

Policy Transmittal Office of Self-Sufficiency Programs



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Authorized signature

Number: SS-PT-21-034

Issue date: 12/29/2021

Topic: Agency-wide Policy

Due date:

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 (please specify): All users of the Family Services Manual (FSM)/Oregon Programs Eligibility Notebook (OPEN) |
| <input type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	Updates to Oregon Programs Eligibility Notebook (OPEN)		
Policy/rule number(s):		Release number:	FSML 104
Effective date:	January 3, 2021	Expiration date:	
References:			
Web address:	https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/de2818.pdf and www.tinyurl.com/oregonopen		

Discussion/interpretation: Release #104 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).

Chapter 1: Policy clarifications and technical revisions (MSP, MAGI Medicaid)

Chapter 2: Policy updates, clarification, and technical revisions (OSIPM, TANF, ERDC, SNAP, MAGI Medicaid)

Chapter 3: Policy clarifications (all programs)

Chapter 4: Policy updates (TANF)

Chapter 5: Policy clarifications (TANF, TA-DVS)

Chapter 6: Technical revisions, policy clarifications (SNAP)

Chapter 7: Technical revisions, policy clarifications, policy updates (SNAP, MSP, OSIPM, ERDC)

Chapter 8: Policy updates, policy clarifications, technical revisions (OSIPM, TANF, TA-DVS)

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

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 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@dhsosha.state.or.us to request assistance. The [guide to the e-reader](#) includes links to [YouTube](#) videos on how to use the e-book.

For issues with access to the e-reader, please e-mail OCR.DHS@dhsosha.state.or.us.

The PDF version of [OPEN](#) will be available and updated with e-reader releases. It can be accessed at the above link by staff as well as the general public.

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 Notebook 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: FSMSSP.TechAssist@dhsosha.state.or.us