

Sandy Dugan, CAF Field Administrator  
 Carol Lamon, Interim Deputy Director, Self  
 Sufficiency Programs

**Authorized Signature**

**Number:** SS-IM-12-001  
**Issue Date:** 01/04/2012

**Topic:** Other

**Subject:** Monthly Intake History Log

**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 checked="" type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers               | <input type="checkbox"/> Other (please specify):              |

**Message:**

Effective immediately, branches and districts are no longer required to submit the Monthly Intake History Log to Central Office. The necessary data is now collected from the Intakes Stats Database.

All branches are now required to use the Intake Stats database: here is the good news ~ an improved Web-based version will be coming soon.

Individual branches and/or districts may choose to collect this information for use for branch or district analysis, but it is no longer required to be submitted monthly to Tracy Strahan in Central Office.

PLEASE remember that entering intake data into the Intake Stats database is still required. In addition, weekly “Documents Waiting” are still to be submitted to your district, and then, on a weekly basis, from district office on to Tracy Strahan.

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

<b>Contact(s):</b>	Melissa Clark
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