

**Number:** AS-PT-06-018

**Issue Date:** 12/12/2006

**Authorized Signature**

**Topic:** Agency-wide Policy

**Transmitting (check the box that best applies):**

- New Policy   
  Policy Change   
  Policy Clarification   
  Executive Letter  
 Administrative Rule   
  Manual Update   
 Other: Modify Procedure

**Applies to (check all that apply):**

- All DHS employees                     
  County Mental Health Directors  
 Area Agencies on Aging                     
  Health Services  
 Children, Adults and Families                     
  Seniors and People with Disabilities  
 County DD Program Managers                     
  Other (please specify):

Policy/Procedure Title:	Conflict of Interest Procedure		
Policy/Procedure #:	DHS-060-002-01	Release No:	2
Effective Date:	12/08/2006	Expiration:	N/A
Web Address:	<a href="http://www.dhs.state.or.us/policy/admin/hr/060_002_01.htm">http://www.dhs.state.or.us/policy/admin/hr/060_002_01.htm</a>		

**Discussion/Interpretation:** The procedure has been modified to include an appeals process when a conflict of interest exists and is denied. There is to be a web – link from the policy and the procedure to the Review for Determination Form.

**Implementation/Transition Instructions:** This procedure is to be implemented as soon as possible. A web-link is to be established to the form from the Conflict of Interest policy, and procedure.

**Training/Communication Plan:** The announcement regarding the change in the procedure appeal process will suffice for the communication plan.

**Local/Branch Action Required:** Managers are to insure all employees are aware of the procedure for reporting a conflict of interest, and the appeal process.

**Central Office Action Required:** Respond to questions or concerns, annually review the policy and any associated procedures or other documents and update as

necessary.

**Field/Stakeholder review:**  Yes  No

**If yes, reviewed by:** CAF administration, Cabinet, and HR

**Filing Instructions:** No paper copies are distributed for filing. DHS Agency-wide policies are located on the DHS web site at <http://www.dhs.state.or.us/policy/admin/>

*If you have any questions about this policy, contact:*

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