

Information Memorandum Transmittal Aging and People with Disabilities



Mat Rapoza

Authorized signature

Number: APD-IM-19-053

Issue date: 8/9/2019

Topic: Long Term Care

Due date:

Subject: Update/Change to APD-PT-14-015 STEPS to Success with HCWs
Consumer Contacts

Applies to (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging: Types A and B | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Aging and People with Disabilities | <input 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 type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> Support Service Brokerage Directors | <input type="checkbox"/> Other (<i>please specify</i>): |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Message: The Employer Resource Connection (formerly STEPS to Success) provides services to consumer-employers and/or authorized representatives to help them learn to manage their in-home services.

As part of this service, APD Central Office provides the Home Care Commission regular lists of consumers new to in-home services. These lists are sent to Employer Resource Connection Consultants to contact consumer-employer and/or their authorized representatives directly to offer Employer Resource Connection services.

Case managers are encouraged to provide new consumer-employers and/or their authorized representatives with "What You Need to Know As an Employer of a Homecare Worker" (DHS 2914) and "Employer Resource Connection" (SDS 9687) brochures as part of assessments. The "Employer Resource Connection" brochure may be obtained through the local consultant. Transmittal APD-IM-19-009 provides directions on how to obtain "What You Need to Know As an Employer of a Homecare Worker".

Case managers are also encouraged to inform the consumer-employer and/or their

authorized representative that they may be contacted soon by their local Employer Resource Consultant to offer services.

Referrals may still be sent securely to local Employer Resource Connection Consultants. Current consultant list may be found [here](#). Referral forms may be found [here](#). Referrals may be sent directly to consultants or to OHCC.ERC@dhsoha.state.or.us.

If you have any questions about this information, contact:

Contact(s): Nancy R. Janes	
Phone: 503.378.4050	Fax: 503.378.5886
Email: Nancy.R.Janes@dhsoha.state.or.us	