

# Information Memorandum Transmittal Developmental Disabilities Services



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**Number: APD-IM-19-069**

**Issue date: 9/27/2019**

**Topic:** Developmental Disabilities

**Due date:** 12/31/2019

**Subject:** Minor changes to The Guide to Home Modifications

**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 checked="" 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"/> Support Service Brokerage Directors | <input type="checkbox"/> Other ( <i>please specify</i> ):                                |
| <input type="checkbox"/> ODDS Children's Residential Services           |  |
| <input type="checkbox"/> Child Welfare Programs                         |  |

**Message:** A minor change to The Guide to Home Modifications has been made to clarify that final invoices from the construction contractor must be included along with photos of the completed construction project, the signed Provisional Memo, and any required permits. The Guide To Home Modifications can be found with all Worker Guides:

<https://www.dhs.state.or.us/spd/tools/dd/cm/Guide%20to%20Home%20Modifications.pdf>

If you have any questions about this action request, contact  
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