**Policy Transmittal**  
**Developmental Disabilities Services**

Anna Lansky  
**Authorized signature**

**Number:** APD-PT-20-073  
**Issue date:** 5/29/2020  
**Due date:** 6/1/2020

**Topic:** Developmental Disabilities

**Transmitting (check the box that best applies):**

- [ ] New policy  
- [ ] Policy change  
- [X] Policy clarification  
- [ ] Executive letter  
- [ ] Administrative Rule  
- [ ] Manual update  
- [X] Other: New Policy Worker’s Guides related to Phase 1 COVID-19

**Applies to (check all that apply):**

- [ ] All DHS employees  
- [ ] County Mental Health Directors  
- [ ] Area Agencies on Aging: {Select type}  
- [ ] Health Services  
- [ ] Aging and People with Disabilities  
- [ ] Office of Developmental Disabilities Services (ODDS)  
- [ ] Self Sufficiency Programs  
- [X] County DD program managers  
- [X] Support Service Brokerage Directors  
- [X] ODDS Children’s Intensive In Home Services  
- [X] ODDS Children’s Residential Services  
- [X] Stabilization and Crisis Unit (SACU)  
- [ ] Child Welfare Programs  
- [ ] Other *(please specify)*: All DD Provider Agencies; Individuals and Families

<table>
<thead>
<tr>
<th>Policy/rule title:</th>
<th>ODDS Phase 1 Reopening Policy Worker’s Guides</th>
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<tbody>
<tr>
<td>Policy/rule number(s):</td>
<td></td>
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<tr>
<td>Release number:</td>
<td></td>
</tr>
<tr>
<td>Effective date:</td>
<td>6/1/2020</td>
</tr>
<tr>
<td>Expiration date:</td>
<td>These policies are in effect during the time a county is in Phase 1</td>
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<tr>
<td>References:</td>
<td><a href="https://govstatus.egov.com/reopening-oregon">https://govstatus.egov.com/reopening-oregon</a></td>
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DHS 0079 (01.19)
Discussion/interpretation:
ODDS responded rapidly to the COVID-19 pandemic and state of emergency. This was done primarily through a series of transmittals and supporting documents describing various temporary changes to normal policy and operations. As Oregon begins reopening, it is ODDS’ desire to consolidate these COVID-19 related changes into six guides, each targeted to a specific audience. These guides will replace most of the transmittals released since the start of the COVID-19 pandemic. The guides are ODDS policy. The target groups are:

- Case Management Entities (CMEs):
  [Case Management Phase 1 Worker's Guide](#)

- 24 Hour Residential and Foster Care Providers:
  [Residential Phase 1 Worker's Guide](#)

- Employment and Day Support Activities Providers:
  [Employment and DSA Phase 1 Worker's Guide](#)

- Supported Living Providers:
  [Supported Living Phase 1 Worker's Guide](#)

- In-Home Agency Providers:
  [In-Home Agency Phase 1 Worker's Guide](#)

- Licensors:
  [Licensing Phase 1 Worker's Guide](#)

Transmittals aimed at other provider types (including Personal Support Workers [PSWs] and Behavior Consultants) will remain in place.

There are also several resources for Individuals and Families regarding re-opening including:

- [COVID-19 Reopening Powtoon](#)
- [ODDS Phase 1 Reopening Fact Sheet](#)
- [Developing a Plan for Returning to Work and Activities](#)

Oregon’s overall re-opening strategy is happening through a series of three phases. Different counties may be in different phases at the same time, and the different phases may affect the policies contained in these guides. The guides will be updated to reflect policy changes based the phases. The applicable policy is based on the phase of location of the service or setting. To know the status of any particular county, look [here](#). All the information in the guides are [posted here](#) for counties that have not
yet begun to reopen or are in phase one.

The following COVID-19 related transmittals are now obsolete:
- Informational Memoranda (all year 2020): 024, 028, 031, 032, 040, 045, 048, 050.
- Policy Transmittals (all year 2020): 015, 018, 021, 023, 024, 027, 028, 029, 030, 031, 035, 036, 037, 038, 039, 042, 043, 044, 046, 049, 050, 052, 053, 056, 057, 058, 059, 061, 062, 063, 066, 067, 068.

The following transmittals remain valid are not incorporated into a guide:

AR-20-030 Behavior Professionals with expiring “G” level OIS certificates
AR-20-031 COVID-19 Scenarios Tools
AR-20-037 ODDS COVID-19 Staffing Support
AR-20-039 PSW Request for lost payment Hardship Benefit (PTO)
AR-20-042 Temporary Changes to CDDP Adult Abuse Investigation Practice
AR-20-049 Information to report to ODDS re: individual and paid providers
AR-20-051 PSW Payment Processing Changes
AR-20-055 Training Opportunity Through Open Future Learning
AR-20-059 Notification of potential COVID-19 exposure
IM-20-026 Behavior Professionals and home visits during CV19
IM-20-041 PPE Masks and Gloves for Personal Support Workers
PT-20-025 Presumed Eligibility Guidance
PT-20-045 "Stay at Home, Save Lives," Executive Order 20-12
PT-20-048 Temporary policy changes to (PASRR) process
PT-20-055 Expanded Supports for Families
PT-20-064 COVID-19 CARES Act benefits and resources
PT-20-069 LTCR Extension for DD Providers in eXPRS
PT-20-071 Department funding of Assistive Technology

Training/communication plan:

CMEs: Question sent to ODDS.FieldLiaison@dhsoha.state.or.us will be addressed during regularly scheduled webinars for CMEs (Wednesdays, 11:00 am)

Providers: Questions sent to ODDS.Questions@dhsoha.state.or.us will be addressed during the regularly scheduled webinars for providers (3rd Thursday of the month at 2:00 pm):

Please register for the June Provider Expectations and Responsibilities Around COVID-19 - Webinar at 2 pm on June 18, 2020 at:
https://attendee.gotowebinar.com/register/2711857874977573134

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

Field/stakeholder review:  ☐ Yes  ☒ No

If yes, reviewed by:

If you have any questions about this policy, contact:

<table>
<thead>
<tr>
<th>Contact(s):</th>
<th>ODDS COVID-19 Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>NA</td>
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<tr>
<td>Fax:</td>
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<td>Email:</td>
<td>CME questions: <a href="mailto:ODDS.FieldLiaison@dhsoha.state.or.us">ODDS.FieldLiaison@dhsoha.state.or.us</a></td>
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