

Aging and People with Disabilities

Marcy Mee

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Number: APD-IM-13-002

Issue date: 1/9/2013

Topic: Medical Benefits

Subject: PMDDT's New Archiving Process

Applies to (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County DD Program Managers |
| <input checked="" type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Other (please specify): |

Message:

In an effort to streamline our case closure process and reduce mailing costs and field staff workload, the Presumptive Medicaid Disability Determination Team (PMDDT) will no longer return PMDDT medical files to APD and AAA field offices after PMDDT disability determinations are rendered.

PMDDT staff will continue to notify APD and AAA caseworkers of PMDDT disability decisions via phone (including voicemail) and Oregon ACCESS Narration. PMDDT staff will add an additional notification by email if local office staff cannot be reached by phone.

PMDDT will hold cases in our office for 60 days after our disability determinations are issued. This should allow adequate time for hearing requests to be submitted and processed. When hearings are requested, APD Hearings Representatives will work directly with PMDDT to secure the file. If an appeal isn't filed, cases will be archived via DHS Archiving Services' protocol. The client's ascension number will be narrated in Oregon ACCESS.

PMDDT is currently holding all cases adjudicated September 17, 2012 or later. These cases will be archived via [DHS Archiving Services](#)' protocol beginning in March of 2013 using the above noted process.

If you have any questions about this information, contact:

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