

ATTACHMENT A

Individuals Authorized to Post (Effective March 2005)

Mary Gail Jones, Dar' L. Nelson and Kim Witbeck in the OMAP Communications and Training Unit have been trained and have the software installed on their computers to enable them to post items to a limited number of specified places on the OMAP Web pages. All other submissions must go to **DHS-Web** group for posting. These three can forward such items to DHS-Web, but the following people routinely submit their own material to DHS-Web via email:

Pre-Authorized Routine Contributors

<i>Material</i>	<i>Frequency</i>	<i>Unit</i>	<i>Contributor</i>
Mtg notices for contractors, steering, contractor pgs, county resources	monthly	PPS Admin	Candy Broucek
Mtg notices/agendas for regionals	twice a year	DSU	Carolyn Thiebes
Updates to SPDAP provider list	monthly	CTU	Cheryl Terry
Rules/contracts mtg notices	monthly	DSU	Dayna Steringer
Actuarial workgroup mtg notices	monthly	contracts	Donna J. Wilson
Fee schedules, stats (FFS & "secret" MCO)	monthly	BPAU	Jamie Huiett
Data reports (eligibles)	monthly	FPA	Laura Florl (Mo)
3 Mtg notices/agendas	monthly	A&E	Leona Schelb
Financial solvency mtg notices	monthly	A&E	Linda Moss
DCO mtg notices	monthly	DSU	Dana Hill
Mtg notices/minutes & encounter data	monthly	TEDS	Maria Ahrendt
Medicaid advisory mtg notices	monthly	Admin	Mary Reitan
Capitation rates & per capita docs	annual	FPA	Nora Leibowitz
Mtg notices and HIPAA docs	as needed	TEDS	Patricia Krewson
Mtg notice/agenda/minutes and HIPAA codes plus info updates	monthly	Admin - HIPAA	Rebecca Unger
6 data reports	monthly	A&E	Steven Broich
Enrollment marketing mtg notices	monthly	DSU	Sue Burlison
Contracts mtg notices	monthly	PPS Admin	Wendy Edwards
Medical directors mtg notices	monthly	Admin	Sharon Lyle
Admin efficiencies mtg notices	monthly	Admin	Roger Staples
Cost drivers mtg notices	monthly	Admin	Lydia Lissman
DME mtg notices	monthly	DSU	Sandy Hansen

ATTACHMENT B

OMAP Web site content responsibility

for periodic review of usefulness, ease of navigation, accuracy, timeliness

OHP home Page <http://oregon.gov/DHS/healthplan/>

Note: Many pages are cross-referenced (i.e., have links to the same information, such as FAQs)

Section	Sub-section	Sub-Subs	Responsible unit
Overview http://oregon.gov/DHS/healthplan/			CTU
Application & Benefits http://oregon.gov/DHS/healthplan/app_benefits/main.shtml			
	Are you eligible?	1. Oregon Health Plan (OHP) 2. Text with link to Family Health Insurance Assistance Program (FHIAP) 3. Text with link to CMS State Children’s Health Insurance Program (SCHIP) 4. Annual federal poverty level (FPL) chart	1. M.Greipp 2. M.Greipp 3. S. Hill 4. M.Greipp
	How to apply	OHP, FHIAP, CHIP, HealthyOregon (Rx)	M.Greipp RxCBroucek
	Prescription drugs	1. Senior Prescription Drug Assistance 2. Other prescription assistance links	1. S.Wood 2. C.Broucek
	FAQs	Applying, enrollment, benefits, access to care, premiums, copayments	Special Projects team
	Other resources	Eight text sub-sections with links to: Medicare, OSIPM, OMIP, FHIAP, Veterans, IPGB, OregonHelps, HealthyOregon	Special Projects team
Client info http://oregon.gov/DHS/healthplan/clients/main.shtml			
	Resources in your county	36 statewide “county books” (listing of local resources)	C. Broucek
	About your OHP benefits	2004 OHP client handbook; Recent client mailings; Other resources	CTU Writers
	FAQs	Five text pages: Benefits, enrollment, premiums, copayments, complaints	Special Projects
	Managed care	Plan “comparison charts”	CTU forms coordinator

	Prescription drugs	1. Link to AARP guide 2. Your pharmacy benefits (practitioner managed prescription drug plan) 3. Home-delivery pharmacy 4. Senior prescription drug program 5. Drug assistance	1, 2, 3 Rx Policy Analyst 4 CTU 5 C. Broucek
	When you need help	1. OHP Complaint form 2. Client Advisory Services Unit (CASU) 3. What to do if you receive a bill; 4. Recent client mailings 5. Gov's Advocacy/Ombudsman link 6. Pain mgt link 7. "County books"	2-3 CASU 1, 4 CTU 5 CASU 6-7 Broucek

Data & publications

http://oregon.gov/DHS/healthplan/data_pubs/main.shtml

	Policies	1. Proposed rule revisions & hearings; 2. Provider rules and guidelines; 3. Contracts; 4. Fee-for-Service fee schedule; 5. OMAP Worker guides	1-2 Rules coordinator & policy unit 3 Admin/research 4 BPAU 5 CTU
	Reports	1. OHP eligibles; 2. OHP managed care enrollment; 3. CMS quarterly reports; 4. Capitation rates; 5. Historical overview ("brick-less wall")	1, 2 Analysis/Evaluation (A&E) 3, 5 CTU 4 FPA
	FAQs	General; applicants; for clients; for providers;	Special Projects
	Forms	OHP and OMAP forms	CTU forms coordinator
	Managed Care	1. Plan list by county ("comparison charts") 2. Cap rates & per capita costs	1 CTU forms coordinator 2 FPA

Prioritized list (Text explanation & Links to HSC & CMS)

<http://oregon.gov/DHS/healthplan/priorlist/main.shtml>

C. Barber

Public meetings

<http://oregon.gov/DHS/healthplan/meetings/main.shtml>

	HIPAA Task Force		Krewson ?
	Helpful Info	About contractors' mtg; committees; staffing lists; public contacts for plans	Delivery Services Unit (DSU)
	Monthly, e.g. Jan '05	11 groups listed with links to their individual sites.	various (see separate list)

Tools for Policy makers			
http://oregon.gov/DHS/healthplan/tools_policy/main.shtml			
	State Medicaid Plan	Text and links to CMS	Policy Unit, State Plan Coordinator
	FAQs	Links back to general, applicants, client and provider FAQs	Special projects
	Prioritized list	Text & links to HSC	C. Barber
Tools for providers			
http://oregon.gov/DHS/healthplan/tools_prov/main.shtml			
	Contacts	Lists helpful OMAP phone numbers, addresses for provider resources	CTU
	Contracts	DCO, PCO, FCHP, CDO Plan contracts and exhibits	W.Edwards
	Eligibility verification	1. AIS (user manual & Web link) and 2. EEVS (list of vendors) page	1. Policy 2. Provider services ?
	FAQs	Goes to same general/app, client & providers as above + FAQs on OHP Plus & Standard	Special Projects
	HIPAA	Links to DHS Electronic business, provider resources, companion guides (EDI testing & registration)	TEDS unit
	New Providers	1. How to enroll, 2. What rulebooks do you need, 3. Billing tips 4. Who to call for help	1 Provider enrollment 2 Provider enrollment 3-4 CTU
	Pharmacy providers	1 Sr. Rx Assistance Program; 2 Rules and proposed rule revisions & hearings; 3 Recent provider notices	1 C Broucek 2-3 CTU
	Policies	Links to OARs	Rules Coordinator
	Prioritized list, fees, & costs	Links to prioritized list info, FFS fee schedule	BPAU Policy
	Provider tax rules & forms	Link to FPA site	FPA
	Reports & Notices	1. OHP eligibles, 2. OHP managed care enrollment 3. Provider notices 4. Pharmacy notices	1-2 A&E 3-4 CTU

Tools for staff			
http://oregon.gov/DHS/healthplan/tools_staff/main.shtml			
	Overview	Brief text introducing OHP	CTU
	Client materials	Link to Client handbook; recent clients mailings	CTU
	Forms	Links to OHP & OMAP forms,	CTU forms coordinator
	FAQs	Links back to the general, apps, client & provider FAQs	Special projects
Staff tools cont'd	Managed Care	Links to Comparison charts	CTU forms coordinator
	Staff reference tools	1 OMAP Worker guides; 2 county books; 3 comparison charts, 4 Staff memo transmittals; 5 OMAP technical assistance directory	1,3-5 CTU 2 Broucek
Senior Prescription Drug Assistance Program			
http://oregon.gov/DHS/spwpd/hlth_med/rx/spdap.shtml			
	FAQs		CTU
	Participating pharmacies		CTU
	OHP mail-order Rx		Policy
	Cost comparison charts		CTU
	Rx drug assistance		Broucek
	How pharmacies can participate		CTU
Staff transmittals			
http://www.dhs.state.or.us/policy/healthplan/transmit/main.htm			
	Staff transmittals	2004/2005 Policy Transmittals, Information Memos (IMs) & Action Requests	CTU and message originators
	IMs	1. KSEL notices 2. OHP Regional mtgs. 3. Provider/client letters client 4. Misc	1-2 DSU 3-4 PPS or HFO originator

Policy-OARs			Rules Coordinator
http://www.dhs.state.or.us/policy/healthplan/main.html			
	Proposed rules & hearings	Varies month to month	Policy Unit
	Temp rules	Varies month to month	Policy Unit
	Current rule	20+ programs each have a "page"	Policy Unit
	Rules archive	20+ programs each have a "page"	Rules Coordinator

OMAP Web Project Request Form

To request placement of new material or changes in existing Web information, complete this form and return to the OMAP Communications and Training Unit.

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Date of request _____ Effective date _____ Expiration date _____

Contributor name _____ Work unit _____

Edit existing Web material

URL (Web address) http://www. _____

Section on page: _____

Describe desired changes:

Delete Add Edit

What? _____

How? _____

(use back of form if necessary)

Originator is required to seek approval for edits before submitting for placement on the Web.

Approval of edits

Unit Mgr. signature _____

PPS Mgr. signature _____

HFO Mgr. signature _____

Create new Web material

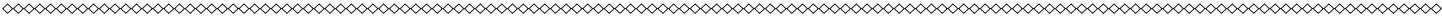
New projects go through an approval process upon completion. A writer will be assigned.

Approximate desired placement (e.g., provider section, applicant page):

Describe material to be added to Web site:

(use back of form if necessary)

ATTACHMENT D



OMAP Public Meetings

Web site submission form
email to DHS-Web@state.or.us

Meeting Name

Name of workgroup

Meeting Place

location of meeting

Start Time

a.m. or pm

Ending Time

a.m. or p.m.

Date of Meeting

day, month, year

Important Topics of Discussion

1. Agenda items

Contact Person

Your name

Phone

FAX

Email