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Authorized Signature

Number: SS-AR-09-014
Issue Date: 11/18/2009

Topic: Systems Issues

Due Date: until system issue
is resolved

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 Reservation List Web site was scheduled for implementation on November 16. The Web site's implementation has been delayed. OIS expects to implement the Reservation List Web site soon, but no date is known at this time.

Two thousand names have been selected from the Reservation List. Each was mailed an OHP 7210R on Monday, November 16.

Until the Reservation List Web site is available, a password protected spreadsheet listing the randomly selected requesters will be provided to each branch.

Application Processing Overview

Just as in 2008, the Statewide Processing Center in Salem (Branch 5503) will process the OHP Standard Reservation List applications. One exception is that applications for persons age 60 and older will be processed at the applicant's local SPD/AAA office.

Age 60 and above: If an SSP office is given an application for an applicant age 60 and older, the application should be transferred to the appropriate SPD/AAA office.

Emergent need: DHS/AAA offices may choose to determine eligibility if there is an emergent need or the selected requester has a companion case in the local DHS/AAA

office, however, it is entirely a local decision. Please follow your local procedures.

Once randomly selected: Requesters randomly selected will receive the OHP 7210R, however they can submit a [DHS 415F](#), [OHP 7210](#), [DHS 7210W](#), or [SDS 539A](#) application.

Note: *At field request, the OHP 7210R mail date is listed on the OHP 7210R label.*

- The randomly selected requester must establish a DOR by calling, leaving a note or submitting an OHP 7210R or other application.
- If no DOR is established within 45 days from the date the OHP 7210R is mailed, the reservation is no longer valid.

Until the Reservation List Web site is available:

- All persons age 19 and above applying for medical should be checked against the Reservation List spreadsheet to determine if they were randomly selected from the OHP Standard Reservation List.
- If randomly selected, narrate the DOR information in TRACS or ACCESS (if there is a TRAC/ACCESS narrative) and e-mail the DOR, client's name, SSN (if any), DOB and prime number to Branch 5503 at: Reservation, Standard or standard.reservation@state.or.us.
- Branch 5503 will keep track of the DORs and add the DOR to each selected person's reservation as soon as possible.
- The Reservation List web site will also store other information about OHP Standard Reservation List requesters. DHS/AAA offices may also need to e-mail Branch 5503 if there is a change to the requester's race, ethnicity, language, alternate format or third party contact information.

Reservation List resource 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 this link: <http://www.dhs.state.or.us/policy/selfsufficiency/publications/ss-ar-09-010-attach.pdf>.

Reason for Action: OHP Standard is currently closed to new applicants because of funding restrictions. 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.

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

- Transitioning from child welfare medical, OYA substitute care 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

- When 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		
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