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Authorized Signature

Number: SPD-IM-11-014  
Issue Date: 1/27/2011

Topic: Forms

Subject: Oregon ACCESS Webform SDS 0540

**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:**

**Changes to the SDS 0540 Webform: Friday, January 28, 2011.**

In response to feedback from AAA and SPD field staff, the following improvements are being made to the SDS 0540 Webform in Oregon ACCESS and posted to the online Form Server. (Please note these enhancements are on the English version only):

- **Auto-fill branch return address:** Staff no longer need to manually enter the branch return address. The data for the branch address will now be pulled directly from the client's case in Oregon ACCESS and auto-filled into the SDS 0540 webform.
- **Optional 3rd page for additional reasons:** A blank 3<sup>rd</sup> page has been added to the SDS 0540 webform. The 3<sup>rd</sup> page should be used when the space available on the first page is not sufficient to explain the reasons for the action. Please note, the text box on the 1<sup>st</sup> page will no longer allow excess characters to be pasted into the space, instead, the text will be cut at the bottom of the page and staff will need to navigate to the 3<sup>rd</sup> page in order to add the remaining text for the reasons.
  - To Navigate to the 3<sup>rd</sup> page:
    - Click on the checkbox at the bottom of page one, or;
    - Scroll down to the 3<sup>rd</sup> page using your mouse or the side bar.
- **New print buttons:** There are two print buttons located at the top of the form:
  - "Print pages 1-2": use this button to print the standard 2 page form (page 1 plus the hearing rights.)

- *“Print pages 1-3”*: use this button to print the entire form when you have added additional reasons for the action on page 3.
- **New Check box**: At the bottom of page 1 a check box has been added next to the sentence “Reasons for this action continued on page 3”. Checking this box will cause you to jump to the 3<sup>rd</sup> page of the form so that you can add additional reasons. This is visible on the screen only and will not print. This is to prevent confusion when the form is limited to two pages.

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

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