Information Memorandum Transmittal
Select originating program

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Authorized signature

Number: APD-IM-18-040
Issue date: 5/07/2018

Topic: Developmental Disabilities

Subject: Electronic reports, Licensing Renewals and Plan of Improvements

Applies to (check all that apply):

☐ All DHS employees
☐ Area Agencies on Aging: {Select type}
☐ Aging and People with Disabilities
☐ Self Sufficiency Programs
☒ County DD program managers
☐ ODDS Children’s Residential Services
☐ Child Welfare Programs
☐ County Mental Health Directors
☐ Health Services
☐ Office of Developmental Disabilities Services (ODDS)
☐ ODDS Children’s Intensive In Home Services
☐ Stabilization and Crisis Unit (SACU)
☐ Other (please specify):

Message:
DD Licensing now has the ability to send all licensing renewal packets and licensing reports electronically. Plan of Improvements can be produced electronically and submitted electronically to: DD.LICENSING@state.or.us If a provider prefers to have the licensing renewal packet or licensing report sent via USPS mail, contact DD.LICENSING@state.or.us to request that the licensing renewal packet or licensing report is sent by USPS mail.

Detailed instructions will be included in each email to provider agencies.

Electronic Report, Licensing Renewals and Plan of Improvements will go into effect May 7, 2018.

If you have any questions about this information, contact:

Contact(s): Barbara Southard
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Email: Barbara.L.Southard@state.or.us