



Oregon

Tina Kotek, Governor

Oregon Department of Human Services

Aging and People with Disabilities

Safety, Oversight and Quality

PO Box 14530, Salem, OR 97309

Phone: (503) 373-2227

Fax (503) 378-8966



ODHS-023-001-NF-CBC – Provider Alert

Date: January 9, 2023
To: All Nursing Facilities
All Community Based Care Facilities
From: Safety, Oversight and Quality
Subject: New Provider Alert Naming Convention Beginning January 2023

Please share this information with those who receive Provider Alerts. If you are not currently registered to receive Administrator Alerts you may do so [here](#).

With the beginning of the new year, Safety, Oversight and Quality has implemented a new provider alert naming convention for Provider Alerts. This is in an effort to improve communication and make it easier for providers and stakeholders to identify relevant information for specific provider type(s) at a glance.

The new numbering format represents the agency that is sending the Provider Alert. Beginning with “odhs” (Oregon Department of Human Services); followed by the current calendar year (“023”); followed by the Provider Alert number for the calendar year; followed by any subsequent attachments, if applicable (“01,” “02,” etc.); ending with applicable program type(s) (“nf,” “cbc,” or combination thereof).

Example Provider Alert Numbering: “odhs-023-001-01-nf-cbc”

1. **”odhs” (Oregon Department of Human Services)**
2. **”023” (Calendar Year)**
3. **”001” (Provider Alert #1 for the calendar year)**

“Assisting People to Become Independent, Healthy and Safe”

An Equal Opportunity Employer

4. “01” (attachment #1 for this Provider Alert)
5. “nf-cbc” (both NF and CBC Providers are the target audience in this example).

Additionally, the title of all Provider Alerts and naming conventions for all documents will be in lower case. The purpose of this change is to align with the ODHS-wide website policy. This also means all previous Provider Alerts have been, or will be, updated to reflect this change.

Again, be sure to sign up for Provider Alerts [here](#). And remember to maintain your provider alert access. Whenever you get a new email address you must reenroll with the new email address.

If you have questions, please contact your licensing team:

- Nursing Facilities: NF.licensing@odhsoha.oregon.gov
- Community Based Care Facilities: cbc.team@odhsoha.oregon.gov

Oregon Department of Human Services website: www.oregon.gov/DHS/