

Mike McCormick

**Authorized Signature**

**Number: APD-PT-16-019**

**Issue date: 5/13/2016**

**Topic: Medical Benefits**

**Transmitting (check the box that best applies):**

- New policy   
  Policy change   
  Policy clarification   
  Executive letter  
 Administrative Rule   
 Manual update   
 Other: Procedure 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 checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services(ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs                     | <input type="checkbox"/> ODDS Children’s Intensive In Home Services          |
| <input type="checkbox"/> County DD Program Managers                    | <input type="checkbox"/> Stabilization and Crisis Unit (SACU)                |
| <input type="checkbox"/> ODDS Children’s Residential Services          | <input checked="" type="checkbox"/> Other (please specify): ADRC             |
| <input type="checkbox"/> Child Welfare Programs                        |  |

Policy/rule title:	Procedure Change - MAGI Referral Application Processing		
Policy/rule number(s):	N/A	Release no:	
Effective date:	Immediately	Expiration:	
References:	ACA Procedure Document		
Web address:	<a href="http://www.dhs.state.or.us/spd/tools/ACA%20Information/ACA%20Index.htm">http://www.dhs.state.or.us/spd/tools/ACA%20Information/ACA%20Index.htm</a>		

**Discussion/interpretation:** The procedure for mailing application materials to individuals referred to APD from Branch 5503 following MAGI closures, denials, or service requests has changed. The previous procedure instructed branch staff to mail a 539A, cover letter, and a 539H pending notice listing a 45-day deadline. After further review, it has been determined that sending a 539H pending notice for a completed application and interview is inappropriate; rather, a 539H should be mailed only if (and after) a completed and signed application has already been submitted, the interview has been completed, and the branch has determined that further information and/or documentation is required.

Rather than the formal 539H, the cover letter found on the [ACA Procedure Document](#) is sufficient to include with the 539A application, as it clearly communicates what is required and the deadline by which it should be returned.

**Implementation/transition instructions:** Discontinue use of the 539H with the initial mailing of the 539A following MAGI referrals to APD.

**Training/communication plan:** Update [ACA Procedure Document](#) and APD Staff Tools.

**Local/branch action required:** Managers should discuss with staff in unit meetings.

**Central office action required:** Update policy manuals and training material and provide assistance when needed.

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:** APD Operations and Policy

**Filing instructions:**

*If you have any questions about this policy, contact:*

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