

Information Memorandum Transmittal Aging and People with Disabilities



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Number: APD-IM-23-074

Issue date: 7/20/2023

Topic: Protective Services

Due date:

Subject: Retention of CBC Documents for Public Disclosure

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:

Facility Public Disclosure Files and How to Respond to Requests for Information about Community-Based Care Facilities.

1. Local offices are no longer required to keep a "Public Disclosure" file containing physical copies of any records pertaining to Assisted Living Facilities (ALF) or Residential Care Facilities (RCF).
2. Please refer to *APD-PT-22-023 APD "AFH Public Disclosure File"* for information about the records that must be maintained electronically or in a physical file for AFHs. Local offices should work with their local licensing authority for AFH to operationalize how your office will maintain these records, pursuant to *APD-PT-22-023*.
3. Local offices should refer members of the community seeking information about specific long-term care facilities to the SOQ website, <https://ltclicensing.oregon.gov/Facilities>.

4. Any requests for information about specific abuse investigations in Assisted Living Facilities (ALF) or Residential Care Facilities (RCF) must be referred to the ODHS Public Records Unit (PRU). Refer to *AR-23-007 – Responding to Requests for APS Records* for more information.

If you have any questions about this information, contact:

Contact(s): APS Central Office Unit Technical Assistance	
Phone:	Fax:
Email: APS.TechAssistance@odhsoha.oregon.gov	