

FROM (DEPT/ DIVISION): Developmental Disabilities

PROGRAM: Developmental Disabilities

SUBJECT: Service Equity Survey and Implementation Plan Request for Proposal

I am respectfully requesting to go out for RFP to solicit proposals for coordination, technical assistance, and development of a Service Equity Survey and Plan.

In the 2021-2023 contract with the Oregon Office of Developmental Disabilities it is required that the DD program complete a Service Equity Study by June 30, 2022 and develop a Service Equity Implementation Plan by June 30, 2023.

I am recommending that we go out for RFP, due to lacking the skills, knowledge, and understanding of the complexity, organization, and implementation of these tasks within the DD program management and staff.

(X) ACTION REQUESTED:

It is respectfully requested that the Developmental Disabilities program be allowed to go out for Request for Proposal for coordination, technical assistance, and development of a Service Equity Survey and Implementation Plan.

ATTACHMENTS: Page 12 of Contract with the Oregon Office of Development Disabilities.

Date: (11.29.21)

Submitted By: (Kim Beck)

*****For Internal Use Only*****

Checkoffs:

- () Exec. Asst.
- () Dept. Head (copy)
- () Human Resources (copy)
- () Budget (copy)
- () Fiscal
- () Legal (copy)
- () Other-List:

To be notified of Meeting:

Needed at Meeting:

PLEASE RETURN THIS FORM AND ATTACHMENTS TO OFFICE MANAGER

Scheduled for meeting on: December 1, 2021

Action taken:

Follow-up:

continuity of care to Individuals. CDDP must submit their emergency plan upon request for review by the ODDS Case Management Support Services Unit.

SERVICE
Equity

g. Service Equity Plan. CDDP will complete a self-assessment related to identified Service Equity priorities for Services directly provided by CDDP no later than June 30, 2022. Between July 1, 2022 and June 30, 2023, CDDP will use the results of the self-assessment to create a Service Equity Action Plan in partnership with ODDS. The identified Service Equity priority areas include, but are not limited to:

- (1) Systemic racism,
- (2) Language access,
- (3) Workforce diversity,
- (4) Data analysis and collection,
- (5) Service Access,
- (6) Community engagement, and
- (7) Identification and development of staff skills, awareness and or practices using an equity lens when providing Services.

h. CDDP's Service Equity self-assessment and plan may be developed in any format. ODDS will not require a specific format.

i. If requested, ODDS will provide technical assistance to CDDP for Service Equity assessment and plan that may include:

- (1) Self-assessment tools,
- (2) Limited trainings for CME staff, and
- (3) Providing data.

j. Workload Model; Random Moment Sampling Survey.

- (1) CDDP will assist ODDS in completing the Random Moment Sampling Survey (RMSS) for the computation of FTE and the fixed percentages for caseloads. ODDS will submit the FTE survey with the first RMSS in December following Agreement execution. Failure of the CDDP to complete the survey may result in a reduction of funding.
- (2) ODDS will report the maximum number of eligible Individuals the CDDP will serve at the biennium start, and as changes are made, based on the biennial Workload Model. The most recent Workload Model is attached to the SEPA for the period for the Services. Funding for CDDP FTEs is allocated within the Workload Model.

2. CDDP Assistance with Provider and Employer Enrollment, Credentials, and Payments.

a. CDDP shall assist any Individual who wishes to hire a Personal Support Worker (PSW) with the following:

- (1) Assist the Individual in becoming a Common Law Employer (CLE) or identifying a designated CLE and provide resources to prospective CLEs on their role. For each CLE CDDP will: