

Information Memorandum Transmittal Developmental Disabilities Services



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Authorized signature

Number: APD-IM-18-064

Issue date: 07/31/2018

Topic: Developmental Disabilities

Due date:

Subject: OTIS (OAAPI) Requests for Redacted Abuse Investigation Reports

Applies to (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> All DHS employees | <input checked="" 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 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 type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input checked="" type="checkbox"/> ODDS Children's Residential Services | <input checked="" type="checkbox"/> Other (<i>please specify</i>): |
| <input type="checkbox"/> Child Welfare Programs | MH & DD Adult Abuse Investigators |

Message:

The Office of Training, Investigation and Safety (OTIS, formerly known as OAAPI) now has a dedicated email address to send copies of redacted abuse investigation reports that have a substantiated abuse allegation.

Effective as of 07/23/18, the Abuse Investigation Coordinator's closure email will include a new email address to send the copy of the redacted abuse investigation report, when an allegation is substantiated. The redacted report is needed to assure timely notifications related to the AP's rights to request a review of the substantiated abuse finding, and the centralized email box will help expedite this action.

OTIS (OAAPI) Due Process email address: OTIS.DueProcess@state.or.us

If you have any questions about this information, contact:

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