

Information Memorandum Transmittal Aging and People with Disabilities



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Number: APD-IM-19-085

Issue date: 10/30/2019

Topic: Long Term Care

Due date:

Subject: HCW Payroll Calendar for 10/2019 - 12/2021

Applies to (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging: Types A and B | <input type="checkbox"/> Health Services |
| <input checked="" 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 type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> ODDS Children's Residential Services | <input type="checkbox"/> Other (<i>please specify</i>): |
| <input type="checkbox"/> Child Welfare Programs | |

Message: The Homecare Worker Payroll Calendar for 10/2019 – 12/2021 has been updated and added to the CM Tools website on the Homecare Worker page. The Oregon Home Care Commission has also posted the HCW versions of each calendar on their website as well. Currently it is available only in English, but will soon be available in Spanish, Russian, Vietnamese, Somali, Korean, Arabic, Romanian and Chinese.

The form numbers listed below are being updated on the form server and will soon be available for ordering on FBOS.

There are three different versions available on the [Homecare Worker page](#).

- In list format for local office staff only
- In list format for HCWs (form # DHS 5754)
- In traditional calendar format in color for local office staff and HCWs (form # DHS 5755)

Local offices may print either versions for HCWs, but please do not distribute the version indicated for local office staff only to HCWs. If you do not have access to a

color printer, the colors are also in shapes and a legend of each shape is at the bottom of each page.

If you have any questions about this information, contact:

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