

Seniors and People with Disabilities

DeAnna Hartwig

Authorized Signature

Number: SPD-IM-10-090
Issue Date: 12/7/2010

Topic: Developmental Disabilities

Subject: Referral/Entry Documentation Process for Children's Residential

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input 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 checked="" type="checkbox"/> County DD Program Managers | <input checked="" type="checkbox"/> Other (please specify): CDDP Service Coordinators, Regional Crisis Coordinators, SPD Regional Coordinators |

Message: Effective immediately, if a child entering an SPD residential group home or proctor home does not have a birth certificate and a social security card (or a letter from the SSI department to document that a SSI card was ordered), he/she will be denied entry to the program.

All Service Coordinators and/or Regional Crisis Workers are to collect these documents at the time of initial referral and send them to Linda Smith, Children's Residential Referral Coordinator. Send these to Linda Smith via fax 971-673-2971 or email Linda.g.smith@state.or.us

This measure is necessitated due to multiple incidents of children not having the necessary documentation, resulting in reliance on general fund only payment.

If you have any questions about this information, contact:

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