

Developmental Disabilities Services

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Number: APD-IM-15-051

Issue date: 7/10/2015

Topic: Developmental Disabilities

Subject: Training for Service Coordinators and Personal Agents on “Limit on authorized hours a PSW may work per Individual Support Plan”

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 | <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 type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> ODDS Children’s Residential Services | <input checked="" type="checkbox"/> Other (<i>please specify</i>): Support Services Brokerages Program Directors |
| <input type="checkbox"/> Child Welfare Programs | |

Message:

Office of Developmental Disabilities Services (ODDS) will be providing training to Service Coordinators and Personal Agents on the new policy “starting September 1, 2015, all Personal Support Workers (PSWs) new to an Individual Support Plan (ISP) are limited to working a maximum of 50 hours per week for each individual” [APD-PT-15-021: Limit on authorized hours a PSW may work per Individual Support Plan](#).

Training will start on July 15th, 2015 and provide multiple opportunities to gain more knowledge about the new policy, guidance for implementation, and procedures for exceptions to the policy.

➤ **Webinar:**

ODDS will provide a webinar training regarding [APD-PT-15-021: Limit on authorized hours a PSW may work per Individual Support Plan](#). This training will be an overview of the new policy, how to implement the policy, and the procedures for exceptions to the policy.

PSW ISP Hourly Caps Kick-Off—Register now!

You must be registered prior to the start time to participate in the webinar
<https://attendee.gotowebinar.com/register/8889237417933978369>

After registering, you will receive a confirmation email containing information about joining the webinar.

[View System Requirements](#)

Wednesday July 15th, 2015

1:00pm-2:00pm

A recording of the webinar training will be posted on the [Developmental Disabilities Providers and Partners Resources](#) webpage under the “Training Links” heading afterwards for Service Coordinators and Personal Agents.

➤ **Conference Calls:**

Starting July 22nd, 2015 ODDS will be holding conference calls to answer questions related to the implementation of [APD-PT-15-021: Limit on authorized hours a PSW may work per Individual Support Plan](#) and the procedures for exceptions to this policy.

July 22nd, July 29th, and August 5th, 2015 at 1:00 pm

Conference Line (877) 873-8017

Guest Code 772325#

Questions must be submitted to DOL.Questions@state.or.us by 5:00pm on the Monday prior to the call to be included on the Wednesday conference call.

➤ **Frequently Asked Questions:**

A Frequently Asked Questions document will be posted on the [DD Case Management Tools](#) and [DD Brokerage Personal Agent Tools](#) webpage under the “FAQs” heading following the call-ins with the Questions and Answers provided during the calls for Service Coordinators and Personal Agents to reference as needed.

➤ **Worker Guide:**

“Exceptions to Individual Support Plan Hourly Cap for PSWs” Worker Guide will be available for use on the [DD Case Management Tools](#) webpage under the “Case Management Reference” heading and [DD Brokerage Personal Agent Tools](#) webpage under the “Basic Brokerage References” heading following the webinar training.

If you have any questions about this information, contact:

Contact(s):	Chrissy Fuchs	Mike Harmon
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Email:	Chrissy.fuchs@state.or.us	Michael.a.harmon@state.or.us