

Aging and People with Disabilities

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Number: APD-IM-13-030

Issue date: 6/17/2013

Topic: Other

Subject: Updates to manuals

Applies to (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County DD Program Managers |
| <input checked="" type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Other (please specify): |

Message: Manuals have been updated and corrected. Changes include but are not limited to:

- APD Worker Guide, [B. 5 Contacts for Statewide Assistance](#)
 - Options for when another state requests the signed application to close benefits;
 - Narration to use when a request for out of state benefit closure has been made.
- APD Worker Guide, [G. 5 Case Files](#)
 - Update to file order and filing requirements;
 - Corrections to record retention schedule;
 - Mini-files made optional.
- SSAM, IV. A [Files/Filing](#)
 - Update to file order and filing requirements;
 - Corrections to record retention schedule;
 - Mini-files made optional.
- SSAM, [IV. D. 5 Record Retention](#)
 - Broken links are repaired;
 - Client files section:
 - Updated archiving process;
 - Added section on archiving for open cases.

- Generic Program Elements, [J. Quality Control](#)
 - What Quality Control reviews are and how the data is used;
 - *Factual content of this section has not changed.*

If you have any questions about this information, contact:

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