

Developmental Disabilities Services

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Number: APD-IM-15-066
Issue date: 8/28/2015

Topic: Developmental Disabilities

Subject: Notification of Planned Action Worker Guide Version 2 available

Applies to (check all that apply):

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|---|--|
| <input type="checkbox"/> All DHS employees <input type="checkbox"/> Area Agencies on Aging <input type="checkbox"/> Aging and People with Disabilities <input type="checkbox"/> Self Sufficiency Programs <input checked="" type="checkbox"/> County DD Program Managers <input checked="" type="checkbox"/> ODDS Children's Residential Services <input type="checkbox"/> Child Welfare Programs | <input type="checkbox"/> County Mental Health Directors Health Services <input checked="" type="checkbox"/> Office of Developmental Disabilities Services(ODDS) <input checked="" type="checkbox"/> ODDS Children's Intensive In Home Services <input checked="" type="checkbox"/> Stabilization and Crisis Unit (SACU) <input checked="" type="checkbox"/> Other (<i>please specify</i>): Support Services Brokerage Directors; Service Coordinators, Personal Agents |
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Message:

The Office of Developmental Disabilities Services (ODDS) has updated and posted the Worker Guide on issuing Notification of Planned Action version 2, to provide additional information and guidance to staff who write/issue Notifications of Planned Actions. The updated version includes additional scenarios as well as an FAQ section. Please refer to AR-14-064 and review SDS 0947A for instructions on filing 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.

Updated versions will be posted in response to needs identified. Please send feedback to Jeanette Baxter, ODDS Complaint Coordinator.

If you have any questions about this information, contact:

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