

Jon Pelkey, Manager
DMAP Quality Improvement Section

Number: DMAP-IM-11-122

Authorized Signature

Issue Date: 12/12/2011

Topic: Medical Benefits

Subject: **Announcement:** DMAP Client Enrollment Services (CES) e-mail errors

Applies to:

- | | |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Other (please specify): DHS and OHA staff and others identified on the SPD, CAF, AMH and DMAP transmittal lists |
| <input type="checkbox"/> County DD Program Managers | |

Message:

DMAP recently migrated to Outlook. Many e-mails meant for CES are being delivered to incorrect staff. Please note that previous CES address from your *Frequent Contacts* and *auto-fill* functions are no longer correct.

Effective immediately, send disenrollment/enrollment and exemption/exception requests to CES:

- o GroupWise users: DMAP, CES
- o Outlook users: DMAP CES (*with a space, no comma*)
- o Users outside of the DHS|OHA network: ces.dmap@state.or.us

We apologize for the confusion this migration error has caused.

If you have any questions about this information, contact:

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