

# Information Memorandum Transmittal Aging and People with Disabilities



Mat Rapoza

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**Number: APD-IM-19-097**

**Issue date: 11/26/2019**

**Topic:** Long Term Care

**Due date:**

**Subject:** SDS 0514i In-Home Exceptions Request Form Updated and Translated

**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: Type 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"/> 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:**

The SDS 0514 form used to request In-Home Exceptions, Shift Services and HCW CAP exceptions, has been updated and translated. Please note the form number is now APD 0514i. The previous SDS 514 should no longer be used.

The form was updated to include a column on page two to allow for the capture of tasks on a weekly basis. This was done to allow the information entered to better align with the information needed for the exception's calculator which helps to accurately compute the hours being requested by the consumer.

The SDS 0514i can be found on the form server in the following languages:

- Chinese (Simplified)
- Chinese (Traditional)
- English
- Korean
- Romanian
- Russian
- Somali

- Spanish
- Vietnamese

The English version is also available in CM Tools under [Other Links & Tools: Exceptions](#).

*If you have any questions about this information, contact:*

Contact(s): JD Tilford	
Phone: 541-464-2422	Fax:
Email: Jonathan.D.Tilford@state.or.us	