

Donna Keddy
Authorized Signature

Number: SPD-AR-12-014
Issue Date: 4/2/2012

Topic: Licensing

Due Date:

Subject: Licensee Emails for Corrective Action

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: APD Field Services will send a spreadsheet listing the name, provider number and other general information of all APD AFH providers currently licensed as of March 1, 2012. Please supply known e-mail addresses for each Licensee in your respective counties sheets located on the tabs at the bottom of the spreadsheet. NOTE: Some Licensees do not have e-mail addresses as they were licensed prior to the rule requiring electronic email addresses. If a Licensee does not have an e-mail address, please leave that box blank. Please submit the spreadsheet by e-mail to connie.l.rush@dhs.oregon.gov no later than April 15, 2012.

Reason for Action: OLRO (Office of Licensing and Regulatory Oversight - formerly OLQC) completed mapping of current processes related to Corrective Action in long-term care facilities. The workgroup evaluated the current process for improved efficiency and effectiveness. As a result, several behind the scenes changes have already been implemented resulting in cost savings in resources and staff time. The next phase will result in significant savings both in resources and staff time.

The Corrective Action process will be moving toward an electronic process wherever possible. As such, all available email addresses are needed in order to issue sanctions to Licensees electronically.

Field/Stakeholder review: Yes No

If yes, reviewed by: Operations Committee

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

Contact(s):	Connie Rush, AFH Program Coordinator		
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E-mail:	connie.l.rush@state.or.us		