

Action Request Transmittal Aging and People with Disabilities



Ann McQueen

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Number: APD-AR-21-002

Issue date: 1/6/2021

Topic: Other

Due date:

Subject: Reporting AAA Office Closures

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: Types A and B | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> Support Service Brokerage Directors | <input type="checkbox"/> Other (<i>please specify</i>): |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Action required:

All Area Agencies on Aging (AAAs) must send an email message to:

AAA.Closures@dhsoha.state.or.us anytime their office is closed on non-state holidays.

If the closure is planned, the AAA must notify APD 7 days in advance. If the AAA office experiences an unexpected closure, the email should be sent as soon as the decision to close is made. The email should include the following information:

- Name of the AAA;
- Reason for the closure;
- Estimated time the AAA will be closed;
- Contingency plan(s) for how consumers will be served during the closure including case management, APS, AFH licensing and HCW vouchers;
- Any other pertinent information; and
- Contact information for person in charge during the closure.

Reason for action:

The mailbox for AAA.Closures@dhsoha.state.or.us will be monitored by Community Services and Supports (CSS) staff. When an AAA office is closed, CSS staff will be able to offer assistance and notify central office and local office staff impacted by the closure.

Field/stakeholder review: Yes No

If yes, reviewed by:

If you have any questions about this action request, contact:

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