

Karen House, Asst. Program Manager
Office of Central Support

Authorized Signature

Number: SS-IM-05-017
Issue Date: 08/19/2005

Topic: Other

Subject: Self Sufficiency Disability Liaisons – Change in Coverage Areas

Applies to (check all that apply):

- | | |
|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Children, Adults and Families
(Self Sufficiency) | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify): |

Message: In an effort to assure each SDA is equally represented by the Disability Liaison's, it is necessary to make some changes in their coverage areas as well as how clients are referred.

The following changes in coverage areas will be effective September 1, 2005:

- Nancy Magill will cover SDA 2 and 9.
- Kathy Quick will cover SDA 6, 7, 8, 11 and part of SDA 5 (Cottage Grove and Springfield).
- Bill Hubbard will cover SDA 1, 4 and part of SDA 5 (Gateway Center, Willamette, Eugene and Florence).
- Sherry Wolf-Howe will cover SDA 15, 16 and part of SDA 3 (Woodburn, N. Salem, Dallas and McMinnville).
- Becky Smallwood will cover SDA 10, 12, 13, 14 and part of SDA 3 (S. Salem, Santiam Center and Keizer).

We divided assignments as equitable as possible, with travel time as a consideration.

It will also be necessary to adopt the following recommendations.

1. Refer only TANF clients and applicants.
2. Referrals only from: Team Staffings, or a Case Manager after case has been staffed with a Manager or HSS4.
3. Use support staff to send out appointment letters and request Medical Records, by using templates as provided by the Liaison.
4. Use tele-conferencing and video-conferencing whenever possible.
5. Clients should initiate application for SSI by calling the 1-800 number before referring to the Liaison, unless the client requires assistance with this step.
6. More strategic use of Liaison when their attendance is deemed necessary at a team staffing.

If you have any questions about this information, contact:

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