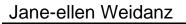
## Information Memorandum Transmittal Aging and People with Disabilities



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## Number: APD-IM-17-079 Issue date: 11/2/2017

Oregon Department of Human Services

Topic: Forms

Due date:

Subject: SDS 546SF Short Form Updated on CM Tools

## Applies to (check all that apply):

All DHS employees	County Mental Health Directors
$\boxtimes$ Area Agencies on Aging: Types A and B	Health Services
$oxedsymbol{\boxtimes}$ Aging and People with Disabilities	Office of Developmental
Self Sufficiency Programs	Disabilities Services (ODDS)
County DD program managers	ODDS Children's Intensive In Home Services
ODDS Children's Residential Services	Stabilization and Crisis Unit (SACU)
Child Welfare Programs	Other ( <i>please specify</i> ):

**Message:** Due to several recent APD changes, form # SDS 0546SF the 'Service Plan Short Form' has been updated to make it more useful for staff, when authorizing or terminating HCW and In-Home Care Agency vouchers.

The updated form is currently available only on the Case Management Tools website on the <u>Service Planning page</u> and on the <u>Client Details, Treatment, Form &</u> <u>Miscellaneous LTC Info page</u>. When the form has been updated with Publications and is available on the Forms Server, an updated transmittal will be sent out to notify the field.

The updated form is available in Word as well as a pdf. The previous version is still available on the Forms server.

If you have any questions about this information, contact:

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