



**Information
Memorandum**

Oregon Department of Human Services

Originating Cluster:

Seniors and People with Disabilities

Date:	July 1, 2003	IM Number:	SPD-IM-03-060
To:	Area Agency on Aging Directors AAA Program Managers and Staff CHS Central Office Managers CHS SDA Managers CHS SDA Assistant Managers	CHS/SPD All Staff CHS/SPD Line/Program Managers County DD Program Managers County Mental Health Directors SPD Central Office Staff	
From:	Sean McMullen, Data Coordinator, Information and Data Unit Mike Maley, Manager, Community and Family Supports		
Subject:	Developmental Disabilities CPMS Reporting for Persons Transitioned From DD 54 to Brokerages		

Message: This memo is to inform you that the SPD Central Office will initiate CPMS actions that terminate transferred individuals from DD 54 effective 6/30/03 and enroll them in DD 148 effective 7/1/03.

SPD staff will use the data available from the Voc transfer list that each County has already provided to take necessary action. Some assistance may be requested from Counties if there are conflicts with descriptive information (name spelling, birth date etc).

SPD Central Office will send a copy of their Voc Transfer list as a confirmation that these actions are completed. Counties may wish to record this CPMS action in the individual's record.

If you have any questions about this information, contact:

Contact(s):	RE: CPMS Procedures – Sean McMullen RE: Voc Transfer List – Molly Holsapple		
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