

Transmittal summaries

What are they?

The transmittal summaries are a *brief* synopsis of all transmittals – IM, AR and PT – sent during the preceding week by APD, APS, DD, HSD, SSP, and OPAR. Transmittals from Child Welfare and Vocational Rehabilitation are not included.

All transmittals are included on the summary, but not all transmittals are summarized. For instance, TANF specific transmittals are noted and summarized as *See transmittal for details*.

Where do they come from?

The APD Field Services unit sends out the summaries on Mondays for the prior week; currently Karen Kaino creates and sends the summaries.

Anyone can be added to the transmittal summary distribution list – contact Karen Kaino to be added: karen.l.kaino@state.or.us.

What action does the field need to take?

The transmittal summaries are informational only – there is no action required. Field Services recommends using the summaries to cue workers and managers to seek more information or the full transmittal. They are also useful for reviewing with branch workers.

The transmittal summaries are a service provided by the APD Field Services team at the request of branch offices.

Previous summaries are on the APD Field Services web page:
<http://www.dhs.state.or.us/spd/tools/field/index.htm>.