

Frequently Asked Questions: Foster Home Licensing and Certification Transition for Community Developmental Disabilities Programs (CDDP)

Oct. 17, 2025

Context

All licensing and certification duties will transition from CDDPs to ODDS on Jan. 1, 2026. We understand that this transition will come with some confusion and challenges. We also know that all of us — ODDS, CDDPs and foster providers — are committed to navigating the change with a focus on seamless services for those we serve. These FAQs have information that CDDPs need to know to prepare for this transition. CDDPs can also use this information to inform your discussions with providers. The questions arranged are in sections by topic:

- [Communications](#)
- [Position management](#)
- [Transition planning](#)

Communications

How will ODDS keep CDDPs informed?

Please check your email regularly for our communications and meeting information. We will also communicate with you in the following ways:

- **Transmittals:** All policy changes will be shared through transmittals.

- **Teams meetings:** ODDS Licensing is hosting bimonthly call-ins for CDDPs on first and third Tuesdays. These meetings are virtual on Microsoft Teams. We will send out an agenda before the meeting. We'll answer your questions, hear your feedback and review timelines. If you want to submit questions ahead of time, [email transition project lead Laura Copeland](#).
- We'll schedule additional meetings, if needed. After each meeting, ODDS Licensing will send an email to CDDPs on the Monday after each meeting. This email will include a summary of what we shared at meeting, updated FAQs, next steps and upcoming deadlines.
- **Website:** [Find information and links to resources on our website](#).

When and how will ODDS share this information with foster providers?

We are communicating with foster providers via the same channels that we're using for CDDPs: emails, transmittals, website and meetings. We are meeting with current foster providers for an initial kickoff webinar on Aug. 20. We'll share information about the transition, how it affects providers, and what to expect in the next six months and beyond.

We will meet with providers at virtual meetings in September and November. These meetings will be regionally based.

If CDDPs are hosting local meetings with providers, should ODDS be involved?

Yes. If you are hosting local provider meetings this year, please contact us. We hope to send an ODDS representative to assist with information about the transition. Please email laura.j.copeland@odhs.oregon.gov with any question and your meeting details, such as date, time and how to join.

Position management

What positions will be available through ODDS?

Office of Developmental Disabilities Services

ODDS is hiring 20 positions for this body of work. Any available positions will be posted on [Workday](#). Here are the links for information related to each position type:

- [Compliance and Regulatory Manager 1](#) (two positions)
- [Client Care Surveyor](#) (17 positions)
- [Administrative Specialist 1](#) (one position)

Is there any flexibility in the education requirements for client care surveyors?

There are no variances or exceptions to any of the education requirements for client care surveyors. The education requirement of this classification is outlined in enterprise wide classification.

Will current CDDP licensors and certifiers have priority in hiring?

Due to the Public Employee Transfer Statute, ODHS Human Resources will work directly with each CDDP's counsel, program managers and unions. CDDP employees affected by this budget decision should speak with their supervisors or program managers on any employment related questions.

When will the state be hiring these positions?

ODHS Human Resources will post these recruitments as soon as they are able, in order to have time for training. New hires will not start until after Jan. 1, 2026. When the positions are posted, you can view them in Workday. The Licensing Unit will share the links at the regular meetings that ODDS has with CDDPs.

If a licensor/certifier moves to a different position within the CDDP, will they need a new background check?

Per the administrative rules for the Background Check Unit (BCU; OAR 407-007-0200 to 407-007-0370), there are specific times a new background check is needed, including a change of position. If the position title and/or the position description is changing, an employee must

have a new background check. The position title shows on the background check clearance letter.

Transition planning

Will Core Comps still be developed during the transition?

Yes, we will compile the valuable work that licensors and certifiers do and have done for years into a core comp training for incoming, newly hired licensors and certifiers employed by ODDS. Your knowledge and experience are valuable to the people receiving our services, providers and ODDS. To contribute your knowledge and experience in creating these resources for those who will be doing licensing and certifying duties in the future, email transition project lead Laura Copeland at laura.j.copeland@odhs.oregon.gov.

What will collaboration between ODDS licensing and CDDPs look like after Jan. 2, 2026?

We committed to collaborating with you after this transition. ODDS licensors and certifiers will send an email to tell CDDPs when renewal inspections are completed. We will share a copy of all finalized reports after initial, 120-day, renewal, and complaint reviews with you. We will continue to collaborate with you on complaints made against foster homes in your county.

How will CDDPs and ODDS collaborate on renewals that have a completion date after the Jan. 1 transition? When will CDDPs stop working on renewals?

ODDS is responsible for completing all renewals with an expiration date of 2026 and beyond. CDDPs will continue to work on and complete renewals with an expiration date through Dec. 31, 2025. If CDDPs have the capacity and want to work on renewals with an expiration date in 2026, please let us know at dd.licensingfoster@odhs.oregon.gov.

We will communicate more information about these processes in our bimonthly meetings with CDDPs about the transition as our plan develops.

How will applications from new providers work when a CDDP starts them and ODDS will need to finish them? At what point do CDDPs stop processing these?

CDDPs will continue to process new applications throughout the transition as they have capacity. Starting in November 2025, CDDPs and ODDS will begin collaborations to ensure a smooth transition of these new applications. We will communicate more information about these processes in our bimonthly meetings as the process becomes clearer.

What should CDDPs do if licensing staff give notice and there is no one to complete the work?

As soon as you are aware a vacancy is coming, email laura.j.copeland@odhs.oregon.gov to notify ODDS Licensing.

CDDPs will continue to provide licensing services as defined in their contract unless an earlier date of transition is mutually agreed upon and accepted between both parties, in writing. Email communications will suffice and CDDPs must submit a variance request to ODDS.Variances@odhs.oregon.gov to ask for an early transition.

Who do I contact if I have questions, comments or concerns?

Email transition project lead Laura Copeland at laura.j.copeland@odhs.oregon.gov.

You can get this document in other languages, large print, braille or a format you prefer free of charge. Contact ODDS Licensing Unit at laura.j.copeland@odhs.oregon.gov or 503-945-5811. We accept all relay calls.



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