Step 1

SC/ PA will utilize the Annual ONA Assessment
 Decision Chart to determine who will be
 responsible for completing the ONA. If the annual
 ONA assessment is to be completed by the SC/PA,
 proceed to next step.

Step 2

Using the Annual ONA Item Checklist, the SC/PA
will review the most recent ONA assessment and
the individual's file, conduct a face-to-face
meeting with individual and an interview. If, at any
time during this process, a change in need has
been identified, the SC/PA will not proceed. A
certfied assessor will conduct the ONA. If no
changes, proceed to next step.

Step 3

 SC/PA will complete the annual ONA assessment as outlined in the Oregon Needs Assessment Manual for use by Services Coordinators and Personal Agents.