

Mike McCormick  

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**Number:** APD-AR-17-018  
**Issue date:** 3/10/2017

**Topic:** Other

**Due date:**

**Subject:** Narration for OACCESS Cases in Estates Administration Unit (8606)

**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             | <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 (please specify):                             |
| <input type="checkbox"/> Child Welfare Programs                        |                                                                              |

**Action required:** APD/AAA may authorized 1-3 employees in each office to narrate in OACCESS, if the file has been transferred to Estates Administration Unit (Branch 8606).

**Reason for action:** Local office staff are unable to narrate archived information in Oregon ACCESS if the file has been transferred to Estates Administration. Offices need the ability to narrate in OACCESS on cases that have been transferred to Estates Administration.

To authorize these rights, management from each office must send an email to [Lauren.e.mitchell@state.or.us](mailto:Lauren.e.mitchell@state.or.us).

The email should include:

- Staff Name
- Branch number
- Staff RACF
- Manager contact information

Offices will be asked to check the existing list and update quarterly. Managers, not staff, should make the request so access can be granted without a signature.

**Field/stakeholder review:**     Yes     No

**If yes, reviewed by:**    APD policy and OPS

*If you have any questions about this action request, contact:*

<b>Contact(s):</b>	Lauren Mitchell		
<b>Phone:</b>	503-945-6479	<b>Fax:</b>	503-373-7823
<b>Email:</b>	lauren.e.mitchell@state.or.us		