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[City state ZIP]



Oregon Department of Human Services
Office of Developmental Disabilities Services

MM/DD/YYYY

Client name
Client address
City, state, ZIP

Dear parent or guardian of **FIRST_NAME**,

The new Children's Extraordinary Needs (CEN) program serves minor children with very high medical or behavioral needs. Your child has been randomly selected for one of the initial spots in the program. **Please read this letter to learn about your next steps.**

1. Talk to your child's services coordinator soon. The Office of Developmental Disabilities Services (ODDS) informed them that your child was selected. If you are interested in joining the program, they will guide you through the next steps. If you aren't interested, please tell them so this spot can be offered to another child. If your child is on the Children's Intensive In-home Services (CIIS) waitlist, their staff will contact you to assist you.
2. **July 19:** You must decide whether to enroll in the program by this date. If you don't tell your child's services coordinator by this date, your child will move to the end of the waitlist.
3. In the program, your child would have up to 20 hours per week of paid parent care. If a child has more than one parent caregiver, they could split the hours between the caregivers. To provide paid care, parents and guardians must be eligible to work in the United States.
4. While working as your child's paid caregiver, you would have different legal responsibilities than you have as a parent or guardian. The frequently asked questions at the end of this letter explain how your role would change as a paid direct support professional (DSP).
5. Between **May 15 and July 19**, your child's services coordinator must tell ODDS if you want to enroll in the program or opt out.

a. ODDS will then verify that your child:

- Is enrolled in Medicaid, **and**
- Meets one of the CEN program's levels of care, **and**
- Has been assessed with very high medical or behavioral needs in their Oregon Needs Assessment (ONA). They must be in service groups 5m or 5b.

b. After ODDS confirms your child's eligibility, you must go through the hiring process at a provider agency to become a direct support professional (DSP). This includes training and a criminal background check. You must also update your child's Individual Support Plan (ISP). **July 1** is the earliest you can start working as your child's paid caregiver.

c. Your provider agency and your child's services coordinator will guide you through hiring, training and updating the ISP.

6. **Sept. 15:** You must be hired by this date. If your hiring process is delayed, your provider agency can ask for more time.

Resources

If you have questions, please contact your child's services coordinator. You can also email cenprogram@odhs.oregon.gov. You can learn more and find resources on the CEN program's web page: <https://www.oregon.gov/odhs/idd/Pages/sb-91-implementation.aspx>.



You can also scan this code on your mobile device to get to the web page.

Your child's support team and ODDS' staff are here to support you through this process.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dana Hittle', written in a cursive style.

Dana Hittle
Interim Director
Office of Developmental Disabilities Services

Frequently asked questions

What is my child's role in choosing a parent to be their paid provider and take part in the CEN program?

As a parent or guardian, you get to choose your minor child's paid caregivers. Services coordinators should discuss all care options with your child. If your child does not want you to serve as their caregiver, your services coordinator can work with you and your child to resolve any issues.

What is a designated representative?

A designated representative directs a person's Individual Support Plan (ISP) when the person is not able to. For minors, parents and guardians usually fill this role. This representative cannot be their minor's paid provider due to conflicts of interest. Someone else must fill this role when a minor's parent or guardian is their paid provider and there is no other parent or guardian to fill it.

What can I expect from my services coordinator?

Your child's services coordinator will work with you to update your child's Individual Support Plan (ISP). This update must be made before you can be paid as your child's caregiver.

Children can only be enrolled in one waiver at a time. When selected for the CEN program, your child's services coordinator will discuss the option with you and your child. They will help you understand how the CEN program differs from your child's current services. You will learn about your case management options and requirements such as monthly case management contact.

How do I sign up as a direct support professional (DSP) with a provider agency?

Services coordinators will help you find a provider agency. Some agencies have already said they want to hire parent caregivers. Others may become available. You can find a list of providers on the CEN website listed earlier in this letter.

What services can a parent provide as a DSP for a provider agency?

A provider agency may bill for attendant care services. Attendant care services include hands-on help, supervision or cueing for activities of daily living (ADL), instrumental activities of daily living (IADL) and health related tasks. ADLs are self-care tasks such as:

- Eating
- Using the restroom
- Grooming
- Dressing, and
- Bathing.

Some tasks are not billable because they should already be provided by the parent, school system or medical system. An example of a non-billable task is transportation to and from school or medical appointments.

As a parent provider, you will follow the policies of your provider agency. They will direct you to provide the supports in your child's support plan and service agreement. If a situation outside of your provider responsibilities happens while you are providing paid care, follow your agency's policies and procedures.

What does it mean to meet one of the levels of care in the CEN program?

This means that without the CEN program, your child would be able to receive the level of care provided at a hospital, nursing facility or an intermediate care facility for people with intellectual disabilities.

What is the difference between a parent role and a paid provider role?

There are significant differences, as shown in the chart below. One important difference is that paid providers are mandatory reporters of abuse at all times. As a mandatory reporter, you must report suspicions of abuse or neglect to authorities.

Call the abuse hotline at 855-503-SAFE (7233) to make a report. The hotline is open 24 hours a day, 365 days a year.

Role while working as a direct support professional (DSP)	Role as a parent outside DSP hours
Mandatory abuse reporter 24/7	Still mandatory abuse reporter 24/7
Only provide ADL/IADL services as directed by provider agency as set out in ISP and/or service agreement	No restrictions on care
Cannot provide care for any other children under age 10 while providing ADL/IADL services to your child in the CEN program	No restrictions on care
Cannot provide care for a vulnerable adult while providing ADL/IADL services to your child in the CEN program	No restrictions on care
Cannot do household duties that do not directly benefit your child in the CEN program	No restrictions on household duties
Behavior supports only allowed as authorized in the ISP	How to address behavior is not restricted by an ISP
Remote work or self-employment is not allowed	No restrictions on remote work or self-employment
Paid provider cannot direct ISP due to conflict of interest	Paid provider cannot direct their child's ISP at any time. This is a conflict of interest. A designated representative who is not a paid provider must authorize, sign and monitor ISP services if another parent isn't available for this role

You can get this document in other languages, large print, braille or a format you prefer free of charge. Contact the Oregon Office of Developmental Disabilities Services at 503-945-5811 or email dd.directorsoffice@odhsoha.oregon.gov. We accept all relay calls.