

Administrator Alert

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

Office of Licensing and Quality of Care — Oregon Department of Human Services

March 2009

SPD Capacity surveys

SPD is streamlining capacity reporting by replacing the fax paper form with an on-line submission process. We believe this change will benefit everyone in terms of time savings, reduction of paper handling and more accurate data reporting.

On or shortly after April 1st, you will receive your first capacity survey email request. The email will be from SPD.CapacitySurveys@STATE.OR.US and will look similar to the following:

Administrator Alert - continued

SPD CAPACITYSURVEYS - Mail To: your email here

File Edit View Actions Tools Window Help

Send Cancel Address Spell Check

Mail Send Options

From: SPD.CapacitySurveys@STATE.OR.US(SPD C) CC:

To: your email here BC:

Subject: (Your Facility Name here) Quarterly Occupancy data needed

Arial 14 B I U

Dear Administrator:

The Department of Human Services, Research, Planning and Rate Setting Unit of Seniors and People with Disabilities is requesting data about occupancy in your facility. The information collected will be used for policy development.

The following is your facility's web link to input the requested data.

[your facility's web link](#)

If you do not have the information necessary to complete this survey, please reply to this email and include a corrected email address.

You will only receive this request from us once a quarter.



For more information, contact the DHS Office of Licensing and Quality of Care, 1-800-232-3020. Visit the DHS Web site at www.oregon.gov/DHS/

Administrator Alert - continued

The link in the email will take you to this website:

Seniors and People with Physical Disabilities - Microsoft Internet Explorer

Address: http://aix-web1t.state.or.us/cf2/spd/webapps/occ/APD_CAPACITY

OREGON.gov Department of Human Services

Seniors and People with Physical Disabilities

Facility Capacity Survey

The Department of Human Services, Seniors and People with Disabilities Division, collects quarterly capacity information on community based care facilities. The information is used for capacity planning and policy development. Capacity reports will be aggregated and available [here](#). Your cooperation in completing the survey below is appreciated. Questions? SPD.CapacitySurveys@state.or.us.

Facility Name:

RPT Qtr	CCMU Num	Type	Capacity
Qtr012009		RCF	

The e-mail was sent to _____ you prefer to have future notification sent to a different e-mail, enter it here and complete the survey:

Please report census as of 03/31/2009

Total number of Beds occupied

Number of Beds occupied by Medicaid residents

Submit Your Request:

Simply enter your facility's census information for the last day of the quarter (3/31/09, in this instance) and click submit. If your facility is licensed as both an RCF and an ALF, you will receive two separate emails asking for census information on each licensed facility.

We greatly appreciate your assistance with this. If you have technical questions, please direct them to Margie Bibby at 503-945-6836.



For more information, contact the DHS Office of Licensing and Quality of Care, 1-800-232-3020. Visit the DHS Web site at www.oregon.gov/DHS/