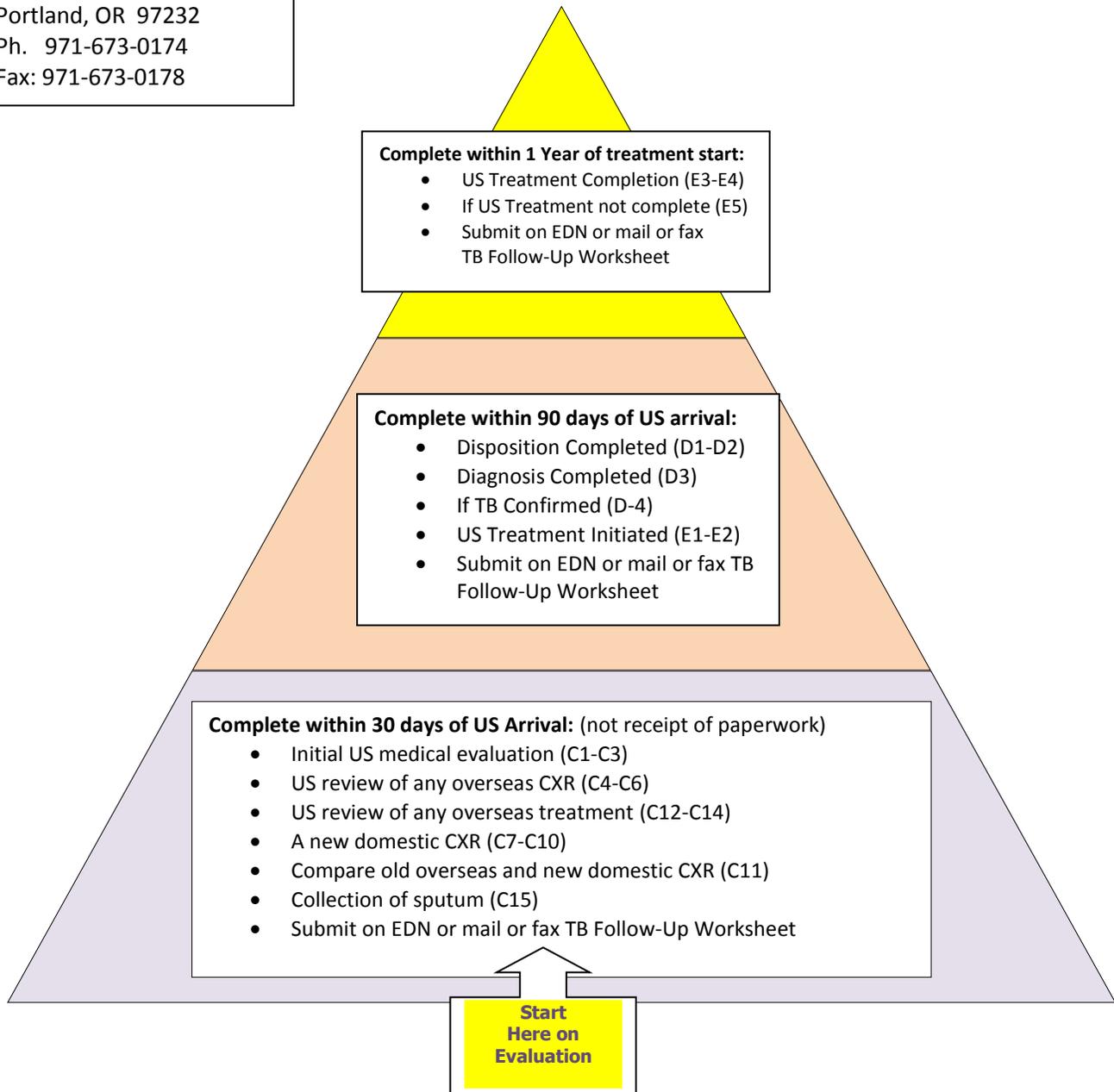


OHA - TB Control  
800 NE Oregon St.  
Ste. 1105  
Portland, OR 97232  
Ph. 971-673-0174  
Fax: 971-673-0178



**Suggested time frames to schedule evaluation:**

1. **Within 5 business days** of receiving paperwork or EDN notification – attempt to call the phone number and/or send a letter to the address.
2. **If no response after 10 business days** – visit the sponsor’s home (if resources allow) or send a second letter via certified mail.
3. **If no contact has been made after 30 days** – check **(D2)**  **Did Not initiate Evaluation** and  **Not Located** on the TB Follow-Up Worksheet and submit via EDN or mail or fax a copy back to the state with the closure date marked as the **Disposition date (D1)** on the form.