



# Information Memorandum

Oregon Department of Human Services

**Originating Cluster:**

**Seniors and People with Disabilities**

**Authorized by:** Elizabeth Lopez, Administrator  
*Signature*

**IM Number:** SPD-IM-03-071

**Date:** August 19, 2003

**Subject:** Review of PRV8 and STEL Screens

**Applies to (check all that apply):**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> All DHS employees            | <input checked="" type="checkbox"/> County DD Program Managers           |
| <input checked="" type="checkbox"/> Area Agencies on Aging       | <input checked="" type="checkbox"/> County Mental Health Directors       |
| <input checked="" type="checkbox"/> Children Adults and Families | <input checked="" type="checkbox"/> Health Services                      |
| <input checked="" type="checkbox"/> Community Human Services     | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> Other (please specify): _____           |  |

**Message:** As a result of many influences (i.e. integration efforts, Home Care Worker's Collective Bargaining Agreement and review analysis for potential budget cuts), we are looking at some of the screens that either appear to not be used and for which the data is not maintained up-to-date. This memorandum deals specifically with the PRV8 and STEL screens.

The PRV8 screen displays and allows for the local offices to enter supplemental provider information for the community based care providers (particularly Adult Foster Care). It is accessed by typing PRV8,XXXXXX (prov #) from a blank screen.

The STEL screen displays the online SDSL telephone directory. It allows each work unit update access to maintain their files. It is accessed by typing STEL from a blank screen for the full directory. You can type STEL,lastname,3 ltrs first name to locate a specific person. To locate an entire branch, type STEL,XXXX(branch #) from a blank screen.

Please answer the attached questions and return the completed form to Kimberly Kenaston by August 29, 2003.

*If you have any questions about this information, contact:*

Contact(s):	Kimberly Kenaston		
Phone:	503-945-5745	Fax:	503-947-5357
E-mail:	Kimberly.Kenaston@state.or.us		

1. Do you use the PRV8 screen? \_\_\_\_\_ Yes \_\_\_\_\_ No

2. If yes, what do you use the screen for?

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3. If the screen is retained, will you designate a specific person to maintain the data on the screen? \_\_\_\_\_ Yes \_\_\_\_\_ No

PRV8		
PROV TYPE		TELE
PROV NAME	PROV ID	BEDS (NMBR)
ENRL STAT		BEDS (CERT)
BR:	WKR ID:	LIC BR:
LL PROV:	PP PROV:	MH PROV:
DISAB LVL:	CONTRACT:	HEAVY COST:
SMOKING:	INCONTINENT:	DISABILITY:
SPL DIET:	PETS:	SPRINKLERS:
COMPLAINT:	CONDITION:	ALCHL:
MEDL INSP:	FLOOR PLAN:	WATR APRV:
PRSNL REF:	GEN ACCPT:	
FACIL APRV:	PROV APRV:	MGR APRV:
CRIM CHK:	FEES PAID:	FIRE INSP:
EXC (MHD 1099):		
ADDL PROVS#		
NRTV:		
MSG P205	ENTER PROVIDER NUMBER	
MSG P222	ENTER A VALID BRANCH NUMBER	

1. Do you use the STEL screen? \_\_\_\_\_ Yes \_\_\_\_\_ No

2. If yes, what do you use the screen for?

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3. If the screen is retained, will you designate a specific person to maintain the data on the screen? \_\_\_\_\_ Yes \_\_\_\_\_ No

STEL	
SDSD TELEPHONE DIRECTORY ASSISTANCE	
COST CENT	COST CENT
4010 ADMIN - PERSONNEL	4000 ADMINISTRATION
2211 ALBANY - AAA	7060 ALBANY - CCMU
2217 ALBANY - DSO	0411 ASTORIA - AAA
0111 BAKER CITY - SDS	0112 BAKER CCNO INC.
3417 BEAVERTON - DSO	0912 BEND - OPI
0911 BEND - SDS	8030 BUDGET UNIT
1311 BURNS - MSO	1312 BURNS OPI
8000 BUSINESS SERVICES	3012 CAPECO - OPI
0312 CLACKAMAS - AAA	0512 COLUMBIA - OPI
5010 COMMUNITY BASED CARE PROG	4030 COMMUNITY REL & EDUCATION
8060 CONTRACTS SERVICES (DHR)	0612 COOS - OPI
0611 COOS BAY - MSO	0613 COQUILLE MSO
2019 COTTAGE GROVE - AAA	0812 CURRY - OPI
2712 DALLAS DSO	2711 DALLAS MWVSSA - AAA
6050 DATA ANALYSIS & PROG EVAL	8040 DHR OFFICE OF INFO. SYS.
0001 DIST 01 CLATSOP TILLAMOOK	0016 DIST 02 CLACKAMAS COUNTY
0017 DIST 02 COLUMBIA COUNTY	0002 DIST 02 MULTNOMAH COUNTY
MSG:T3 ENTER A S NEXT TO SELECTED COST CTR	
MSG:T4 OR PRESS ENTER FOR THE NEXT PAGE	