

## Aging and People with Disabilities

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**Number:** APD-IM-15-031

**Issue date:** 4/22/2015

**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](#) and [APD-IM-13-040](#).

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 Kaino [karen.l.kaino@state.or.us](mailto:karen.l.kaino@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 customer's prime or Social Security number and the destination branch number.

In the subject line of your email, please include "5515 transfer" to receive a faster response.

Cases are sometimes moved to 5515 through the normal course of business, but should not be transferred into 5515.

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

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