

/s/ Karen House &amp; Carolyn D. Ross

**Authorized Signature**
**Number:** SS-IM-08-009

**Issue Date:** 03/11/2008

**Topic:** Medical Benefits

**Subject:** March OHP Standard Reservation List Application Mailing

**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): CAF SSP      |

**Message:** Last week 3,000 names were randomly selected from the OHP Standard Reservation List database. OHP 7210R reservation list applications will be mailed based on the random selection. The initial mailing is scheduled to be completed no later than Tuesday, March 11.

The OHP 7210R mail date becomes the date of request. The date of request for the March OHP 7210R mailing is March 11. The OHP Standard Reservation List database screens will display the date of request for each randomly selected reservation.

The OHP 7210R is an OHP Standard eligibility requirement for persons randomly selected from the OHP Standard reservation list. New OHP Standard applicants must be randomly selected, complete and return the OHP 7210R application to any DHS/AAA office within 30 days of the March 11 date of request to be considered for OHP Standard.

Most OHP 7210R applications will be submitted to branch 5503. The branch 5503 address is pre-printed on the return envelope. If there is a companion case:

- 5503 will process the OHP 7210R for the local DHS/AAA office for all but medical applicants age 60 and above. If the OHP 7210R includes an applicant age 60 and above, the application will be forwarded to the appropriate SPD/AAA office.
- 5503 will also notify the companion case branch by e-mail that an OHP 7210R has been received and will be processed by 5503. The local office is responsible for reviewing the application and supporting documents on 5503's imaging system. The local office must consider if the information and documents affects the companion FS, TANF, OSIPM or other program case.

## **ADA accommodation reminder**

- OHP 7210R applications submitted late may still be honored if the applicant is disabled, the disability is such that it prevented the applicant from returning the OHP 7210R within 30 days of the date of request and the applicant's ADA accommodation request is approved. CAF SSP medical policy analysts are responsible for approving ADA accommodation requests. Please send requests to SSP-Policy, Medical.
- The ADA accommodation policy applies to late reservation requests, too. Late requests may be added to the reservation list and included in the future random selections if the requester requests an ADA accommodation and if the accommodation is approved by CAF SSP medical policy staff.
- Additional ADA accommodation information is available in the *Family Services Manual Multiple Program Worker Guide #13* (section 2) at <http://dhsmanuals.hr.state.or.us/EligManual/FMPRO?-db=ELGMANL.fp5&-token=&-format=EMnlFrame.htm&Page+ID=13-TOC&Chapter=Multiple+Program+Worker+Guide&Section=Table+of+Contents&Revision=Release+47:+10/01/07&-find>

## **OHP 7210R processing**

- If the OHP 7210R is returned within 30 days of the March 11 date of request, the applicant may be considered for OHP Standard.
- OHP 7210R applicants still within the 30 day timeframe who accidentally submit an application other than the OHP 7210R may still be eligible for OHP Standard. They must be provided an OHP 7210R and pended for its completion.
- Extensions to the 30 day limit could happen because of an ADA accommodation or due to circumstances beyond the applicant's control.
- Add the LST need/resource item and reservation number to any approved, denied or pended OHP 7210R adult applicant. The LST coding will be used for tracking the results of the mailing and will aid DMAP in determining future random selection numbers. Add the LST code even if the applicant was approved for medical other than OHP Standard medical.
- If not eligible for any medical, send OHP 7210R applicants a DHS 462A (or DHS 462C or DHS 462S) notice and another separate denial notice providing the specific reason for the OHP Standard denial (over income, over resource, etc.).

## **Replacing the OHP 7210R**

- Confirm the reservation number and mail date (date of request) on the reservation list database screens. Enter the information on the replacement OHP 7210R cover sheet and remind them to return within 30 days of the date of request (not the day the OHP 7210R was replaced).

- Please give applicants the entire OHP application packet: the OHP 7210R application, the companion forms and the “*Information about the Oregon Health Plan*” (OHP 9025).

**Reservation request address change**

If a reservation list requester reports an address change, notify branch 5503 by e-mailing them at Reservation, Standard in GroupWise or to [standard.reservation@state.or.us](mailto:standard.reservation@state.or.us) . Include the name, reservation number, new address and any alternate format or language need.

**Initial distribution of the OHP 7210R application**

DMAP will provide an initial distribution of the OHP 7210R application in English (100 per office), Spanish (50), Russian (25) and Vietnamese (25) to each DHS/AAA office shortly. The OHP 7210R will also be available on the forms server.

***Please note:** Beginning next month, the OHP 7210R will be revised. The April revision of the OHP 7210R will be four pages. DMAP will do an initial distribution of the new OHP 7210R application packet in April. Once you’ve received the April four page application packet version of the OHP 7210R, please recycle the prior version. After it is implemented, the April OHP 7210R application packet will be available through OSCI. Information about how to order the new four-page OHP 7210R application packet will be included with the form distribution.*

**Questions?**

For SSP: Send e-mails to SSP-Policy, Medical or contact Joyce Clarkson (503-945-6106), Michelle Mack (503-947-5129) or Carol Berg (503-945-6072).

For SPD/AAA: Jennifer DeJong (503-945-5856) [jennifer.d.dejong@state.or.us](mailto:jennifer.d.dejong@state.or.us) or Michael Avery (503-945-6410) [michael.g.avery@state.or.us](mailto:michael.g.avery@state.or.us)

ADA accommodation requests to SSP-Policy, Medical or [medical.ssp-policy@state.or.us](mailto:medical.ssp-policy@state.or.us)

The OHP Standard Reservation List User Guide, which includes directions on how to access the database screens (including password information) is available at [http://www.dhs.state.or.us/training/caf\\_ss\\_medical/ohp/res\\_list.htm](http://www.dhs.state.or.us/training/caf_ss_medical/ohp/res_list.htm).

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

<b>Contact(s):</b>	see above		
<b>Phone:</b>		<b>Fax:</b>	
<b>E-mail:</b>			