



Oregon

Theodore R. Kulongoski, Governor

Department of Human Services
State Operated Community Program Office
4494 River Rd N., Keizer, OR 97303
PO Box 14680, Salem, OR 97309-0740
Phone: (503) 378-5952 Fax: (503) 378-5917

DATE: March 25, 2010

TO: Site Managers
Glenn Nealy, Program Manager
Anne Augsburger, Program Manager
Faye Anderson, Program Manager
Peggy Prather, Program Manager
Laura Traeger, Program Administrator

FROM: Deanna Bathke, SOCP Director

SUBJECT: Re: OIT Case – Required Actions

Effective immediately, when completing a required action related to an OIT case, all formal documents and training records, if applicable, must be submitted to Elaine Stauffer. We will no longer accept e-mails or notes indicating that the required action was completed without the back-up documentation.

In addition, any completion deadlines (30, 60 or 90 day) must be strictly adhered to. If for any reason you are unable to complete the required action within the specified timeframe, you must submit a request for extension to me along with your justification for the extension.

Thank you for assistance in addressing these very important requirements.

c: Deanna Bathke, SOCP Director
Terri Millsap, HR Manager
Brad Heath, Clinical Services Manager
Fred Eldredge, Placement Service Manager
Sandy Rowell, Vocational/Day Services Manager
Elaine Stauffer, Business Manager
Linda Fiegi, Nursing Manager

"Assisting People to Become Independent, Healthy and Safe"
An Equal Opportunity Employer