

## Seniors and People with Disabilities

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**Authorized Signature**

**Number:** SPD-IM-04-079  
**Issue Date:** 08/31/2004

**Topic:** Other

**Subject:** Revision of the Support Staff Assistance Manual (SSAM)

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

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| <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 type="checkbox"/> Children, Adults and Families     | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers        | <input type="checkbox"/> Other (please specify):                         |

**Message:** The SSAM is a resource manual that includes procedures for functions normally the responsibility of support staff in SPD/AAA field offices. The SSAM Committee has completed a complete review of the SSAM. Revisions have been made to most sections of the manual. There are a few sections that have been deleted as the material is now available on the DHS or other state agency website (e.g., payroll and state vehicles). The links to these resources are listed at the end of the table of contents. [Click here to link to the SSAM.](#)

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

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