

**Memorandum**

**To:** MOTS Agency/Facility System Administrators

**From:** MOTS Support

**Date:** October 16, 2014

**Subject:** Change Person Record Communication

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A new functionality called Change Person Record has been added to MOTS to allow only AMH System Admins to change the Date of Birth and the Last Name at Birth data elements. Agency and Facility Administrators will contact AMH and request changes to the Date of Birth and Last Name at Birth fields when necessary. Please use the following process to request changes to these two data elements.

Agency/Facility System Admin will email [mots.support@state.or.us](mailto:mots.support@state.or.us)

Subject line should be **MOTS Change Person Record Request**

- Never put client information in the subject line
- Send via a secure email whenever possible

The following information must be in the body of the email:

- Agency Name
- Facility Name
- Client ID
- Current Date of Birth
- Corrected Date of Birth (if applicable)
- Current Last Name at Birth

- Corrected Last Name at Birth (if applicable)

**EDI Submitters Special Instructions:**

Make the appropriate correction(s) to the Date of Birth and/or Last Name at Birth in your system prior to sending the **MOTS Change Person Record Request** email with the required information listed above to [mots.support@state.or.us](mailto:mots.support@state.or.us)

If you have any questions please send them to [mots.support@state.or.us](mailto:mots.support@state.or.us).

