

Aging and People with Disabilities

Angela Munkers

**Authorized signature**

**Number:** APD-IM-13-086

**Issue date:** 11/27/2013

**Topic:** Systems Issues

**Subject:** Case transfer email boxes available for use

**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 checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental<br>Disabilities Services (ODDS) |
| <input type="checkbox"/> Children, Adults and Families                 | <input type="checkbox"/> Other ( <i>please specify</i> ):                        |
| <input type="checkbox"/> County DD Program Managers                    |  |

**Message:** Case transfer email boxes have been updated and are available for use by Area Agency on Aging (AAA) and Aging and People with Disabilities (APD) offices.

All email addresses are in this format: [branch.programcasetransfers@state.or.us](mailto:branch.programcasetransfers@state.or.us); AAA offices are designated as part of the APD program.

**Example:**

APD or AAA office

[3518.apdcasetransfers@state.or.us](mailto:3518.apdcasetransfers@state.or.us)

Self Sufficiency office

[2001.sspcasetransfers@state.or.us](mailto:2001.sspcasetransfers@state.or.us)

The Oregon Health Authority (OHA) processing center, branch 5503, uses the Self Sufficiency program designation.

[5503.sspcasetransfers@state.or.us](mailto:5503.sspcasetransfers@state.or.us)

If a problem with the boxes is discovered, please contact Caryn Whatley or Karen Gulliver right away.

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

<b>Contact(s):</b>	Karen Gulliver Caryn Whatley		
<b>Phone:</b>	Karen: 503-569-7034 Caryn: 503-947-5427	<b>Fax:</b>	503-945-6296
<b>Email:</b>	<a href="mailto:karen.l.gulliver@state.or.us">karen.l.gulliver@state.or.us</a> <a href="mailto:caryn.whatley@state.or.us">caryn.whatley@state.or.us</a>		