



Oregon

John A. Kitzhaber, MD, Governor

Department of Human Services
Seniors and People with Disabilities
State Operated Community Program
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DATE: 3/30/11
TO: Site Managers
FROM: Bradley Heath, M.A. Clinical Services Manager *BH*
SUBJECT: Therap on Work Time Only

It has come to our attention that some staff have been given approval by their Manager to enter information into Therap while at their personal residence. There are no instances where staff will be given approval to work on Therap at home. This is a violation of HIPAA rule as well as our collective bargaining agreement. Managers cannot allow staff to work at home even if they claim they do not expect to get paid (staff cannot voluntarily work overtime without being compensated). Remember that with a key stroke we can learn if staff are entering information from a location other than their assigned SOCP house. Thank you in advance for enforcing this policy. Please refer questions via email to me.

cc: Central Management
Nathan Kennedy