

Cathy Cooper
Authorized Signature

Number: SPD-AR-08-050
Issue Date: 7/29/2008

Topic: Systems Issues

Due Date:

Implementation Instructions for the revised Client Assessment and Planning
Subject: System (CA/PS)

Applies to (check all that apply):

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

Action Required:

Prior to 5:00 PM on Friday, August 1, 2008, SPD/AAA local office staff must complete the following:

- 1. Check in all Oregon ACCESS cases from remote status.** Cases left in remote may lose data and will lose access to pending Client Assessment and Planning System (CA/PS) assessments.
- 2. Move all pending CA/PS assessments to a current or historical status before the deadline on August 1st.** Any assessments left in pending status will automatically be moved to history. Once an assessment is in history, it will not be available for service planning purposes.

Reason for Action:

The process of implementing the revised CA/PS into Oregon ACCESS will begin on August 1st. Oregon ACCESS will be unavailable from 5:00 PM on Friday, August 1st until 7:00 AM Monday, August 4th.

Beginning at 7:00 AM on August 4th, all assessments for individuals that require a new assessment and for reassessment reviews must be completed in the new version of the CA/PS.

Assessments created and completed (moved to current) prior to the deadline will be valid until they expire or are manually closed. As long as these assessments are valid, they can be used to develop or change service plans. This arrangement allows for a gradual transition to the new CA/PS tool.

Field/Stakeholder review: Yes No

If yes, reviewed by: Operations Committee, SPD Policy Workgroup

If you have any questions about this action request, contact:

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