

Reports sent to APD and AAA field offices from Field Services and Supports
Contact Karen Kaino for more information or to have additional staff added as recipients

Report name	Expected frequency (approx.):	Arrival date (approx.):	Sent to:	Action needed by field:
Audit reports	As available	following release of audits results	Field Leadership	Please discuss findings with staff and determine if corrective action is needed in the local branch to address errors.
EPD enrollments	once / month	1st - 5th	designated EPD staff, Field Leadership	Use with Oregon ACCESS reports to compare enrollments with required payments.
Field services newsletter	once /month	25th - 31st	All AAA/APD staff and partners	Leadership review information as appropriate with staff; information only
Managed care exemptions	once /month	5th - 10th	Field Leadership	Review number and type of exemptions for appropriateness
RACF reports	once / month	1st - 5th	Field Leadership; RACF administrators	Review for missing, invalid, or incorrect worker RACF information by branch and district. Review for conflicting access codes.
SNAP rolling worker report	once / month	10th - 15th	Field Leadership	Review for missing or incorrect worker RACF information. Data is for information only.
SNAP timeliness report	once / month	15th - 20th	Field Leadership	Use to address necessary training or procedures changes to meet timeliness requirements.
Transmittal summaries	once/week	1st working day of the week	Field Leadership; other staff as requested	Field Leadership please review with staff, as appropriate.