hours, we will keep using the higher number of hours they already have.

What do I need to do?

You do not need to do anything. This letter is just to keep you informed.

What if I think my child needs a different number of hours for support?

Call their services coordinator or personal agent if they have different or new needs, or if you feel like their service group doesn't meet their needs. They can ask for more hours.

Here is a picture of how it works:

