

ODDS (Office of Developmental Disabilities Services) reviews I/DD (Intellectual and Developmental Disabilities) providers to ensure services are safe, meet quality standards, and follow the Oregon Administrative Rules (OARs).

Reviews may be scheduled, unannounced, or because of a concern. All reviews will look at health and safety, service delivery, training, and recordkeeping.

If ODDS finds any violations, the provider receives a Statement of Deficiency. The provider must then submit a Plan of Correction (POC) to address each issue by the given deadline.

### Walk-thru: Initial inspection

Licensors visit the home or site where services are provided to verify that all standards outlined in the OARs are met before a license or certificate is issued.

- A physical inspection is required for every 24-Hour Residential, Host Home, or Foster Home application.
- A walk-thru inspection may also be completed for other endorsements when applicable.
- Inspection will occur after the agency completes their Medicaid Agency certification.
- Licensors may return for another visit before the first renewal.
- Visits may be unannounced or include a short courtesy call 1–3 hours before the inspection.

### 120-day review

Licensors conduct a full review of the services offered and the environment where services are provided. This review is typically completed for 24-hour residential settings, Host homes, and Foster homes after an individual moves in. It may also be completed for other endorsements when applicable.

- This review includes observation, interviews, record review, and a physical inspection.
- The goal is to identify health and safety concerns early, rather than waiting until the renewal review.
- These reviews often catch problems before they become more serious.

## **Renewal inspection review (for all endorsements)**

Licensors will complete a full renewal inspection review before a license or certificate expires. This serves as the provider's ongoing Quality Assurance (QA) review. It is not tied to a complaint, and the timing is dependent on the provider's last licensing cycle.

- Renewal inspection reviews occur as directed by Medicaid waiver requirements for 24-hour residential, host homes, child foster homes, and all other endorsements.
  - Generally, every 2 years.
- Adult foster homes must complete a renewal inspection every year.

During the QA review, we will look at:

- How services are delivered
- How records are kept
- Whether the individuals receiving services are safe and supported

## **Follow-up review inspection**

A follow-up inspection happens when serious health or safety issues are found during a previous review. The goal is to ensure the provider has corrected all of the issues.

## **Re-certification review**

A re-certification review must be completed every two years for Medicaid agency providers, brokerages, and provider organizations.

## **Complaint review**

A complaint review is initiated when there is a report of potential issues in service delivery and/or concerns regarding an individual's health or safety.

- This includes reports of possible abuse or neglect.
- Complaint reviews are unannounced and focus on the issue that was reported.
- If additional concerns are found, the review may expand into a full QA inspection.

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