

Karen House, Administrator for the Office of
Client and Community Services/Healthy Kids

Dale Marande, Manager, APD Financial Eligibility
and Waiver Group

Authorized Signature

Number: SS-IM-12-067

Issue Date: 11/15/2012

Topic: Medical Benefits

Subject: OHP Standard Reservation List Opt-in

Applies to (check all that apply):

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

Message: The Oregon Health Authority is updating the OHP Standard reservation list (SRL). Updating the SRL will help maintain valid addresses for individuals and ensure that the list includes only the names of those who want to be considered for future OHP Standard drawings.

The updated SRL will include individuals who added their names on or after October 1, 2012. All those whose names were added to the SRL prior to October 1, 2012, will be sent a [letter](#) inviting them to opt in to the updated SRL. The letter instructs individuals to opt in by contacting OHA by email, fax, phone or by returning the letter to the OHP Statewide Processing Center or a local DHS office.

If DHS branch office staff receive requests from individuals asking that their names be included on the updated SRL:

- Fax paper requests to the OHA Statewide Processing Center (Branch 5503) at 503-373-7866;
- Refer callers to the OHA Statewide Processing Center at 800-699-9075 or 711 (TTY).

For more information about Reservation List and OHP Standard application processing, please see the [Reservation List training material](#).

If you have any questions about this policy, contact: [SSP-Policy, Medical](#) or:

Contact(s):	Vonda Daniels	503-945-6088
	Christy Garland	503-947-5519
	Jewel Kallstrom	503-947-2316
	Michelle Mack	503-947-5129
	Joyce Clarkson	503-945-6106
	Carol Berg	503-945-6072
Email:	SSP-Policy, Medical	