

Xochitl Esparza, Interim TANF Program Manager  
Authorized Signature

Number: SS-IM-09-004  
Issue Date: 01/15/2009

Topic: Other

Subject: clients  
Prioritization of Learning Disability Referrals and Assessments for TANF

**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 | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers               | <input type="checkbox"/> Other (please specify):              |

**Message:** This Transmittal provides SSP field staff with information regarding the prioritization of Learning Disability referrals and assessments through Western Oregon University's – Education Evaluation Center.

Please review the updates, changes, and recommendations below:

- **Update/Revision:** The priority listing (DHS 0421F) is part of the referral process. The prioritization was implemented during the 2003 – 2005 biennium. The priority listing has been used since that time. The form has been updated this month (January 2009). Please be sure to use the current DHS 0421F when sending your referral to WOU-EEC. Please use the following link to view the revised form:

PDF - <http://dhsforms.hr.state.or.us/Forms/Served/DE0421F.pdf>

Word - [http://dhsresources.hr.state.or.us/WORD\\_DOCS/DE0421F.doc](http://dhsresources.hr.state.or.us/WORD_DOCS/DE0421F.doc)

- **Change:** Your client will have one opportunity to show up for the Learning Disability (LD) Assessment. After the first no-show please staff the situation and reason for the no-show with Patrick J. Ring. If he is not available, please staff with one of the other TANF analysts.
- **Recommendations:** In order to ensure that your clients attend this important assessment, it is recommended you do the following:
  1. Work with your client to ensure that necessary transportation and child care, if applicable, are arranged prior to the LD assessment.

2. If the LD assessment is being held in your branch, schedule an appointment with them 30 minutes to an hour prior to the LD assessment.
3. Contact your client the day before the LD assessment as a reminder. In many cases, memory issues are present along with LD and your client may have forgotten about the upcoming assessment.
4. If you know in advance (24-hours) that your client will not be able to attend the LD assessment, please contact the provider and cancel the LD assessment. Also remind your client if they know they are unable to attend to call the provider and cancel. This will help to decrease the cost per no-show.
5. Some areas have set up an "On-call" list. This is a list of clients willing to come in at a moment's notice to have an LD assessment. This process help ensure that LD assessment slots are filled.

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

<b>Contact(s):</b>	Patrick Ring		
<b>Phone:</b>	503-945-7006	<b>Fax:</b>	503-373-7200
<b>E-mail:</b>	<a href="mailto:Patrick.J.Ring@state.or.us">Patrick.J.Ring@state.or.us</a>		