

Information Memorandum Transmittal Aging and People with Disabilities



Jane-ellen Weidanz

Authorized signature

Number: APD-IM-17-079

Issue date: 11/2/2017

Topic: Forms

Due date:

Subject: SDS 546SF Short Form Updated on CM Tools

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: Types A and 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 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 type="checkbox"/> Other (<i>please specify</i>): |
| <input type="checkbox"/> Child Welfare Programs | |

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 [Service Planning page](#) and on the [Client Details, Treatment, Form & Miscellaneous LTC Info page](#). 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:

Contact(s): Christine Maciel - Policy Analyst

Phone: 541-471-3830

Fax: 541-947-4245

Email: CHRISTINE.C.MACIEL@dhsosha.state.or.us