

# *Administrator Alert*

*Policy updates & rule clarifications for Assisted Living,  
Residential Care & Nursing Facilities*

Office of Licensing & Quality — Oregon Department of Human Services

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*February 29, 2009*

## *CNA Staffing Quarterly Report E-Mail Address*

*Dear Administrator,*

*Please share this Administrator Alert with the person (s) responsible for compiling the data and e-mailing the CNA Staffing Quarterly Report to the Department of Human Services.*

*The correct e-mail address is:*

**[NASTAFF@DHS.STATE.OR.US](mailto:NASTAFF@DHS.STATE.OR.US)**

*If you are sending it to any other email address than the one listed above, the appropriate person **will not** be receiving your report and we want to ensure the timeliness of your report is accurately recorded.*

### ***Action required:***

*Please eliminate any previous e-mail addresses for this process from your address book.*

If you have any questions about the above information, please call or email Sean Scott at 503-945-6807, [S.P.Scott@state.or.us](mailto:S.P.Scott@state.or.us) or Joanne Birney at 503-945-6748, [Joanne.Birney@state.or.us](mailto:Joanne.Birney@state.or.us).

