

Cathy Cooper  

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**Authorized Signature**

**Number:** SPD-AR-10-016  
**Issue Date:** 3/16/2010

**Topic:** Medical Benefits

**Due Date:**

**Subject:** OPAR closures of ineligible SPD cases

**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 checked="" type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify):                         |

**Action Required:**

OPAR will begin reviewing SPD Medicaid and SNAP cases, and closing cases determined to be open in error. OPAR will not take action on cases coded as APD, ICP, NFC, DAN or DDS. These cases will be referred back to the local office for follow up by the case manager. Cases showing multiple clients on an ineligible case will also be referred to local offices for follow up.

Local offices are asked to designate a contact person for service cases OPAR determines to be open in error. Offices need to contact Lauren Mitchell at [Lauren.e.mitchell@state.or.us](mailto:Lauren.e.mitchell@state.or.us) with the name and email address of the designated person.

**Reason for Action:**

Office of Payment Accuracy and Recovery (OPAR) receives information from several sources that is used to identify clients who are receiving benefits erroneously. Based on the information received and research by OPAR analysts, the following procedures will be implemented immediately. Implementation of these procedures will save SPD capitation costs paid on ineligible clients, overpaid SNAP benefits, and will save field staff time as OPAR will be processing the closing of the cases.

## Verification Reports Overview

**Public Assistance Reporting Information System (PARIS)**: This system provides OPAR with client demographics nationwide. When a client is identified as having an open case in Oregon and an open case in another state, OPAR contacts the other state to determine whether the client is currently residing in Oregon or the other state. This verification process is completed before OPAR takes any action on Medicaid or SNAP cases.

**Vital Statistics**: OPAR uses information from this system to verify a client is deceased. Research is done to determine that it is an accurate client match before any action is taken.

**SB913 data match and Appriss**: Local jails and Department of Corrections (DOC) submit names/SSN of incarcerated individuals to DHS. Data provided is cross matched to Medicaid/SNAP clients.

### **OPAR process**

All closures or Susmentions will follow OAR notice requirement rules.

If there is only one person on the case, OPAR will take action. If there are multiple clients on a Medicaid case, the case will be referred to Lauren Mitchell, who will refer case to designated person at local office. If the client is the only person on the Medicaid case but there are multiple people listed on the accompanying SNAP case, action will be taken on the Medicaid case and the SNAP case will be referred back to the local office to take action.

### **Incarcerated clients:**

- SSI clients will have their Medicaid case susmended (under SB913 procedures) and the SNAP case closed, unless the case is coded with one of the following: (see below for these clients)
- APD
- ICP
- NFC
- DAN
- DDS
- Actions will be narrated in ACCESS and workers will be notified by tickler.

- SSDI/SSB clients who become incarcerated will have their Medicaid case closed unless the case is one of the above mentioned cases. SNAP benefits will be closed.
- Actions will be narrated in ACCESS and workers will be notified by tickler.

( [http://www.dhs.state.or.us/spd/tools/mh\\_inmate/index.htm](http://www.dhs.state.or.us/spd/tools/mh_inmate/index.htm) for additional information on SB913)

### **Clients receiving benefits out of state:**

- When it is determined that an SPD client has an open case in another state and the client is the only person on the case, OPAR will close the Medicaid and SNAP cases unless the case is coded with one of the following: (see below for these clients)
  - APD
  - ICP
  - NFC
  - DAN
  - DDS
- Actions will be narrated in ACCESS and workers will be notified by tickler.

### **Clients who are deceased:**

- When it is determined that an SPD client is deceased and the client is the only person on the case, OPAR will close the Medicaid and SNAP case unless the case is coded with one of the following: (see below for these clients)
  - APD
  - ICP
  - NFC
  - DAN
  - DDS
- Actions will be narrated in ACCESS and workers will be notified by tickler.

### **Clients coded as APD, ICP, NFC, DAN or DDS:**

- If the Medicaid recipient is coded as APD, ICP, NFC, DAN or DDS, OPAR will notify Lauren Mitchell with the status of the case. Lauren will contact the person designated by the local office for follow-up on the case, and will cc Karen Gulliver in Field Services for tracking.

- If the Medicaid recipient is a DD client other than a DAN or DDS, OPAR will close the Medicaid case as described above and Lauren will notify [dd-eligibility.enrollment@state.or.us](mailto:dd-eligibility.enrollment@state.or.us) that the case has been closed. The notification to dd-eligibility will include: client name, prime number, date Medicaid was closed and reason for closure.
- For cases coded as DAN or DDS, OPAR will notify Lauren Mitchell who will contact [dd-eligibility.enrollment@state.or.us](mailto:dd-eligibility.enrollment@state.or.us) for follow up.

**Field/Stakeholder review:**     Yes     No

**If yes, reviewed by:**    **OPS and SPD Policy**

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

<b>Contact(s):</b>	Lauren Mitchell		
<b>Phone:</b>	503-945-6479	<b>Fax:</b>	503-947-5357
<b>E-mail:</b>	<a href="mailto:Lauren.e.mitchell@state.or.us">Lauren.e.mitchell@state.or.us</a>		