

# Information Memorandum Transmittal Aging and People with Disabilities



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**Topic:** Long Term Care

**Subject:** CAPS 2 Emergency Concerns Report Update in Oregon ACCESS (OA)

**Number:** APD-IM-23-073

**Issue date:** 7/19/2023

**Updated:** 7/27/2023

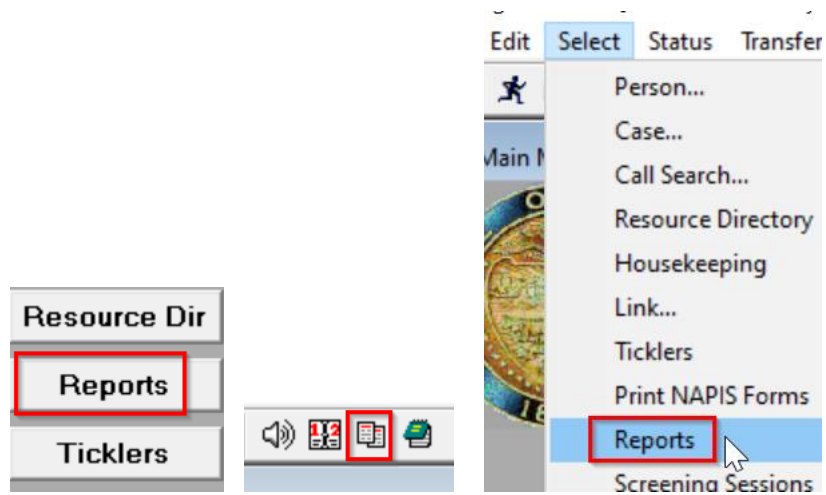
**Due date:**

**Applies to (check all that apply):**

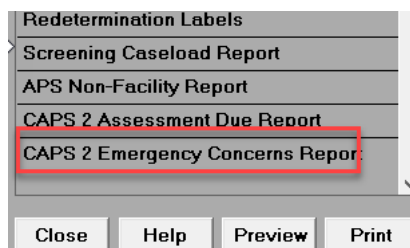
- |   |   |
|---|---|
| <input type="checkbox"/> All DHS employees                                | <input type="checkbox"/> County Mental Health Directors                       |
| <input checked="" type="checkbox"/> Area Agencies on Aging: Types A and B | <input type="checkbox"/> Health Services                                      |
| <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 Oregon ACCESS release date has been changed to the evening of Friday ~~July 21, 2023~~ **August 4, 2023**, to release the updated report titled "CAPS 2 Emergency Concerns Report." The report is intended to be used by local office staff to determine which consumers may be at risk and in need of assistance in the event of a power outage or natural disaster.

- To generate the report:
  - Select "Reports" on the OA homepage, or
  - Select the "Reports button on the OA homepage toolbar, or
  - Select "Reports" from the menu.

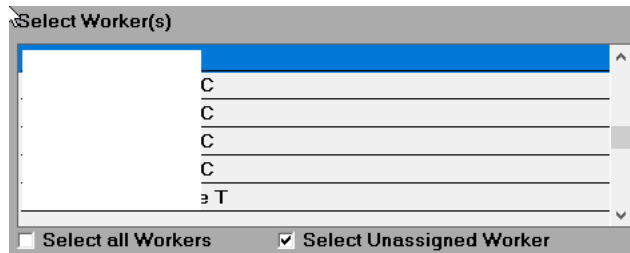


- Select the “CAPS 2 Emergency Concerns Report” on the Print Reports screen.



- Report Details:
  - Only consumers with cases in the branch the staff person is currently signed into will be included on the report.
  - All Assessment Types will be evaluated for inclusion on the report.
  - Assessments in either Completed or Administrative status will be evaluated for inclusion on the report.
  - Consumers with an approved in-home service benefit will be evaluated for inclusion on the report. Consumers in residential or nursing facility settings will not be included in the report.
  - Only consumers with at least one of the following risks and risk levels will be evaluated for inclusion on the report:
    - High or Medium Risk in “Power Outage” and/or “Natural Disaster”
    - High Risk in “Physical” and/or “Cognitive Functioning”
  - Report Start Date and Report End Date
    - The Report Start Date default value is the current date minus 90 days. This date is modifiable by the user but may not go back further than 365 days from the current date.
    - The Report End Date default value is the current date plus 30 days. This date is modifiable by the user but may not be more than the current date plus 13 months, to the end of the month.
  - New Unassigned Worker Checkbox
    - This checkbox is selected by default and can be deselected by the user.

- When the checkbox is selected, the system will auto-select 'Unassigned Worker' from the 'Select Worker(s)' list.
- When the checkbox is deselected, the system will deselect the 'Unassigned Worker' from the 'Select Worker(s)' list. Any selected workers from the 'Select Worker(s)' list will remain unchanged.



- Some bugs have been identified within the report, however, the individuals included on the report are still likely to have a potential risk which would warrant contact in the event of an emergency. The identified bugs will be corrected in a future release.

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

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