

Seniors and People with Disabilities

Carolyn Ross

Authorized Signature

Number: SPD-IM-09-068

Issue Date: 8/27/2009

**CORRECTED**

Topic: Other

Subject: Case History Report

Applies to (check all that apply):

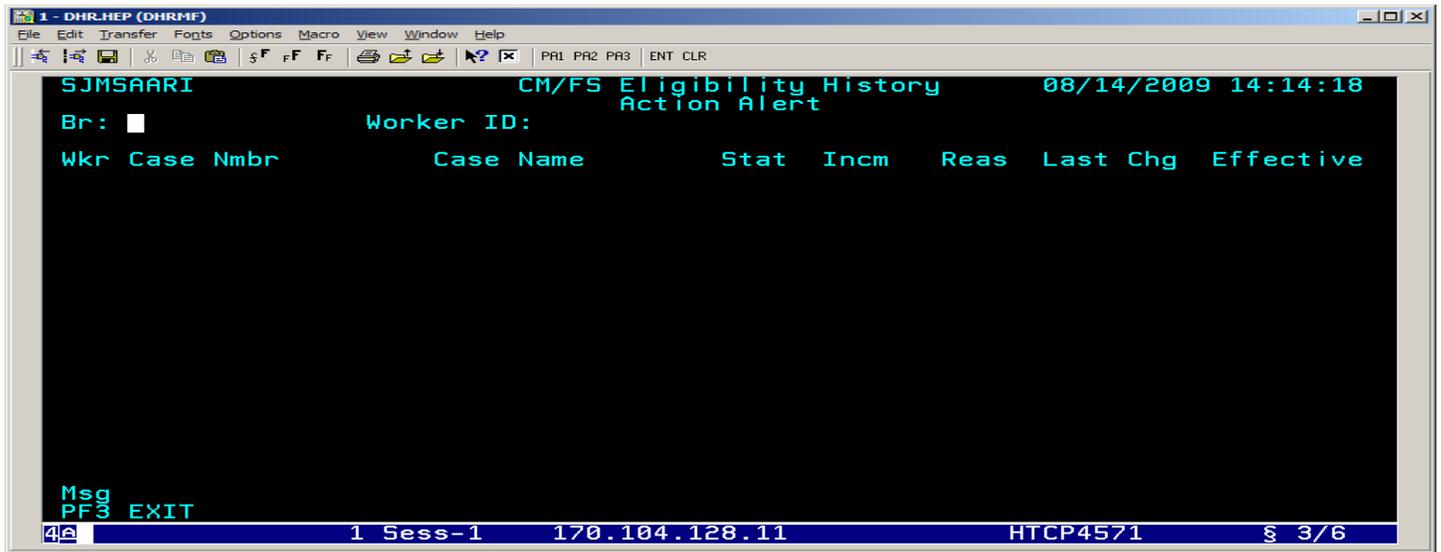
- |                                     |                               |                                     |                                      |
|-------------------------------------|-------------------------------|-------------------------------------|--------------------------------------|
| <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:

Local offices have access to the report listed below. It shows all case actions for food stamps and medical. This report also includes transfer in cases on the CM/FS system, expired cases, suspended cases, case that have gone "No Action" NA due to some type of error on the case, transfer out, closures and death case actions. All staff should be able to access this report using the log in information listed below. This report will also be helpful for local offices in determining transfer in cases that do not follow with a hard file.

To view the report local office log on to the mainframe.

Branch enters SAAR and hits enter, branch then enters the branch number once the report is pulled up and hits enter one more time. The list will provide all current actions that have been taken on the case including current case status.



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

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