



Oregon

John A. Kitzhaber, MD, Governor

Department of Human Services
Seniors and People with Disabilities
State Operated Community Program
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DATE: May 25, 2011

TO: Site Managers
Central Management
BVS1's and BVS2's
Trainers

FROM: Deanna Bathke, SOCP Director 

SUBJECT: Central Office changes: timesheets, schedules and maintenance

You will no longer need to send your timesheets or schedules to me.

Please remember **to not schedule vacations beyond the availability of your vacation relief's**. Also, remember vacation reliefs **must cover behind vacations first.**

However, you should be receiving your group home timesheets via email, you can forward them to Elaine and she will archive them for you on the computer.

As for your staff schedules you can send them to your Program Managers if they request them.

All maintenance requests will need to be faxed to (503) 378-5917 or 503-378-5918 attention Elaine.