



Oregon

Theodore R. Kulongoski, Governor

Department of Human Services
State Operated Community Program Office
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DATE: December 23, 2009
TO: All Site Managers
FROM: Pat Kettleson, SOCP QA
SUBJECT: Annual Paperwork

Attached you will find the yearly packets for all of your HTT2s, including temporary employees. If you have any HTT1s at your house, please let me know and I will get the packets to you. If you don't have enough for your staff, please let Elaine or me know so we can get any extras out to you in a timely manner.

The staff person must sign all forms, and many of the forms must be signed by you (the Site Manager). If the signatures are not present, the packet will be returned to you for completion.

- Sandy Rowell will take care of packets for the BVS1s;
- Jasmine Megowan will take care of packets for the BVS2s;
- Linda Fiegi will take care of packets for the RNs, RTs, & LPNs;
- Site Managers will sign packets at the January 2010 All Managers meeting.

If you have any questions or concerns, please don't hesitate to call. Thanks for your help in this process.

cc: Deanna Bathke, SOCP Director
Terri Millsap, HR Manager
Brad Heath, Clinical Services Manager
Sandy Rowell, Vocational/Day Services Manager
Elaine Stauffer, Business Manager
Jasmine Megowan, Behavioral Support Manager
Linda Fiegi, Nursing Supervisor

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