



**DEPARTMENT OF HUMAN SERVICES**  
**SENIOR & DISABLED SERVICES DIVISION**  
500 Summer Street NE  
Salem, Oregon 97310-1015  
Phone: (503) 945-5811

**AUTHORIZED BY:** \_\_\_\_\_

SDSD Administrator/Deputy/  
Assistant Administrator

**INFORMATION MEMORANDUM**

SDSD-IM-00-84

Date: August 15, 2000

**TO:** SDSD District and Unit Managers  
Area Agency on Aging Directors

**SUBJECT:** Presentations of the new Client Assessment and Planning System

**INFORMATION:** The development of the new Client Assessment and Planning System (CA/PS) is well underway. Teams from the ACCESS Project have been traveling throughout the state giving brief highlights of the changes and getting input from the field. More in-depth information sessions are planned in September, 2000.

**September 6, 2000: 1:00 pm-4 pm, Pacific Highway Best Western, Pacific Center, 4646 Portland Rd, Salem:** Managers from all field offices and central office are invited to attend an overview of the new tool. Input and recommendations will be discussed.

The following informational sessions are open to all SDSD and AAA staff. Questions and suggestions are again welcome. *All sessions below will be held 9:00 am to 3:00 pm.*

**September 19, 2000:** Red Lion Hotel Coliseum, Riverfront Ballroom, 1225 Thunderbird Way, Portland

**September 20, 2000:** Mill Creek Best Western, Mill Creek Center, 3125 Ryan Dr SE, Salem

**September 26, 2000:**

1. Pendleton Convention Center, West Meeting Rooms 1 & 2, 1601 Westgate, Pendleton
2. Douglas County Fairgrounds, Floral Building, 2110 SW Frear, Roseburg

**September 27, 2000:**

1. Red Lion Hotel, Siskiyou Room, 200 N Riverside Ave., Medford
2. Riverhouse, Middle and North Sisters Rooms, 3075 North Highway 97, Bend

**Registration is required.** Contact Sue Hittle, Oregon ACCESS, 503.378.2101 X 224, fax: 503.378.210, GroupWise or e-mail [Susan.M.Hittle@state.or.us](mailto:Susan.M.Hittle@state.or.us) to register. (Please indicate if you need directions to any of the sessions.)

**CONTACT PERSON:** Questions about the sessions should be directed to: Wendy Sampels, Project Coordinator

**CONTACT NUMBER:** 503.378.2101 X 369

**FAX NUMBER:** 503.378.2103 or

**GROUPWISE or E-MAIL:** Wendy.Sampels@state.or.us