

Mike McCormick

**Authorized Signature**

**Number:** APD-AR-15-001

**Issue Date:** 1/13/2015

**Topic:** Other

**Due Date:**

**Subject:** Narration for OACCESS Cases in Estates Administration Unit (8606)

**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 checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental<br>Disabilities Services(ODDS) |
| <input type="checkbox"/> Children, Adults and Families                 | <input type="checkbox"/> Other ( <i>please specify</i> ):                       |
| <input type="checkbox"/> County DD Program Managers                    |   |

**Reason for Action:**

Local office staff are unable to narrate archived information in Oregon ACCESS if the file has been transferred to Estates Administration (Branch 8606).

**Action Required:**

APD will authorize 1-3 employees in each district to narrate in OACCESS cases held by Estates Administration (branch 8606). The number of users will depend on the size of the district.

To authorize these rights, management from each district must send an email to [apd.security-requests@state.or.us](mailto:apd.security-requests@state.or.us)

The email should include:

- Staff names
- Branch and District number
- Manager contact information

Managers, not staff, should make the request so access can be granted without a signature. Send only one request per district.

When the role of this staff person changes and/or access is no longer needed, an email needs to be sent to [apd.security-requests@state.or.us](mailto:apd.security-requests@state.or.us) to update the profile.

**Field/Stakeholder review:**     Yes     No

**If yes, reviewed by:    APD Operations Committee**

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

<b>Contact(s):</b>	Caryn Whatley – APD Field Services <a href="mailto:Caryn.Whatley@state.or.us">Caryn.Whatley@state.or.us</a> 503-947-5427  Kairi Orejuela – EDMS Expansion Project <a href="mailto:Kairi.j.Orejuela@state.or.us">Kairi.j.Orejuela@state.or.us</a> 503-269-4940
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