Seniors and People with Disabilities

Information Memorandum
Transmittal

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Authorized Signature

Number: SPD-IM-10-090
Issue Date: 12/7/2010

Topic: Developmental Disabilities

Subject: Referral/Entry Documentation Process for Children's Residential

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

Message: Effective immediately, if a child entering an SPD residential group home or proctor home does not have a birth certificate and a social security card (or a letter from the SSI department to document that a SSI card was ordered), he/she will be denied entry to the program.

All Service Coordinators and/or Regional Crisis Workers are to collect these documents at the time of initial referral and send them to Linda Smith, Children’s Residential Referral Coordinator. Send these to Linda Smith via fax 971-673-2971 or email Linda.g.smith@state.or.us

This measure is necessitated due to multiple incidents of children not having the necessary documentation, resulting in reliance on general fund only payment.

If you have any questions about this information, contact:

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