

Carolyn Ross
Medical Program Manager
Children, Adults and Families

Authorized Signature

Number: SS-IM-04-010
Issue Date: 05/17/2004

Topic: Medical Benefits

Subject: Redistribution of 5503 medical cases with companion cases in the field

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 checked="" type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify): |

Message: We want you to know about important changes being made to the CAF SS branches and OHP Statewide Processing Center's (5503) responsibilities. The changes were prompted by recent changes to the OHP Program, 5503 staffing levels and customer service to clients. After careful consideration, we recognized that the role of 5503 had to be redefined. Some of 5503's current caseload responsibilities will need to be shifted to the CAF SS branches.

Many of the medical cases carried by 5503 have companion cases in the clients' local CAF SS branch. Effective July 1:

- CAF SS branches will be responsible for determining OHP eligibility for applicants with a companion case in their branch. Clients should not be referred to the OHP Application Center.
- If 5503 receives an application from a client with a companion case, the application will be forwarded to the client's branch worker.

Some of the OHP program cases carried by CAF SS branches do not have a companion case. Effective July 1:

- CAF SS branches will return OHP only cases to 5503 as they are identified.
- If Food Stamps or other benefits close, leaving OHP only, the branches will maintain the OHP case at least thirty days before transferring to 5503.

If you have any questions about this process, call Karen House at 503-373-1100. For questions about medical training call Carolyn Ross at 503-945-6074. For eligibility

questions, call Roger Staples at 503-945-9072, Joyce Clarkson at 503-945-6106 or Michelle Marks at 503-947-5129.

If you have any questions about this information, contact:

Contact(s):	For contact information, please see above text		
Phone:		Fax:	
E-mail:			