

Policy Transmittal Developmental Disabilities Services



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Number: APD-PT-20-036

Issue date: 3/25/2020

UPDATED

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 type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging: {Select type} | <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 checked="" 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 checked="" type="checkbox"/> Support Service Brokerage Directors | <input checked="" type="checkbox"/> Other (<i>please specify</i>): |
| <input checked="" type="checkbox"/> ODDS Children's Residential Services | Developmental Disability Provider |
| <input type="checkbox"/> Child Welfare Programs | Agencies; Personal Support Workers |

| | | | |
|-------------------------------|--|-------------------------|---|
| Policy/rule title: | "Essential Work" during a mandated "Stay at Home" order | | |
| Policy/rule number(s): | | Release number: | |
| Effective date: | Immediately | Expiration date: | 5/31/20 or at the end of order |
| References: | Governor Brown's Executive Order 20-03 and 20-05 and 20-12 | | |
| Web address: | https://www.oregon.gov/gov/Documents/executive_orders/eo_20-05.pdf https://www.oregon.gov/gov/Documents/executive_orders/eo_20-03.pdf | | |

Discussion/interpretation:

On March 23, 2020 Governor Brown issued Executive Order 20-12, "Stay at Home,

Save Lives” which requires that people stay at home except to provide or obtain essential services. At this time, it is important to clarify that supporting an individual with Intellectual or Developmental Disabilities in a residential setting or in their home is an essential function or considered **essential** and will continue under the “Stay at Home” order. Specifically, it states “Individuals are directed to minimize travel other than essential travel to or from a home, residence, or workplace; ... for the care of persons with disabilities...”

Implementation/transition instructions:

Under the “Stay at Home” order in Oregon, staff who are critical to health and safety of an individual with Intellectual or Developmental Disabilities are considered “essential,” and expected to continue work during such an order, as directed by their employer.

For direct support to protect immediate health and safety, this includes:

Direct Support Professionals (DSPs); Foster care home caregivers;
Resident Managers of adult foster homes;
Supported Living Program Coordinators;
Behavior Specialists;
Group Home Managers;
Personal Support Workers (PSWs);
Job Coaches if the individual remains on the job;
Employment Specialists (as applicable to service delivery); and
Provider Agency staff required to run an agency.

Some staff may need to work ‘on-site’ in specific situations only, to ensure a person’s health and safety:

CDDP Abuse Investigators;
CDDP Foster Care licensors; and
CME staff involved in PSW payroll.

To ensure operations of Developmental Disability Services continue, it is expected that many employees continue to work, remotely if applicable. This includes: Brokerage Directors, CDDP Program Managers, Personal Agents and Services Coordinators, and Eligibility Specialists.

Any staff not included here should be identified appropriately by their respective employers and informed of their status. Employer discretion is expected in situations where remote employees may be needed ‘on site’ to ensure health and safety.

Those who may work remotely as allowed by their employer may continue their essential functions in that manner. However, those who provide direct care are expected to continue coming to report to work unless they have been exposed to a presumed positive case of COVID-19 (outside of work) and are instructed by their

physician or Public Health to quarantine or are displaying symptoms of illness.

Training/communication plan:

For more information, please register for the April Provider Expectations and Responsibilities Around COVID-19 - Webinar at 2 pm on April 16, 2020 at:

<https://attendee.gotowebinar.com/register/7518400443284415756>

Please send questions in advance to ODDS.Questions@dhsosha.state.or.us

Field/stakeholder review: Yes No

If yes, reviewed by:

Filing instructions:

If you have any questions about this policy, contact:

| | |
|--|------|
| Contact(s): ODDS.questions@dhsosha.state.or.us | |
| Phone: | Fax: |
| Email: | |