Seniors and People with Disabilities

Action Request Transmittal

Cathy Cooper
Authorized Signature

Number: SPD-AR-11-003
Issue Date: 1/6/2011

Topic: Developmental Disabilities

Subject: Submission of one page Emergency Plan Summary

Applies to (check all that apply):
- All DHS employees
- County DD Program Managers
- Area Agencies on Aging
- Health Services
- Children, Adults and Families
- Seniors and People with Disabilities
- County Mental Health Directors
- Other (please specify): SPD DD County relations unit,

Action Required: All AFH-DD and CFH-DD homes are required to submit the one page Emergency Plan Summary (DHS 0938) to SPD January 14th, 2011, and every year thereafter on January 15th. The information can be submitted on line as instructed on the form, or in the following ways:

Email to: SPD.EP@state.or.us There is a “button” on the form which will automatically email the form once the provider inserts the address (which can be copied from the form).

If email is not available, it may be FAXed: SPD DD Licensing 503-945-7811. Note, the fax number listed on the form is not operational.

Or it may be mailed to: DD Licensing Unit – EP
500 Summer Street NE, E-05
Salem, OR 97301

DHS 0938 can be accessed at:
http://dhsforms.hr.state.or.us/forms/databases/FMPRO?-db=FormTbl.fp5&-lay=Main-&format=Findforms_FMP.htm-&findany

Instructions for completing the DHS 0938 can be located at:
http://dhsforms.hr.state.or.us/forms/databases/FMPRO?-db=FormTbl.fp5&-lay=Main-&format=Findforms_FMP.htm-&findany
Please **do not** send copies of completed emergency plans or individual emergency summary pages with individuals’ information. Providers are required to have Emergency Plans completed by January 1, 2011. Licensors and certifiers will verify that plans are completed upon renewal.

**Reason for Action:** July 1, 2010, the Oregon Administrative Rules for Children and Adult foster care homes for individuals with Developmental Disabilities were modified to require Emergency Plans in each home. This change was required based on 2007 legislation HB 2371 requiring the development of Emergency Plans.

**Field/Stakeholder review:** □ Yes ☑ No

**If yes, reviewed by:**

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

<table>
<thead>
<tr>
<th>Contact(s):</th>
<th>Shelly Reed</th>
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<tbody>
<tr>
<td>Phone:</td>
<td>503-945-5828</td>
</tr>
<tr>
<td>E-mail:</td>
<td><a href="mailto:Shelly.M.Reed@state.or.us">Shelly.M.Reed@state.or.us</a></td>
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