

**Information Memorandum Transmittal**  
**Select originating program**



Lilia Teninty

**Authorized signature**

**Number:** APD-IM-18-040

**Issue date:** 5/07/2018

**Topic:** Developmental Disabilities

**Due date:**

**Subject:** Electronic reports, Licensing Renewals and Plan of Improvements

**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 checked="" type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs                       | <input type="checkbox"/> ODDS Children's Intensive In Home Services                      |
| <input checked="" type="checkbox"/> County DD program managers           | <input checked="" type="checkbox"/> Stabilization and Crisis Unit (SACU)                 |
| <input checked="" type="checkbox"/> ODDS Children's Residential Services | <input type="checkbox"/> Other ( <i>please specify</i> ):                                |
| <input type="checkbox"/> Child Welfare Programs                          |  |

**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](mailto: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](mailto: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:*

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