

Mary Lee Fay  
Authorized Signature

**Number:** SPD-AR-12-016  
**Issue Date:** 4/10/2012

**Topic:** Developmental Disabilities

**Due Date:**

**Subject:** Changes in ReBAR SIS Tier Notification Process

**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 type="checkbox"/>            | Children, Adults and Families | <input type="checkbox"/>            | Seniors and People with Disabilities   |
| <input checked="" type="checkbox"/> | County DD Program Managers    | <input checked="" type="checkbox"/> | Other (please specify): DD Brokerage Directors, DDSCU, DD SPD Regional Coordinators, DD Staley Coordinators, ReBAR Program; DD Regional Crisis Program |

**Action Required:** CDDPs will need to complete and submit eXPRS User Enrollment forms to add the designated role/permission for the staff who will need to receive eXPRS system notifications of Tier assignment and SIS Summary Report for their respective clients by April 20, 2012.

**For CDDPs:**

Identified staff who will need to receive the SIS Tier notification and SIS Summary Report in eXPRS will need the new role **SIS Local Auth Viewer**. CDDPs will need to complete and submit the **Enroll Local Auth User** form to request this new role added for a user, per the established Enroll eXPRS User process. If the CDDP staff has multiple user profiles in eXPRS, this role will be added to the "Local Auth" profile, and the staff will have to log in under this profile to view the notifications.

**For Brokerages:**

While not required for Brokerages, they may also have staff who would like to receive these system notifications for SIS & Tier assignment as well, for clients they are assisting to transition back to comprehensive services.

Brokerage staff who wish to receive the SIS Tier notification and SIS Summary Report in eXPRS will need the new role **SIS Brokerage Viewer**. Brokerages will need to complete and submit the **Enroll Brokerage User** form to request this new role added

for a user, per the established Enroll eXPRS User process. If the Brokerage staff has multiple user profiles in eXPRS, this role will be added to the “Contractor” profile, and the staff will have to log in under this profile to view the notifications.

User enrollment forms can be accessed from the **HELP** menu in eXPRS under “User Enrollment Forms.”

**Reason for Action:** There will be a change in business processes of sending SIS Tier Notification memos and SIS Summary Reports to CDDPs, Brokerages and Regional Crisis programs for clients who have had their SIS assessment information finalized and a Tier assigned.

In the current process, the ReBAR program sends an email with a Tier Notification memo and SIS Summary Report attachments to the client’s DD Service Coordinator (and DD Regional Crisis Program, and in some situations the client’s Brokerage Personal Agent, when applicable) when the client’s support Tier has been established. **[This process is targeted to end on April 20, 2012.](#)** After this date, the ReBAR program staff will no longer send these Tier Notification emails/memos and SIS Summary Reports to CDDPs, Brokerages or Regional Crisis programs. Notification of Tier assignment will continue to be sent **directly** to the client.

In place of this process, a system generated notification within eXPRS will be sent to users with the specified user role/permission to inform them that a client’s support Tier has been finalized. This notification will appear on the user’s **eXPRS Home** page and will be a hyperlink to the client’s SIS assessment record in eXPRS.

By following the notification hyperlink, or doing a search, staff with the appropriate user roles/permissions will be able to access a client’s finalized Tier information, and download and save a hard copy of the client’s SIS Summary Report directly from eXPRS.

**Field/Stakeholder review:**       Yes       No

**If yes, reviewed by:**

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

|                    |   |             |  |
|--------------------|---|-------------|--|
| <b>Contact(s):</b> | Jan Morgan, ReBAR Program Manager - for ReBAR Policy Information<br>John Riordan, eXPRS Business Analyst - for SIS/eXPRS technical issues                   |             |  |
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