

Policy Transmittal

Developmental Disabilities Services



UPDATED

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Number: DD-PT-22-018

Issue date: 07/13/2023

Topic: Developmental Disabilities

Due date:

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):

- | | |
|--|--|
| ☐ All ODHS Employees | ☐ County Mental Health Directors |
| ☐ Area Agencies on Aging: {Select type} | ☐ Health Services |
| ☐ Aging and People with Disabilities | ☒ Office of Developmental Disabilities Services (ODDS) |
| ☐ Self Sufficiency Programs | ☒ ODDS Children's Intensive In Home Services |
| ☒ County DD Program Managers | ☐ Stabilization and Crisis Unit (SACU) |
| ☒ Support Service Brokerage Directors | ☐ Other (please specify): |
| ☒ ODDS Children's Residential Services | |
| ☐ Child Welfare Programs | |

Policy/rule title:	ONA Assessor Ongoing Qualifications and Training		
Policy/rule number(s):	OAR 411-425-0035 (3)(a) (b)	Release number:	v2
Effective date:	8/1/2023	Expiration date:	
References:			
Web address:	https://secure.sos.state.or.us/oard/view.action?ruleNumber=411-425-0035		

Discussion/interpretation:

Training is required to remain certified as an Oregon Needs Assessment (ONA) Assessor with the Office of Developmental Disabilities Services (ODDS).

Ongoing Certified ONA Assessor Requirements:

For ONA assessors to remain certified, they must meet the following annual requirements:

- Attend at least three (3) of the four (4) ODDS facilitated ONA Assessor Quarterly Trainings each year, which typically occur in January, April, July, and October, unless otherwise noted, and not miss two consecutive ONA Assessor Quarterly trainings
 - Conduct at least one (1) ONA every three months
 - ***eXPRS permissions will be suspended for all Assessors who do not meet Ongoing Certified ONA Assessor requirements

To have eXPRS permissions reactivated, the assessor must:

- Communicate to their QAT to request that their eXPRS permissions be reactivated
- Complete required training as determined by an ODDS matrix, available on the Compass page, based on time elapsed since last completed ONA and the assessor's skill level

Implementation/transition instructions:

Register for ONA Trainings through [Workday Learning](#).

Communication/training:

This transmittal will be discussed during the next Monthly Transmittal Review. Please send questions in advance to ODDS.AssessmentQuestions@odhsoha.oregon.gov.

The Monthly Transmittal Reviews are held the second Wednesday of every month at 2 pm using the Zoom platform. Please register in advance for these meetings:

<https://www.zoomgov.com/meeting/register/vJlsc-qvqD8iGURx5OQk8TAdIS6Arg9ZAf4>

After registering, you will receive a confirmation email containing an appointment and information about joining the meeting. American Sign Language (ASL) and live captioning will be provided. To request other accommodations or languages, please send an email to ODDS.Questions@odhs.oregon.gov at least three business days prior to the meeting.

Local/branch action required:

Central office action required:

Field/stakeholder review: ☒ Yes No

If yes, reviewed by: Engagement and Innovation input

Filing instructions:

If you have any questions about this policy, contact:

Contact(s): Carrie Forty	
Phone:	Fax: NA
Email: ODDS.AssessmentQuestions@odhsoha.oregon.gov	