

Karen House, Program Manager (CAF)
Carolyn Ross, Manager (SPD)

Authorized Signature

Number: SS-AR-09-010

Issue Date: 11/04/2009

Topic: Medical Benefits

Due Date: Ongoing

Subject: OHP Standard Reservation List Requests

Applies to (check all that apply):

- | | | | |
|-------------------------------------|-------------------------------|-------------------------------------|---|
| <input type="checkbox"/> | All DHS employees | <input type="checkbox"/> | County Mental Health Directors |
| <input checked="" type="checkbox"/> | Area Agencies on Aging | <input type="checkbox"/> | Health Services |
| <input type="checkbox"/> | Children, Adults and Families | <input checked="" type="checkbox"/> | Seniors and People with Disabilities |
| <input type="checkbox"/> | County DD Program Managers | <input checked="" type="checkbox"/> | Other (please specify): CAF SSP transmittal group |

Action Required: The OHP Standard Reservation List officially opened November 1. Due to intense public interest, DHS made the decision to accept requests through the Reservation List Phone Bank beginning October 21.

All SPD, AAA and SSP staff need to be able to explain how an individual may request to be added to the OHP Standard Reservation List.

Requesting a reservation using the Reservation List Web site

The OHP Standard Reservation List Web site is at www.oregon.gov/DHS/open. The Web site will not be completely updated until later in November, but the online Web entry form is available now from a link on the Web site.

- Requests entered on the public Web site using the online Web entry are added directly to the OHP Standard Reservation List.
- The site will have a link so requesters can e-mail reservation requests.
- The site will also have a link to the [OHP 3203](#) reservation list request form so it will be available for printing. (See below for more information about the [OHP 3203](#) form).

Calling the OHP Standard Reservation List Phone Bank

Please explain to individuals interested in requesting a reservation that they may call the OHP Standard Reservation List Phone Bank.

- Call 1-800-699-9075 Monday through Friday from 7:00 AM to 6:00 PM. In Salem: 503-378-2666 TTY: 1-800-648-3458; 503 373-7800.
- Also explain that the call will take 10 to 20 minutes.

Providing an [OHP 3203](#) reservation list request form

- The [OHP 3203](#) Reservation List request form is available on the forms server at this link.
- Please make the [OHP 3203](#) form available at your office and provide the form to requesters.

Submitting the [OHP 3203](#) request form

- Please fax, shuttle or e-mail the [OHP 3203](#) forms daily to the OHP Statewide Processing Center (branch 5503).

[OHP 3203](#) request forms should be date stamped and:

- Scanned and e-mailed to Reservation, Standard in GroupWise or
- Faxed to 503-373-7866 or 503-378-4139 or
- Sent via the shuttle to branch 5503 or
- Mailed to: OHP Branch, PO Box 14520, Salem, OR 97309-5044.

NOTE: Please send the [OHP 3203](#) request forms daily. Do not send the paper [OHP 3203](#) form if you have already e-mailed or faxed the requester's [OHP 3203](#) to 5503.

Submitting reservation requests from the August 31 DMAP letter

On August 31, DMAP sent a letter to individuals on the 2008 Reservation List who had not been selected in 2008. The heading on the letter is "Do you want to be on this year's OHP Standard Reservation List"?

- The letter gives individuals on the 2008 Reservation List the opportunity to be on the 2009 list. The letter includes the information on the [OHP 3203](#) reservation list request form.
- Treat the DMAP letter the same as an [OHP 3203](#) form (see above for how to send the DMAP "opt-in" letter to 5503).

Reservation List trainings and training material

There is a worker guide in the Family Services Manual Medical Chapter that provides an overview of the Reservation List Process. The worker guide is also available at the following link: [OHP Standard Reservation List Overview](#)

Please take note of the following remaining training dates and plan to attend one. It is especially important for reception staff to attend the first part of the training.

Remaining VCON DATES

Nov 10, 8:30 AM and 1:30 PM

Nov 17, 8:30 AM

If you wish to attend via VCON, branch managers or lead workers should contact the local VCON coordinator to ensure that the room and equipment have been reserved for a particular date. Once the equipment has been reserved, branch managers/lead workers should e-mail Cynthia Gallegos no later than three days before the proposed VCON training.

Please include in the e-mail the date and session you plan on attending, as well as the site (location) you will be attending from.

If you wish to attend via Netlink, please register on the Learning Center at <https://dhslearn.hr.state.or.us>. The course number is C01466. The class is entitled **Netlink: 2009 OHP Standard Reservation List.**

Netlink Dates

Nov 04, 1:30 PM

Nov 18, 1:30 PM

If you have any questions about the trainings, please contact Terry Kester or Betty Silva via GroupWise or at terry.kester@state.or.us or betty.silva@state.or.us.

Reason for Action: OHP Standard is currently closed to new applicants because of funding restrictions; however, DHS is getting ready to open the OHP Standard program to a limited number of people. To be fair to everyone, DHS created an OHP Standard reservation list. Anyone can ask to be put on the reservation list – the reservation list is not an application.

The OHP Standard Reservation List officially opened November 1. DHS will randomly draw names from the list and mail an OHP 7210R for each drawn reservation. The number of names drawn will depend on the amount of available funding for the program.

Approximately 19,000 persons on the 2008 Reservation List chose to be on the 2009 list. There will be a limited random selection for the approximately 19,000 requesters carried over from the 2008 List. Persons randomly selected will be mailed an

OHP 7210R on November 16. The OHP 7210R will be revised to include the October 1 policy changes before the November 16 mailing.

NOTE: OHP Standard is only closed to new applicants. Clients may be considered for OHP Standard when:

- Transitioning from child welfare medical, OYA medical or from the BCCM, EXT, MAA, MAF, OHP-CHP, OHP-OPC, OHP-OPP, OSIPM, REFM, SAC programs, or transitioning from CAWEM based on such program, or
- Randomly selected from the OHP Standard Reservation List.

Field/Stakeholder review: Yes No

If yes, reviewed by:

If you have any questions about this action request, contact:

Contact(s):	For SSP: E-mail SSP-Policy, Medical, or contact: Carol Berg 503-945-6072 Christy Garland 503-945-6119 Julie Cherney 503-947-2316 Joyce Clarkson 503-945-6106 Michelle Mack 503-947-5129 Vonda Daniels 503-945-6088		
	For SPD: Dale Marande 503-945-6476		
Phone:		Fax:	
E-mail:			