



# Information Memorandum

Oregon Department of Human Services

**Originating Cluster:**

**Seniors and People with Disabilities**

**Authorized by:** Jon E. Cooper, Administrator  
Office of County Relations  
*Signature*

**IM Number: SPD-IM-04-006**

**Date: January 22, 2004**

**Subject:** People with Developmental Disabilities: Accessing Balancing Test Form and Administrative Rule for Comprehensive 24-Hour Residential Services for Children and Adults with Developmental Disabilities

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

- All DHS employees
- Area Agencies on Aging
- Children Adults and Families
- Community Human Services
- Other (please specify): \_\_\_\_\_
- County DD Program Managers
- County Mental Health Directors
- Health Services
- Seniors and People with Disabilities

**Message:** This memo is to inform you that the Balancing Test Form and the Administrative Rule for Comprehensive 24-Hour Residential Services for Children and Adults with Developmental Disabilities is available on line. The Balancing Test Form # 4110 can be accessed at the DHS Forms Site: <http://dhsforms.hr.state.or.us/forms/database/findforms.htm> The Administrative Rule for Comprehensive 24-Hour Residential Services for Children and Adults with Developmental Disabilities can be accessed at the DHS website: [http://www.dhs.state.or.us/policy/rules/411\\_325.pdf](http://www.dhs.state.or.us/policy/rules/411_325.pdf) Attached you will find a copy of the memo that is being distributed to providers informing them of how to access the Balancing Test Form and the administrative rule.

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

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# Oregon

Theodore R. Kulongoski, Governor

## Department of Human Services Seniors and People with Disabilities

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DATE: January 16, 2004

TO: 24-Hour Residential Service Providers for Persons with  
Developmental Disabilities

FROM: Jessie Martin, Regional Coordinator  
Office of County Relations

Laurie Lindberg, Manager  
DD Licensing Unit  
Office of Licensing and Quality of Care

SUBJECT: Accessing Balancing Test Form

Accessing Administrative Rule for Comprehensive  
24-Hour Residential Services for Children and Adults  
with Developmental Disabilities

This memo is to inform you that the new administrative rule for  
Comprehensive 24-Hour Residential Services for Children and Adults  
with Developmental Disabilities can be accessed at the DHS website:  
[http://www.dhs.state.or.us/policy/rules/411\\_325.pdf](http://www.dhs.state.or.us/policy/rules/411_325.pdf)

The Balancing Test Form # 4110 can be accessed at the DHS Forms  
Site: <http://www.dhs.state.or.us/forms/database/findforms.htm>

For those of you who may not have access to the internet you can  
request copies of the rule and form by calling the DD Licensing Unit  
at (503) 947-1082.

*"Assisting People to Become Independent, Healthy and Safe"*  
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