

## Aging and People with Disabilities

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**Number:** APD-IM-13-040  
**Issue date:** 7/22/2013

**Topic:** Systems Issues

**Subject:** Retrieving Cases From Branch 5515

**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:** *This transmittal replaces [APD-IM-12-002](#).*

5515 is a discontinued branch and should not be used due to the discontinued status. Cases which appear in branch 5515 can only be transferred to a local office by emailing Karen Gulliver [karen.l.gulliver@state.or.us](mailto:karen.l.gulliver@state.or.us), Lauren Mitchell [lauren.e.mitchell@state.or.us](mailto:lauren.e.mitchell@state.or.us), or Angela Munkers [angela.p.munkers@state.or.us](mailto:angela.p.munkers@state.or.us), in APD Central Office.

Please include the client's prime number and the destination branch number.

Cases are sometimes moved to 5515 through the normal course of business, but should not be transferred into 5515 deliberately. When a closed case is opened by the Quality Control unit during their review process, the case will appear in 5515.

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

<b>Contact(s):</b>	Karen Gulliver		
<b>Phone:</b>	503-569-7034	<b>Fax:</b>	503-945-6460
<b>Email:</b>	<a href="mailto:Karen.l.gulliver@state.or.us">Karen.l.gulliver@state.or.us</a>		