

# Policy Transmittal Aging and People with Disabilities



Ann McQueen

**Authorized signature**

**Number: APD-PT-20-097**

**Issue date: 9/4/2020**

**Topic:** Other

**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 A | <input type="checkbox"/> Health Services                                      |
| <input type="checkbox"/> Aging and People with Disabilities        | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input 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"/> Support Service Brokerage Directors       | <input type="checkbox"/> Other (please specify):                              |
| <input type="checkbox"/> ODDS Children's Residential Services      |   |
| <input type="checkbox"/> Child Welfare Programs                    |   |

<b>Policy/rule title:</b>	Oregon Project Independence (OPI) signature requirements during COVID-19		
<b>Policy/rule number(s):</b>	411-032-0020	<b>Release number:</b>	
<b>Effective date:</b>	Upon release	<b>Expiration date:</b>	
<b>References:</b>			
<b>Web address:</b>	<a href="https://www.oregon.gov/DHS/SENIORS-DISABILITIES/SPPD/APDRules/411-032.pdf">https://www.oregon.gov/DHS/SENIORS-DISABILITIES/SPPD/APDRules/411-032.pdf</a>		

**Discussion/interpretation:**

Effective immediately and until further notice, in an effort to support social distancing and limit contact with our most vulnerable populations due to COVID-19, Type A, AAA OPI Case Managers and Managers/Supervisors may now allow the following for required OPI forms:

- OPI staff may sign any required form with an electronic signature.
- OPI staff may accept a consumer's signature via email, text, or over the phone.

If the consumer signs the form via email, text, or over the phone, complete the following for audit purposes:

- Document “**Signature accepted by email/text/phone on MM/DD/YYYY**” on the signature line on the form.
- Document the accepted signature in Oregon ACCESS.

**Important:** We currently lack the necessary technology to gather a true telephonic signature, all forms that are signed via email/text/telephone per the instructions above must eventually be signed with a “wet” signature. This can be done at the next annual review.

**Implementation/transition instructions:**

**Training/communication plan:**

**Local/branch action required:** Review this policy update with OPI staff who need to obtain signatures from consumers.

**Central office action required:** Provide technical assistance as needed.

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:**

**Filing instructions:**

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

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