

## Seniors and People with Disabilities

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**Authorized Signature**

**Number:** SPD-IM-08-033  
**Issue Date:** 4/25/2008

**Topic:** Forms

**Subject:** Electronic Submission of Forms

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

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|--|--|
| <input type="checkbox"/> All DHS employees                 | <input type="checkbox"/> County Mental Health Directors                  |
| <input checked="" type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services                                 |
| <input type="checkbox"/> Children, Adults and Families     | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers        | <input type="checkbox"/> Other (please specify):                         |

**Message:** SPD has developed a new process that will allow local office staff to electronically submit the forms listed below. These forms no longer need to be sent to central office via fax, shuttle or mail, but instead can be sent through e-mail. A free software called *PDFCreator* will allow local office staff to create PDF documents. The PDF version of the forms can then be attached to an e-mail message and sent to the appropriate central office unit. See below for detailed instructions.

**State offices and contract AAA:**


This software is included as a part of your desktop toolset. You can check to see if you have *PDFCreator* by clicking on the Start menu, then Programs and look for the *PDFCreator* program group. Or, by opening a print dialog box in any program (for example in MS Word: click the File menu, select Print, click on the printer name drop-down arrow and look for a printer named *PDFCreator*) If you do not have *PDFCreator*, contact the DHS Service Desk at 503.945.5623 or [via e-mail](#).

**Transfer AAA:**

[Click here](#) to download the free software and select "PDFCreator-0\_9\_5\_setup.exe" to start the download. This may need to be completed by an Information Systems administrator in your office.

Forms that can be e-mailed			
Form #	Form name	Unit e-mail address	Comments
SDS 415H	Medical Resources (Oregon ACCESS)	Groupwise: Referrals, SPD-TPL <a href="mailto:spd-tpl.referrals@state.or.us">spd-tpl.referrals@state.or.us</a>	Be sure that the 415H includes <b>ALL</b> data from the client's TPR medical ID - even the small print.
DHS 451NV	Non-Vehicle Related Personal Injury (DHS Forms Server form)	Groupwise: Injury, personal <a href="mailto:personal.injury@state.or.us">personal.injury@state.or.us</a>	
SDS 647	Real and Personal Property (Oregon ACCESS)	Groupwise: Admin, estate <a href="mailto:estate.admin@state.or.us">estate.admin@state.or.us</a>	
SDS 454D	Report on Deceased Person (Oregon ACCESS)	Groupwise: Admin, estate <a href="mailto:estate.admin@state.or.us">estate.admin@state.or.us</a>	This form ONLY needs to be sent when the Oregon ACCESS case cannot be transferred to Estate Administration Unit. This happens when a client has a surviving spouse on the same OA case.

**Instructions for the Oregon ACCESS forms** ([Click here](#) for a demonstration of the process):

1. Open Oregon ACCESS and select the case.
2. Go to Print 
3. Click on **Printer Setup**.
4. From the list of printers, select **PDF Creator**, click OK.
5. Select the Print check box for the form that you want to send, click on the Print button.
6. Dialog box will appear select the **eMail** button.
7. Form can then be saved. The file name should be the client's first initial and last name followed by the form number (e.g., jdoe415H).
8. A new e-mail message box will appear, enter the appropriate e-mail address and enter the client's last name and form number in the subject.
9. Click Send.
10. Delete the form from your *My Documents* folder.

The process is very similar for the forms server documents: the printer **PDF Creator** must be selected before printing.

[Click here](#) if you would like to link to the instruction manual for *PDFCreator*.

This process was a suggestion developed in the [SPD/AAA Application Improvement Project](#).

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

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