

# Information Memorandum Transmittal Developmental Disabilities Services



**UPDATED**

Caitlin Shockley

**Authorized signature**

**Number:** DD-IM-24-031

**Issue date:** 11/21/2024

**Topic:** Developmental Disabilities

**Due date:**

**Subject:** Quarterly Provider Meetings

**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> ): Provider Organizations |
| <input checked="" type="checkbox"/> ODDS Children's Residential Services |                                                                                             |
| <input type="checkbox"/> Child Welfare Programs                          |                                                                                             |

**Message:** This transmittal replaces [DD-IM-22-087](#).

ODDS Licensing and ~~Provider Administration Unit (PAU)~~ is conducting quarterly provider meetings. Providers, case management entities, and others are invited to the meetings. ~~beginning July 2024~~. This meeting is to increase communication, support, and information from Licensing and PAU to ODDS providers and others. In addition to our two ongoing meetings, we will be adding a third quarterly meeting for questions and answers with licensing.

**New Q&A Provider meeting:**

The questions and answers provider meeting will be held in the third month of the quarter. This meeting will start in December. Below is the link, days, times, and a QR code for the meeting. We will not have an agenda or presentation. Providers, case management, and others will have space to talk with licensing about questions or situations. This meeting will be for all licensing questions and concerns, including but not limited to:

1. Agency Certification
2. Endorsement authorization
3. 24-hour licensed homes
4. Host Homes
5. Supported Living Program
6. Community Living Supports
7. Community Living Supports-SM
8. Employment Professional
9. Behavior Direct Nursing
10. General licensing processes and concerns.

During the meeting, we will focus on general questions but also have breakout rooms for more specific discussions. There may be times when an answer or solution is not available during the meeting. If this occurs, licensing will take your information and follow up with you later.

If you have questions or immediate concerns, do not hesitate to contact us. The Q&A provider meeting is intended to be an additional communication method, not a replacement for other methods.

#### Quarterly Provider Meetings Information:

The meetings will be held on Zoom. The agenda items will vary, including topics such as licensing and PAU updates, process updates, rule and policy interpretations, Q&A with providers, and training opportunities.

If you have topics or questions regarding endorsement authorizations, 24-hour licenses, Host Homes, or other endorsement types you would like to discuss at the quarterly provider meetings, email [dd.licensing@odhsoha.oregon.gov](mailto:dd.licensing@odhsoha.oregon.gov). A survey link is given out at the end of every meeting where additional questions and feedback may be given for future meetings.

If you have any topics or questions regarding agency certification renewal process, Certified Agency Provider Applications (CAPA), or agency business requirements you would like to discuss at the quarterly provider meetings, email [odds.agencycertification@odhsoha.oregon.gov](mailto:odds.agencycertification@odhsoha.oregon.gov).

The quarterly provider meetings will be available using the following details:

#### 24-Hour Group Home Providers & Host Homes:

The meeting link will be using Zoom:

<https://www.zoomgov.com/j/1604682528?pwd=eDdUZ1RoaXpaZ3lkUzhUZm9uU2JrUT09>

Meeting ID: 160 468 2528

Passcode: 387120

One tap mobile

+16692545252,,1604682528# US (San Jose)

+16468287666,,1604682528# US (New York)

QR code:



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When: 3rd Thursday of January, April, July, and October

Time: 10:00 a.m. – Noon

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All other Endorsement Types (Employment, CLS, SLP, DNS, and Behavior Professionals) and Agency certificates:

The meeting link will be using Zoom:

<https://www.zoomgov.com/j/1618656924?pwd=WVV1eSswN28xMjJTTWo2aThsVVh0Zz09>

Meeting ID: 161 865 6924

Passcode: 349795

One tap mobile

+16692545252,,1618656924# US (San Jose)

+16468287666,,1618656924# US (New York)

QR Code:



**When:** 3rd Thursday of February, May, August and November

**Time:** 10:00 a.m. – Noon

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Questions and Answers (Q&A) Provider meeting:

The meeting link will be using Zoom:

[https://www.zoomgov.com/meeting/register/vJltduGvpjloGXmigoy\\_2fqUKYymYRrO4Qo](https://www.zoomgov.com/meeting/register/vJltduGvpjloGXmigoy_2fqUKYymYRrO4Qo)

QR Code:



**When:** 3rd Thursday of March, June, September and December

**Time:** 10:00 a.m. – Noon

*If you have any questions about this information, contact:*

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|-----------------------------------------------------------------------------------------|------|
| Contact(s): Mark Cinquini                                                               |      |
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| Email: <a href="mailto:mark.cinquini@odhs.oregon.gov">mark.cinquini@odhs.oregon.gov</a> |      |