

# Information Memorandum Transmittal Aging and People with Disabilities



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**Number:** APD-IM-22-022

**Issue date:** 03/09/2022

**Topic:** Long Term Care

**Due date:**

**Subject:** APD Services and Supports Decision Notice Worker Guide Update

**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"/> 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 Aging and People with Disabilities (APD) Medicaid Services and Supports Policy Unit, has created a new Decision Notice Worker Guide tool to assist service case managers in writing decision notices for service closures, service denials, and service reductions. The previous table with the service decision notice samples has been removed and replaced with the new tool which is accessible by clicking on the "APD SERVICE Decision Notice Tips: Closures, Reductions, and Denials" link on the [APD Worker Guide G.9 Decision Notice Preparation Tips](#) page.

Changes and additions have been made to the samples listed. Staff may easily access the various samples by clicking on the bookmarks listed under each section specific to the situation. The tool has been submitted to Publications for translation and will be posted on the Worker Guide listed above as soon as possible.

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

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