

Aging and People with Disabilities

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Number: APD-IM-13-058

Issue date: 8/27/2013

Topic: Protective Services

Subject: Web 723 Log Numbers

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:

Single Allegation log numbers with an A at the end

When a Facility abuse report has an A at the end of the log number, for example HB133025A, the A indicates this is a multiple allegation case. However, there are times when an abuse report is opened as a multiple allegation report and there is no allegation B, or the template for allegation B is in the body of the report, but there is no text.

In both cases described above, the report needs to be returned to a single allegation case.

Local APS Specialists do not have the ability to do this.

An amendment is not necessary to correct this.

The Corrective Action Coordinator will check with the APS Specialist to determine if this is an error, if APS forgot to add information in the second allegation, or if the information has disappeared.

If the Facility abuse report was intended to be a single allegation report, the CAC will contact the service desk to have the report returned to a single allegation report. Once a "close" ticket is received from the service desk, the report is found in a single allegation search. The report will be printed by the CAC for Corrective Action processing and the CAC will notify the APSS of this modification.

The APSS will print a correct copy of the abuse report to place in the paper file.

If you have any questions about this information, contact:

Contact(s):	DHS Service Desk		
Phone:	503-945-5623	Fax:	
Email:	dhs.servicedesk@state.or.us		