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Authorized Signature

Number: SS-IM-04-024

Issue Date: 07/26/2004

Topic: Medical Benefits

Subject: Redistribution of 5503 Cases Delayed Until Night of July 26th

Applies to (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input checked="" type="checkbox"/> Other (please specify): Send to the SPD and CAF SS transmittal e-mail groups. |

Message: The redistribution of 5503 cases planned for last Friday night (July 23rd) has been delayed until tonight.

- The night of July 26th, CM will transfer OHP cases with an SPD/AAA/CAF companion case to the branch with the companion case. The companion case's worker ID will be added.
- Many MAA/MAF cases have already been transferred to CAF SS branches. On July 26th, CM will transfer the remaining MAA/MAF cases. If there is no companion case, the MAA and MAF cases will be transferred based on their zip code. The worker ID "CT" will be added to the case.
- The CM transfer actions will have a "08/01/04" effective date on the UCMS screen. From July 27th to August 1st, any CM actions taken on the transferred cases should have the 08/01/04 effective date. Failure to match the August 1 date could inadvertently create "inverted lines" on the ELGR screen.

Note: SPD related cases with no companion case will **not** be transferred. They will be assigned and transferred manually over the next few months.

On Tuesday, July 27th, a green-bar report of the transferred cases will be faxed to

each branch. It will include the case number, case name and worker ID.

On Thursday, July 29th and Friday, July 30th, transfer notices will be mailed to clients.

Questions?

For additional information, please read the SS-IM-04-023 transmittal available at http://www.dhs.state.or.us/policy/selfsufficiency/publications/ss_im_04_023_all.pdf

If you have any questions about the role of 5503 or the recent changes in processing at 5503, call or e-mail Karen House (503 373-1100).

For SPD/AAA related questions, call or e-mail Dale Marande (503 945-6476) or Jennifer DeJong (503 945-5856).

For CAF SS questions, call or e-mail Joyce Clarkson (503 945-6106) or Michelle Marks (503 947-5129).

If you identify a problem with the CM system transfer, call the DHS Help Desk at 503 945-5623.

If you have any questions about this information, contact:

Contact(s):	Please see the above text.		
Phone:		Fax:	
E-mail:			