

Cathy Cooper  

---

**Authorized Signature**

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

**Topic:** Developmental Disabilities

**Due Date:**

**Subject:** Submission of one page Emergency Plan Summary

**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                | <input type="checkbox"/> Health Services  |
| <input type="checkbox"/> Children, Adults and Families         | <input type="checkbox"/> Seniors and People with Disabilities                             |
| <input checked="" type="checkbox"/> County DD Program Managers | <input checked="" type="checkbox"/> 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 14<sup>th</sup>, 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](mailto: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](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](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:*

<b>Contact(s):</b>	Shelly Reed		
<b>Phone:</b>	503-945-5828	<b>Fax:</b>	503-945-7811
<b>E-mail:</b>	<a href="mailto:Shelly.M.Reed@state.or.us">Shelly.M.Reed@state.or.us</a>		