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 (OAAP) Requests for Redacted Abuse Investigation Reports

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

If you have any questions about this information, contact:

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