

Information Memorandum Transmittal Aging and People with Disabilities



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Number: APD-IM-18-083

Issue date: 10/31/2018

Topic: Other

Due date:

Subject: Requesting Alternate Formats

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 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: The Oregon Health Authority (OHA) has identified several Alternate Format cases that are not set-up according to the APD Worker Guide instructions. As a result, some clients are not receiving necessary correspondence from OHA and their Coordinated Care Organization (CCO).

When requesting Alternate Formats through Oregon Access, please follow the current APD Worker Guide instructions located here:

<http://www.dhs.state.or.us/spd/tools/additional/workergd/a.2.htm>

Central Office will send the list to local managers for appropriate action.

If you have any questions about this information, contact:

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