

# Policy Transmittal Office of Self-Sufficiency Programs



Claire Seguin, Deputy Director, Self-Sufficiency Programs

**Authorized signature**

**Number:** SS-PT-21-028

**Issue date:** 11/08/2021

**Topic:** Agency-wide Policy

**Due date:** 11/08/2021

**Transmitting (check the box that best applies):**

- New policy   
  Policy change   
  Policy clarification   
  Executive letter  
 Administrative Rule   
 Manual update   
 Other:

**Applies to (check all that apply):**

- |  |   |
|--|---|
| <input type="checkbox"/> All DHS employees                             | <input type="checkbox"/> County Mental Health Directors   |
| <input checked="" type="checkbox"/> Area Agencies on Aging: Type B     | <input type="checkbox"/> Health Services  |
| <input checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS)   |
| <input checked="" type="checkbox"/> Self Sufficiency Programs          | <input type="checkbox"/> ODDS Children’s Intensive In Home Services   |
| <input type="checkbox"/> County DD program managers                    | <input type="checkbox"/> Stabilization and Crisis Unit (SACU)   |
| <input type="checkbox"/> ODDS Children’s Residential Services          | <input checked="" type="checkbox"/> Other ( <i>please specify</i> ): All users of the Family Services Manual/Oregon Programs Eligibility Notebook |
| <input type="checkbox"/> Child Welfare Programs                        |   |

<b>Policy/rule title:</b>	Updates to Oregon Programs Eligibility Notebook (OPEN)		
<b>Policy/rule number(s):</b>		<b>Release number:</b>	FSML 103
<b>Effective date:</b>	November 5, 2021	<b>Expiration date:</b>	
<b>References:</b>			
<b>Web address:</b>	<a href="#">OPEN</a> and <a href="http://www.tinyurl.com/oregonopen">www.tinyurl.com/oregonopen</a>		

**Discussion/interpretation:** Release #103 of the Oregon Programs Eligibility Notebook (OPEN) (formerly known as the Family Services Manual (FSM)) is available in both the PDF and e-book versions with updates to **all chapters** (1-8).

**Other**

Please contact the applicable program unit for questions pertaining to policy guidance.

Both the PDF and e-book versions of the manual are available depending on user preference.

All staff should currently have access to the e-book. Please use the [OPEN initial login instructions](#), which include the temporary password, when logging in for the first time. Please visit [www.tinyurl.com/oregonopen](http://www.tinyurl.com/oregonopen) and log in with your work email and temporary password, and then change your password for future use. If you have trouble logging in, please email [OCR.DHS@dhsoha.state.or.us](mailto:OCR.DHS@dhsoha.state.or.us) to request assistance. The [guide to the e-reader](#) includes links to YouTube videos on how to use the e-book.

**Implementation/transition instructions: N/A**

**Training/communication plan:**

Local leadership to review policy changes with local office staff.

**Local/branch action required: None.**

**Central office action required: None.**

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:**

**Filing instructions:**

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

Contact(s): If you have any questions about any of these changes, please contact the respective policy unit.

If you have questions about the Oregon Programs Eligibility Noteb[-ook as a whole, please contact the FSM Technical Assistance e-mail address below (will be updated in the future to reflect name change).

Phone:

Fax:

Email: [SSPFSM.TechAssist@dhsoha.state.or.us](mailto:SSPFSM.TechAssist@dhsoha.state.or.us)