

Cathy Cooper

Authorized Signature

Number: SPD-AR-10-011
Issue Date: 2/22/2010

Topic: Medical Benefits

Due Date: 2/22/2010

Subject: OHP Standard Reservation List referral process change

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): 5503 |

Action Required:

Change in the process for the distribution of OHP Standard Reservation List referrals from 5503 OHP Processing Center to AAA/SPD field offices.

- Beginning **Monday, February 22, 2010** applicants aged 60 and older who are selected from the OHP Standard Reservation List will be referred directly to a local branch office from the 5503 OHP Processing Center using the list of contact names provided by the field. The process will be similar to other referrals from 5503 and cases will no longer be sent through Central Office before going to the field.
- Staff receiving a referred applicant can locate and print application materials and date of request confirmation forms online through the Electronic Document Management System (EDMS) on Oregon Health Plan imaging.
- Because the OHP Standard Reservation List database is not finalized, workers will need to send the application outcome to 5503 via email. Please tell 5503 if the case was approved, denied or pended and the program or reason. For example: Case was approved for OHP-OPU; or Case was denied, over resources. The email address for the Reservation List application is: RESERVATION,Standard via GroupWise or standard.reservation@dhs.state.or.us for the AAA offices.

OIS is working on the website to access the OHP Standard Reservation List database and expects to have it available soon. Until the website is available, spreadsheets of selected clients will be distributed with each OHP 7210R mailing. The spreadsheet for

the February 16, 2010 mailing was distributed via email to AAA/SPD managers and supervisors on February 17, 2010.

As more information on the status of the database becomes known, it will be distributed to the field. When the database is completed, training information will be distributed from Central Office to explain exactly how to access and use the database.

Reason for Action:

The processes have been updated to simplify workload and reduce duplication of effort by Central Office and the Field by using existing processes already in place at 5503.

Field/Stakeholder review: Yes No

If yes, reviewed by: **SPD Policy Staff; SPD Operations Committee; 5503
OHP Processing Center**

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

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