

# Policy Transmittal Developmental Disabilities Services



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**Number: DD-PT-25-008**

**Issue date: 01/23/2025**

**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):**

- |  |  |
|--|--|
| <input type="checkbox"/> All DHS employees                               | <input checked="" type="checkbox"/> County Mental Health Directors   |
| <input type="checkbox"/> Area Agencies on Aging: {Select type}           | <input type="checkbox"/> Health Services   |
| <input checked="" 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 type="checkbox"/> Support Service Brokerage Directors             | <input checked="" type="checkbox"/> Other ( <i>please specify</i> ): Oregon Health Authority Health Systems Division and Behavioral Health |
| <input checked="" type="checkbox"/> ODDS Children’s Residential Services |  |
| <input checked="" type="checkbox"/> Child Welfare Programs               |  |

<b>Policy/rule title:</b>	Cross Program Residential Setting Admission Worker Guide		
<b>Policy/rule number(s):</b>	OARs 411-004; 411-318; 411-325; 411-348; 411-360 ORS 427 42 CFR 441.530	<b>Release number:</b>	
<b>Effective date:</b>		<b>Expiration date:</b>	
<b>References:</b>	<b>Cross Program Residential Setting Admission Worker Guide</b>		
<b>Web address:</b>	<a href="https://www.oregon.gov/odhs/providers-partners/idd/workerguides/wg-cross-program-residential-setting-admissions.pdf">https://www.oregon.gov/odhs/providers-partners/idd/workerguides/wg-cross-program-residential-setting-admissions.pdf</a>		

## **Discussion/interpretation:**

ODDS has published a [worker guide](#) as tool for when individuals who receive service funding from a source other than ODDS.

This worker guide applies to ODDS-licensed:

- [24-Hour Residential Program Settings](#)
- [Host Homes](#)
- [Adult Foster Homes.](#)

Individuals may seek admission into an ODDS-licensed residential setting under a variety of circumstances, including under Medicaid K-Plan or Waiver funding, Oregon Health Authority (OHA) case management, Child Welfare, Oregon Youth Authority (OYA), out-of-state contract, or private pay. This guide provides an overview of the process and responsibilities when an individual or entity seeks placement into an ODDS-licensed home.

Key features of the worker guide explain requirements for a placement to occur, including highlighting the following:

An ODDS-approved variance is required prior to entry of individuals receiving funding from a source other than ODDS or APD into an ODDS-licensed residential setting.

**Implementation/transition instructions:** When an ODDS-licensed setting provider intends to enter a new resident into the home, the requirements and policies referenced in the worker guide must be followed.

## **Training/communication plan:**

This transmittal will be discussed during the next Monthly Transmittal Review. Please send questions in advance to [ODDS.Questions@odhsoha.oregon.gov](mailto:ODDS.Questions@odhsoha.oregon.gov).

The Monthly Transmittal Reviews are held the second Wednesday of every month at 2 p.m. 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](mailto:ODDS.Questions@odhsoha.oregon.gov) at least three business days prior to the meeting.

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

Contact(s): Rose Herrera

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