

Use of ODDS Secure E-Mail Boxes

All personally identifiable information must be sent securely when transmitted electronically. The Office of Developmental Disability Services (ODDS) has several secure e-mail boxes available or required for submission of documents and requests. For example, assessment results are submitted to ODDS.Assessments@state.or.us and some exceptions are submitted to ODDS.Exceptions@state.or.us. The instructions below explain how to use the secure e-mail system.

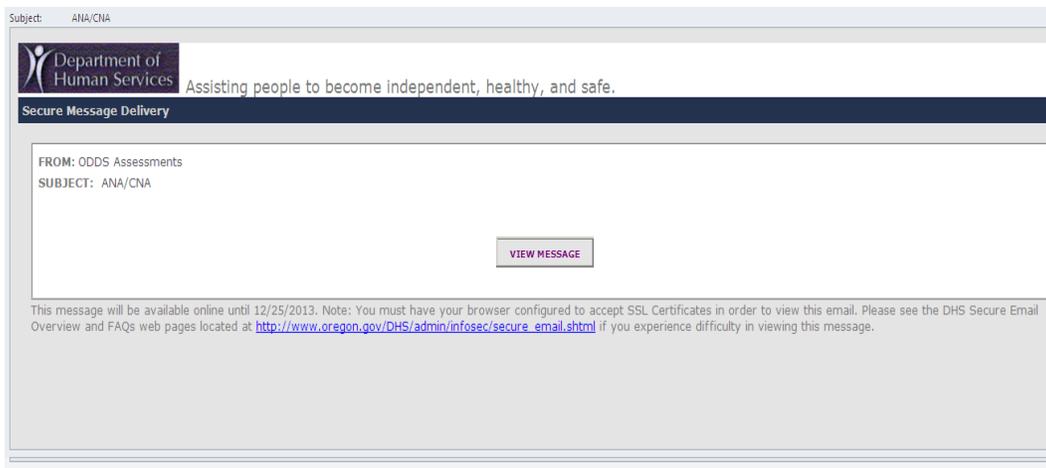
Please follow any specific procedures for the e-mail box to which you will be e-mailing.

To obtain a secure email for submitting documents and requests, send a blank email with no personal information to the appropriate e-mail box.

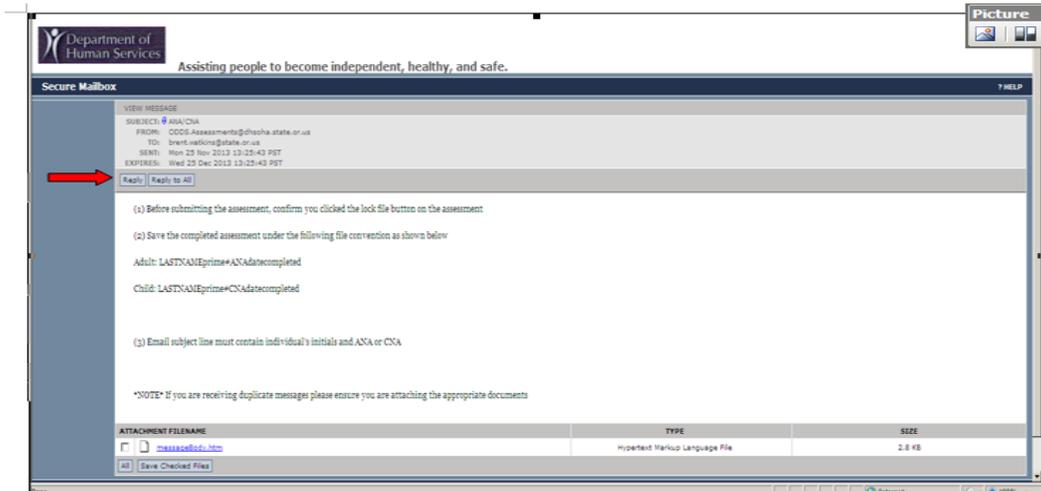
You will receive an auto reply to gain access to DHS secure servers where you will be able to reply securely with personal information when submitting the message. **The email received from the email box contains a secure message, but it is not secure itself.**

Please take the following actions to assure that the email you are sending back is secure:

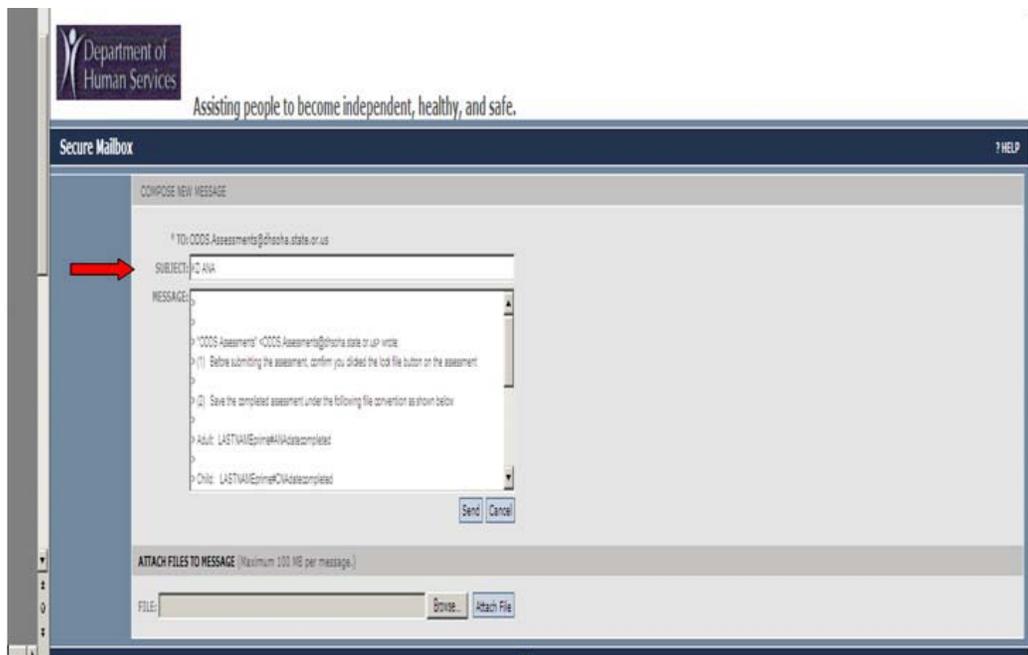
1. In the original reply, **click on the box that says “View Message”**.



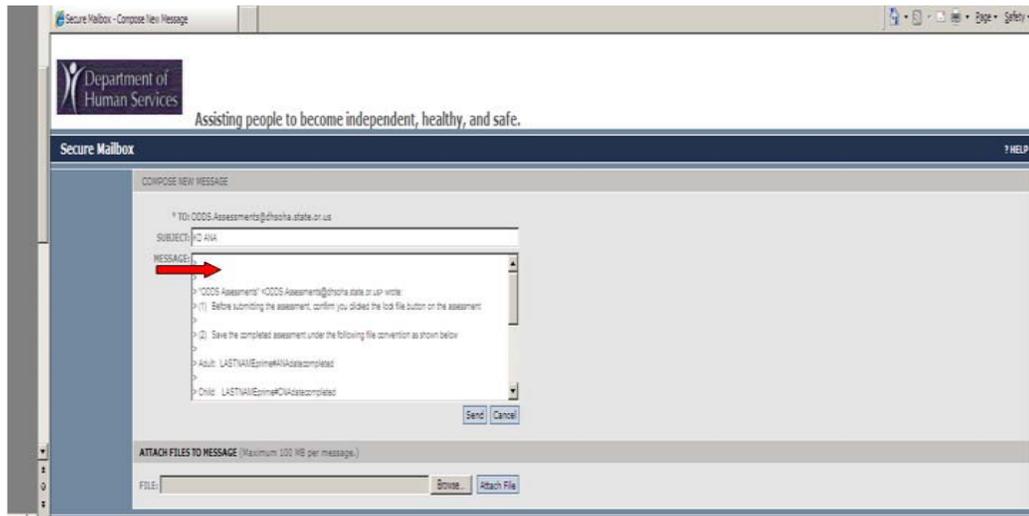
- You will see a message sent automatically from the e-mail box. In the upper left of the message, below the header (to, from, cc) are the “Reply” and “Reply All” buttons. **Click “Reply”**.



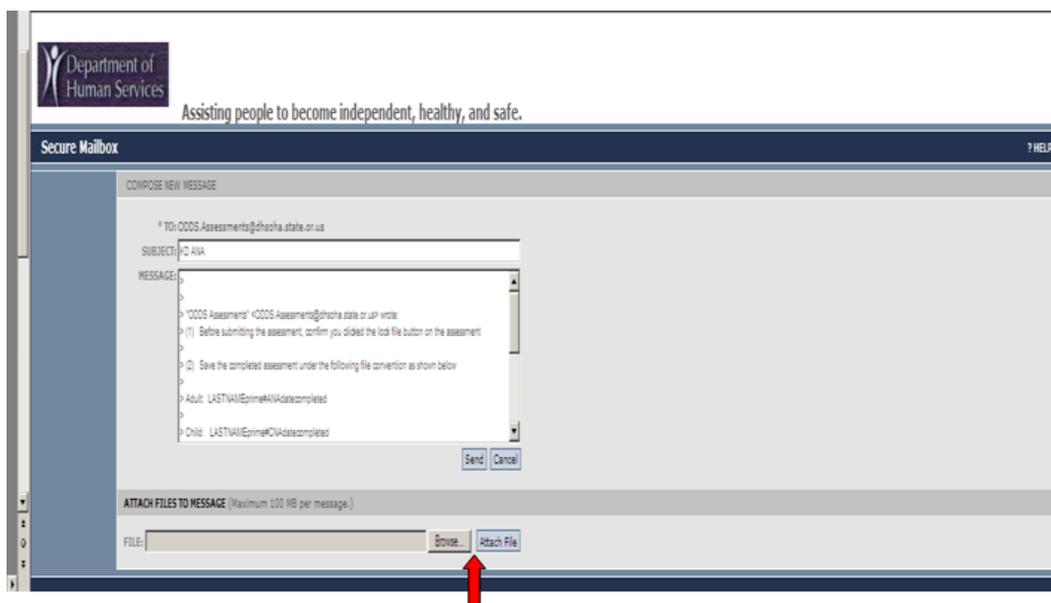
- The reply screen has 3 boxes that you can edit. **Edit the “Subject” box** to include the title of what you are sending. Follow any specific labeling instructions for the e-mail box you are using or information you are sending.



4. You may enter information into the **message section** pertinent to your submission. Please follow any instructions specific to the information or request you are sending. Additional notes may be helpful for those processing the information received.



5. If you want to send documents as an attachment, **click “Browse...”** at the bottom in the **“Attach files to message”** section. You may then search the drive where your file is saved. When you have located the document to attach, **select the file**. When it shows up in the box, **click “Attach file”**.



6. Your file should appear in blue in the “Attached files” section. **If you make an error and need to remove a file, check the box to the left of the listed attachment and click “Remove Checked Files”.** Once the file is seen in blue and all attachments are added, **click “Send”**.

Department of Human Services
Assisting people to become independent, healthy, and safe.

Secure Mailbox

COMPOSE NEW MESSAGE

* TO: OODS.Assessments@dhsosha.state.or.us

SUBJECT: Re: AHA/CHA

MESSAGE:

- > "OODS Assessments" <OODS.Assessments@dhsosha.state.or.us> wrote:
- > (T) Before submitting the assessment, confirm you clicked the tab file button on the assessment
- >
- > (C) Save the completed assessment under the following file convention as shown below
- >
- > Adult: LASTNAME@OHASdatacompleted
- > Child: LASTNAME@OHASdatacompleted

Send Cancel

ATTACH FILES TO MESSAGE (Maximum 100 MB per message.)

FILE: Browse Attach File

ATTACHED FILES		TYPE	SIZE
<input type="checkbox"/>	AHA - Adult To-home - v 3.14.xls	Microsoft Excel File	2.65MB

Remove Checked Files Total: 2.65 MB of 100 MB max.

Please see the DHS Secure Email Overview & FAQ web pages located at: http://www.dhsosha.state.or.us/secure_email.shtml if you experience difficulty in viewing this message.