

**Developmental Disabilities Services**

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**Number: APD-IM-15-019**
**Issue date: 3/3/2015**
**Topic:** Developmental Disabilities

**Subject:** Notification of Planned Action Worker Guide available for use

**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                | <input type="checkbox"/> Health Services   |
| <input type="checkbox"/> Aging and People with Disabilities    | <input checked="" type="checkbox"/> Office of Developmental                          |
| <input type="checkbox"/> Self Sufficiency Programs             | Disabilities Services(ODDS)  |
| <input checked="" type="checkbox"/> County DD Program Managers | <input checked="" type="checkbox"/> ODDS Children's Intensive                        |
| <input checked="" type="checkbox"/> ODDS Children's            | In Home Services   |
| Residential Services   | <input checked="" type="checkbox"/> Stabilization and Crisis Unit (SACU)             |
| <input type="checkbox"/> Child Welfare Programs                | <input checked="" type="checkbox"/> Other ( <i>please specify</i> ): Support Service |
|  | Brokerage Directors  |

**Message:**

The Office of Developmental Disabilities Services (ODDS) has developed and posted a Worker Guide to provide additional information and guidance to staff who write/issue Notifications of Planned Action. Please refer AR-14-064 and review SDS0947A for instructions on filling out a SDS 0947.

This Worker Guide is posted on the [DD Case Management Tools](#) and the [DD Brokerage Personal Agent](#) Tools pages of the DHS Staff Tools Site.

ODDS is piloting the Notification of Planned Action Worker Guide and would appreciate feedback related to the following areas:

- User friendliness
- Additional scenarios/categories needed
- Additional clarification needed
- Other suggestions to aid in preparation of writing/issuing Notification of Planned Action

ODDS will collect information through the month of April and will post an updated version of the Worker Guide at that point. Updated versions will continue to be posted

in response to needs identified as needed. Please send feedback to Jeanette Baxter, ODDS Complaint Coordinator.

*If you have any questions about this information, contact:*

<b>Contact(s):</b>	Jeanette Baxter		
<b>Phone:</b>	503-945-5804	<b>Fax:</b>	503-373-7274
<b>Email:</b>	Jeanette.S.Baxter@state.or.us		