



## All program transmittal: July 18 – July 22, 2016

*To go directly to the transmittal, mouse over the transmittal (left column), hold down **Ctrl**, and click on the transmittal.*

Transmittal #	Issue date	Subject/Topic
<a href="#"><u>APD-AR-16-051</u></a>	7/18/16	<b>New Specific Needs contracts</b> –Specific needs adult foster home contracts have added 20 advanced dementia beds. See transmittal for details.
<a href="#"><u>APD-AR-16-052</u></a>	7/18/16	<p><b>Retention of AAA/APD Case Files</b> - Effective July 1, 2016, all AAA and APD consumer case files will have a 15-year retention period.</p> <p>Local office staff will continue to scan documents from the current year and one prior year into EDMS and older documents not needed for current eligibility will be paper-archived and sent to the IRMS warehouse for the remainder of the retention period.</p> <p>Staff must assign a destruction date on the box label of the paper-archived case files equal to 15 years from the date of the most recent documents in the archive box. Be sure to narrate the accession number assigned by IRMS in Oregon ACCESS. See transmittal for details.</p>
<a href="#"><u>APD-AR-16-052</u></a>	7/18/16	<p><b>Sharing Case Information with Estates Administration Unit</b> - Local office staff no longer need to email the 454D to Estates Administration Unit if the case has been transferred to 8606 <u>and</u> the file has been uploaded to EDMS so EAU can retrieve documents directly. If staff need to add information to the case narrative after the case has been transferred to 8606, contact the person(s) in your district with rights to narrate in 8606 cases. See transmittal for details.</p>
<a href="#"><u>APD-AR-16-054</u></a>	7/21/16	<p><b>Fiscal Year-End Close and State Program Report Preparations</b> - Each Area Agency on Aging (AAA) must ensure Older Americans Act and Oregon Project Independence service and consumer data for the period of July 1, 2015 to June 30, 2016 has been entered into</p>

		OACCESS (or another DHS approved database). See transmittal for details.
<a href="#"><u><b>APD-IM-16-063</b></u></a>	7/21/16	<b>New APD Adult Foster Home Rules, Effective 6/28/16</b> - The purpose of this Information Memorandum is to notify APD adult foster home licensing staff about acceptable options for UL-approved relocatable power taps. See transmittal for details.
<a href="#"><u><b>OHP IM 16-026</b></u></a>	7/21/16	<b>H9 modifier to identify jail diversion services billed to OHA</b> - The Health Systems Division posted the attached explaining when billing OHA for jail diversion services provided on or after April 1, 2016, providers can now add the H9 modifier.
<b>APD-IM-16-064</b> <i>Available on 7/25/16</i>	7/22/16	<b>CEP Live-in Screen Changes, HINQ Filter Addition, and Power Hour Call</b> – See transmittal for detailed changes to the SLVI screen to pay overtime to live-in HCWs, and to HINQ filters to see most recent processed payments.