

Help List as of 4/14/2011

ACCESS Help	Help Desk x2322
Air Conditioning/HVAC	Elizabeth x4501
APS Clerk	Iona x4187, Shirley x3397 as back-up
Attorney Records Request	Elizabeth x4501; Laurie x7419
Batteries	Elizabeth x4501
Brochure (ordering/stocking)	Terri D x6729, LaDonna x2482 as back-up
Building Maintenance	Elizabeth x4501
Business Cards	Jeana x3336
Bus Passes (employees)	Elizabeth x4501
Car Maintenance	Kim x4283
CASA Updates	Lenora x6725, Iona x4187 as back-up
CIAO Bulletin Board Updates	ADRC x3353
Client in jail email	Terry T x4366, Jeana x3336 as back-up
Coffee and Coffee Machines	Judy C. x2444, Laurie x7419 as back-up
Computer Problems	Help Desk x2322
Copier Support (1 st floor)	Shirley x3397, Terry T x4366 as back-up
Copier Support (2 nd floor)	Shirley x3397, Terry T x4366 as back-up
Copy requests	Laurie x7419, Amy x3796 as back-up
County Cars	Judy C x2444, Kim H. x4283
CRN Prior Authorizations Entry	Judy C. x2444, Lenora x6725 as back-up & LaDonna x2482
CTS Clean Up	Jeana x3336, Shirley x3397 as back-up
CTS/CIAO Updates (employees)	Elizabeth x4501
CTS Facility updates	Brenda x3746, Elizabeth x4501
CTS/SASI duplicate clients	Jeana x3336, Shirley x3397 as back-up
DOFORS	Terri D x6729
DSAC/SSAC-Advisory Council Mail Outs	Lenora x6725, Iona x4187 as back-up
DSAC/SSAC meeting minutes.....	Lenora x6725, Iona x4187 as back-up
DSAC/SSAC Rosters	Lenora x6725, Iona x4187 as back-up
EBT Cards, PIN #	Judy C. x2444, Lenora x6725 as back-up & LaDonna x2482
Ergonomic Issues	Your Supvr, then HR, then Janette x4283, Dan H. back-up x2476,
ERS Data Entry	Jeana x3336, Shirley x3397 as back-up
FAX Support (1 st floor)	Amy 3796, Laurie 7419 as back-up
FAX Support (2 nd floor)	Amy 3796, Laurie 7419 as back-up
Filing (group filing on Th & F 8-9).....	All Support Staff and Volunteers
Filing brought down from 2 nd floor	TerriD x6729, Amy x3796 as back-up
Financial desk.....	Judy C x2444, Lenora x6725 and LaDonna as back-up
Foodstamp audits	Amy x3796, Laurie x7419 as back-up
Foodstamp missed appt. cards, recors no shows ...	LaDonna x2482, Shirley x3397 as back-up
Forms/state (ordering & keeping stock)	Laurie x7419, Amy x3796 as back-up
Forms/state (stocking 1 st floor)	Laurie x7419, Amy x3796 as back-up
Forms/state (stocking 2 nd floor)	Laurie x7419, Amy x3796 as back-up
FS Denials/No Shows/Missed appt..	LaDonna x2482, Shirley x3397 as back-up
HACSA	Jeana x3336
HCW applications, address chgs, W-4's	Terry T x4366, LaDonna x2482 as back-up
HCW Provider Numbers	Diana 4348, Terry T x4366, LaDonna 2482 as back-up
Head Sets	Elizabeth x4501
Hearings	Esther 4071 (CM) and Susan x4173 (ES)

Holiday Closure Signs Elizabeth x4501
 Human Resources Marianne x4502
 Health Insurance Benefits (employees) Judy G. x6515
 Intake Folder Prep for ES LaDonna 2482 (Amy 3796) and CM Laurie 7419 (Jeana 3336)
 Interview Rooms (stock/clean) Amy x3796
 I&R ADRC x3353, Support staff x4038
 Keys Elizabeth x4501
 LCOG Reception x4283
 Lead Worker CM Esther x4071
 Lead Worker ES Susan x4173
 Lifeline/Heartline Data Entry Jeana x3336, Shirley x3397
 Light Tube Replacement.. Bo (write on his clipboard, both floors reception desk)
 Lock 1025 Door @ Night FabTrol 541-485-4719
 Mail box tags LaDonna x2482, Amy x3796 as back-up
 Mail - Certified CEP Specialists, Cindy x4481, Patty x4582
 Mail distribution Lenora x6725, Amy x3796 as back-up
 Mail merges, new "hats etc for Kay and Patti Lenora x6725, Iona x4187 as back-up
 Mail Opening Terry T x4366 & Amy 3796
 Medical Supply Order (HCW) CEP Specialists, Cindy x4481, Patty x4582
 Money Receipting (pay-ins, AFH license) Terry T x4366 & Amy 3796
 Monthly Internal Calendar Judy C x2444
 MOW authorization entries, billing, invoicing Lenora x6725, Iona x4187 as back-up
 NAPIS entry Lenora x6725, Iona x4187 as back-up
 Non-Medical Transportation Billings Amy x3796, Terry T 4366 as back-up
 Notaries LaDonna x2482, Lenora x6725, Nancy Bughman x2462
 Notaries continued Kelly G x6788, Esther x4071, Bobbi x4478, Edie x4484,
 Obituaries Carol x2452, Amy x3796 as back-up
 Open Door in Morning Scheduled reception staff
 Packets (Screener) Laurie 7419, Amy 3796 as back-up
 Paper Orders Terry T x4366
 PAS Line Janet x2481, Kelly G x6788
 Pepsi/Vending Machine Problems Elizabeth x4501
 Phone Equipment/Problems Elizabeth x4501
 Picture ID Tags Your Supervisor, then Theron Roe x4283
 PMDDT referrals Laurie x7419, Jeana x3336 as back-up
 Printer (assignment for state screens) Elizabeth x4501
 Printer Problems Help Desk x2322
 Public Records Iona x4187, Shirley x3397 as back-up
 Purchase Orders Elizabeth x 4501
 Purging files..... All support
 QC Audits Amy x3796, Laurie x7419 as back-up
 RACF Help Elizabeth x4501, Lynn x2479 and PC Help desk x2322
 Reception coverage See schedule
 Recycling Totes Terri D x6729, LaDonna x2482 as back-up
 Red Caps 541-501-9286 or 541-341-6617 (pager give our ext as 2024)
 Redetermination mail outs for CMs LaDonna x2482, Amy x3796 as back-up
 Redeterminations mail outs for ESs LaDonna x2482, Amy x3796 as back-up
 Revolving Fund Checks Judy C. x2444, Lenora x6725 as back-up & LaDonna x2482
 Revolving Fund check signing plate Elizabeth x4501, or covering supervisor
 SASI file management..... ES- LaDonna x2484 (Amy x3796), CM- Laurie x7419 (Jeana x3336)

Screener packets Laurie x7419, Amy x3796 as back-up
 SFMU OIM Entry Shirley x3397, Terri D 6729, Laurie x7419 as back-up
 Sick Line Carol x2452, Shirley x3397 as back-up
 Sign Language Julia x4016;
 Spanish Speaker Geoff x3170; Anna x2439, Iona x4187
 Stamps (postage) Judy C x2444, Brenda x3746 & Elizabeth x4501
 Stationery Orders Terry T x4366, Jeana x3336 as back-up
 Supply Orders LaDonna x2482, Terri D x6729 as back-up
 Stock and clean interview rooms Amy x3796, LaDonna x2482 as back-up
 Stock work rooms 1st floor Shirley x3397, Amy x3796 as back-up
 Stock work rooms 2nd floor Shirley x3397, Amy x3796 as back-up
 Toner Orders and Pick-Up Shirley x3397
 Transfer In's & Out's Terri D x6729, Terry T x4366 as back-up
 TTY Help Elizabeth x4501, Julia x4016
 Volunteer Calendar for MOW Terry T x4366
 Volunteer Hiring Patti x4374
 Voter Registration Iona x4187, Amy x3796 as back-up