

Information Memorandum Transmittal Developmental Disabilities Services



UPDATED

Anna Lansky

Authorized signature

Number: DD-IM-22-099

Issue date: 11/30/2023

Topic: Developmental Disabilities

Due date:

Subject: Health Care Advocate Training Update

Applies to (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> All ODHS Employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging: {Select type} | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input checked="" type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input checked="" type="checkbox"/> County DD Program Managers | <input checked="" type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input checked="" type="checkbox"/> Support Service Brokerage Directors | <input checked="" type="checkbox"/> Other (<i>please specify</i>): |
| <input type="checkbox"/> ODDS Children's Residential Services | Individualized Written Service Plan (ISP) team members for individuals who qualify for the support of an ISP team appointed HCA |
| <input type="checkbox"/> Child Welfare Programs | |

Message:

Oregon Administrative Rule (OAR) [411-390-0100 through 411-390-0220](#) prescribes the standards by which an HCA may be appointed by an ISP team for an individual who is unable to make their own medical decisions and does not have a legal guardian or Health Care Representative (HCR). OAR 411-390-0220(3) requires the case manager and at least one other member of the ISP team receive Department-approved training before appointing an HCA. This transmittal provides information on online trainings available for case managers and ISP team members, the HCA appointment form, and the training packet for HCAs.

From this date forward, the HCA trainings are available on demand in Workday.

Updated HCA Webinar Registration Link and Workday Training Title:

ODHS - ODDS - Health Care Decision Making Including Health Care Advocate

<https://wd5.myworkday.com/oregon/learning/course/3f50b3f8693510015c0afebc8bf90000?type=9882927d138b100019b928e75843018d>

HCA appointment form:

The form to appoint an HCA is [form 0496r](#) and can be found on the forms server: <https://sharedsystems.dhsoha.state.or.us/forms/>

HCA appointee training packet information:

The training packet for HCAs is also available on the forms server, form [2635](#). <https://sharedsystems.dhsoha.state.or.us/forms/>

The HCA training packet is available in [English](#), [Russian](#), [Somali](#), [Spanish](#) and [Vietnamese](#). Per OAR 411-390-0160(4)(g) the training packet must be reviewed each year by the HCA prior to their appointment being renewed.

Communication/training:

This transmittal will be discussed during the next Monthly Transmittal Review. Please send questions in advance to ODDS.Questions@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@odhsoha.oregon.gov at least three business days prior to the meeting.

If you have any questions about this information, contact:

Contact(s): Marette Hulstrom	
Phone:	Fax:
Email: Marette.Hulstrom@odhs.oregon.gov	