



TEMPORARY ADMINISTRATIVE ORDER
INCLUDING STATEMENT OF NEED & JUSTIFICATION
SSP 24-2025
CHAPTER 461
DEPARTMENT OF HUMAN SERVICES
SELF-SUFFICIENCY PROGRAMS

FILED
10/09/2025 7:30 AM
ARCHIVES DIVISION
SECRETARY OF STATE
& LEGISLATIVE COUNSEL

FILING CAPTION: Reporting Requirements Change from Quarterly to Semiannual

EFFECTIVE DATE: 10/09/2025 THROUGH 04/06/2026

AGENCY APPROVED DATE: 10/08/2025

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NEED FOR THE RULE(S):

OAR 461-197-0040 and 461-198-0040 about Monitoring and Reporting Requirements need to be amended to change reporting requirements from quarterly reports to semiannual reports. This change is being made because quarterly reports are excessive and no longer needed. Semiannual reports will deliver timely and important information. These reports will also be used to verify accurate Homeless Management Information System (HMIS) data models and support the development of a statewide data dashboard.

JUSTIFICATION OF TEMPORARY FILING:

The Department finds that failure to act promptly by amending OAR 461-197-0040 and 461-198-0040 will result in serious prejudice to the public interest, specifically Youth Experiencing Homelessness Program grant recipients. Without temporary amendments to these rules, there would be persisting confusion among grant recipients about reporting expectations and when they are required to report. Grant recipients must comply with grant monitoring and temporary amendments to the rules ensure they accurately reflect reporting needs and expectation.

DOCUMENTS RELIED UPON, AND WHERE THEY ARE AVAILABLE:

No documents relied upon.

RULES:

461-197-0040, 461-198-0040

AMEND: 461-197-0040

RULE TITLE: Monitoring and Reporting Requirements

RULE SUMMARY: OAR 461-197-0040 is being amended to update stated reporting requirements from a quarterly basis to a semiannual basis, consistent with program data needs. It is also being amended to add a rule reference.

RULE TEXT:

(1) The Department (see OAR 461-197-0010) will conduct reviews, audits, and other compliance monitoring as it deems

appropriate to verify compliance with grant agreements. Grant recipients must cooperate fully with the Department in its compliance monitoring.

(2) Grant recipients shall:

(a) Allow Youth Experiencing Homelessness Program (YEHP) staff access to the grant recipient's facilities and to speak with staff and youth experiencing homelessness (see OAR 461-197-0010) enrolled, or previously enrolled, in grant funded services.

(b) Submit semiannual progress reports to the Department in the format specified by the grant agreement. Progress reports must include a description of:

(A) Major activities and accomplishments;

(B) Challenges, barriers, and service gaps;

(C) Steps taken to address challenges, barriers, and service gaps;

(D) Success in service delivery or development; and

(E) Any future plans or major activities.

(c) Submit Homeless Management Information System (HMIS) reports and data as specified in the grant agreement.

(d) Maintain and provide access to financial records associated with the grant activities for a period of six years following final disbursement or termination of a grant agreement.

(e) Comply with all other data collection and reporting requirements outlined in the grant agreement.

(3) On an annual basis, the Department and the grant recipient shall jointly review semiannual progress reports to determine how allowable activities are being provided and if improvements or changes are needed to achieve identified goals and desired outcomes outlined in grant agreements.

(4) In the event a grant recipient is not in compliance with all applicable laws, rules, or the grant agreement, the Department will remedy noncompliance per terms outlined in grant agreement or may engage with grant recipients to discuss and remedy situations in which the grant recipient is:

(a) Not providing the allowable activities identified in the grant agreement;

(b) Not in communication with YEHP;

(c) Unwilling, or unable to, comply with reporting requirements;

(d) Unwilling to engage in monitoring requests; or

(e) Unwilling to explore implementing recommendations from YEHP.

(5) At its sole discretion, the Department may terminate any agreement with any grant recipient as per terms outlined in the grant agreement.

STATUTORY/OTHER AUTHORITY: ORS 417.802

STATUTES/OTHER IMPLEMENTED: ORS 417.802

AMEND: 461-198-0040

RULE TITLE: Monitoring and Reporting Requirements

RULE SUMMARY: OAR 461-198-0040 is being amended to update stated reporting requirements from a quarterly basis to a semiannual basis, consistent with program data needs.

RULE TEXT:

(1) The Department (see OAR 461-198-0010) will conduct reviews, audits, and other compliance monitoring as it deems appropriate to verify compliance with grant agreements. Grant recipients must cooperate fully with the Department in its compliance monitoring.

(2) Grant recipients shall:

(a) Allow Youth Experiencing Homelessness Program (YEHP) staff to access the host home project (see OAR 461-198-0010) facilities and allow YEHP staff to speak with host home project staff and host home participants (see OAR 461-198-0010).

(b) Submit semiannual progress reports to the Department in the format specified by the grant agreement. Progress reports must include a description of:

(A) Major activities and accomplishments;

(B) Challenges, barriers, and service gaps;

(C) Steps taken to address challenges, barriers, and service gaps;

(D) Success in service delivery or development; and

(E) Any future plans or major activities.

(c) Submit Homeless Management Information System (HMIS) reports and data as specified in the grant agreement.

(d) Maintain and provide access to financial records associated with the grant activities for a period of six years following final disbursement or termination of a grant agreement.

(e) Comply with all other data collection and reporting requirements outlined in the grant agreement.

(3) On an annual basis, the Department and the grant recipient shall jointly review semiannual progress reports to determine how allowable activities are being provided, and if improvements or changes are needed to achieve identified goals and desired outcomes outlined in grant agreements.

(4) In the event a grant recipient is not in compliance with all applicable laws, rules, or the grant agreement, the Department will remedy noncompliance per terms outlined in the grant agreement or may engage with grant recipients to discuss and remedy situations in which the grant recipient is:

(a) Not providing the allowable activities identified in the grant agreement;

(b) Not in communication with YEHP;

(c) Unwilling, or unable to, comply with reporting requirements;

(d) Unwilling to engage in monitoring requests; or

(e) Unwilling to explore implementing recommendations from YEHP.

(5) At its sole discretion, the Department may terminate any agreement with any grant recipient as per terms outlined in the grant agreement.

STATUTORY/OTHER AUTHORITY: ORS 417.803

STATUTES/OTHER IMPLEMENTED: ORS 417.803