

Action Request Transmittal Developmental Disabilities Services



Authorized signature

Number:
Issue date:

Topic: Developmental Disabilities

Due date: August 27, 2021

Subject: Case Management Entity (DD) Outlook distribution lists

Applies to (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging: {Select type} | <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 checked="" type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input checked="" type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input checked="" 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:

The Office of Developmental Disabilities Services (ODDS) is creating Outlook email distribution lists for specific Case Management Entity (CME) specific distribution lists. This will permit specific CME employees to update each distribution list as employees are hired, change positions or leave.

In order to get the Outlook distribution lists created, ODDS needs preliminary data from each CME.

The attached spreadsheet will be sent to each CME program manager following the release of this Action Request. The spreadsheet responses must be sent directly to Cathy Valderrama at CATHYMARIA.L.VALDERRAMA@dhs.oh.state.or.us no later than August 27, 2021.

Reason for action:

As CME employees are onboarded, change positions or leave their job, the ability for ODDS to send mass communications to the appropriate people is limited. ODDS is

building specific Outlook email distribution lists for specific CME roles. CMEs will then have the independent ability to add and delete members from each distribution lists.

Field/stakeholder review: Yes No

If yes, reviewed by:

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

Contact(s):	
Phone:	Fax:
Email:	

DRAFT