

Developmental Disabilities Services

Number: DD-PT-25-048

Authorized by: Caitlin Shockley

Issue date: 11/6/2025

Subject: In-Home Exceptions

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 ODHS employees | <input checked="" type="checkbox"/> County DD Program Managers |
| <input type="checkbox"/> Aging and People with Disabilities | <input checked="" type="checkbox"/> Developmental Disabilities Services |
| <input type="checkbox"/> Area Agencies on Aging: Select | <input type="checkbox"/> Self-Sufficiency Programs |
| <input type="checkbox"/> Child Welfare Division | <input checked="" type="checkbox"/> Support Service Brokerage Directors |
| <input checked="" type="checkbox"/> Children’s Intensive In Home Services | <input type="checkbox"/> Stabilization and Crisis Unit |
| <input checked="" type="checkbox"/> Children’s Residential Services | <input checked="" type="checkbox"/> Other (please specify): personal agents and services coordinators |

Policy/rule title: In-Home Exceptions Worker Guide Update

Effective date: 10/30/2025

References: [In Home Exceptions Worker Guide](#)

Discussion/interpretation

ODDS has made the following clarifying updates to the In-Home Exceptions Worker Guide:

- Reorganization and clarification of the **Exception principles** for clarity.
- Formatting changes to tables for screen reader accessibility
- New information in the **Exceptions principles - Request process** section about maintaining previously approved hours while pending an assessor ONA and exception request.
- New information in the **Exceptions principles - Request process** section about using the ODDS.IHHEXceptions@odhs.oregon.gov email to communicate about exception requests.

- New tips throughout the **Hours exceeding the service group level section** for submitting clear exception requests.

Additionally, minor modifications were made to the [In-Home Services Exception Request form](#)

Implementation/transition instructions

ODDS has updated the [Resources for Case Management Entities](#) webpage with links to the In-Home Exceptions resources.

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/vJiscqvqD8iGURx5OQk8TAdIS6Arg9ZAf4v>

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.

Reviewed by impacted parties? Yes No

If yes, reviewed by: In-Home Hours Transition Technical Assistance Call Participants

Filing instructions:

If you have any questions, please contact:

Contact(s): Chrissy Fuchs, In Home Policy Specialist

Email: chrissy.fuchs@odhs.oregon.gov