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Authorized Signature

Number: SS-IM-08-005
Issue Date: 01/25/2008

Topic: Medical Benefits

Subject: Reservation List Database User Guide

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 |

Message: To open OHP Standard in an equitable way and keep enrollment at a sustainable number, an OHP Standard reservation list is being implemented January 28. The reservation list is for persons who would otherwise be denied because OHP Standard is closed.

The OHP Standard Reservation List database will be used to store reservation list information, including the requester's name, date of birth and mailing address. The new reservation list database will be available January 28. A User Guide for the database is attached.

- DHS/AAA offices do not have to request access to the database; access is automatic (it is being granted centrally).
- The User Guide explains the login process and how to access the database screens.
- OIS will also add an DHS-OHP Standard icon to PC desktops for staff that will have access to the database. Double-click on the icon to bring up the database. If the icon is not on your desktop, access the database using https://apps.state.or.us/cf3/ohpResField/index.cfm?fuseaction=users.Login&CFID=45695&CFTOKEN=34571798&jsessionid=oZjWtVWQND_HtWUmd_xW2wo

Contacts

For password resets, please send an e-mail to Alma Estrada in GroupWise or to alma.estrada@state.or.us . Include your RACF.

For information about the OHP Standard Reservation List eligibility process, contact a medical policy analyst. For SSP, contact Joyce Clarkson (503-945-6106), Michelle Mack (503-947-5129) or Carol Berg (503-945-6072). For SPD/AAA, contact Michael Avery (503-945-6410) or Jennifer DeJong (503-945-5856).

If you have any questions about this information, contact:

Contact(s):	see above		
Phone:		Fax:	
E-mail:			