

# Action Request Transmittal Aging and People with Disabilities



Mike McCormick

**Authorized signature**

**Number: APD-AR-20-100**

**Issue date: 11/18/2020**

**Topic:** Provider Information

**Due date:**

**Subject:** Change in Ownership/Change in Name Memory Care Facility

**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: Type B     | <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 type="checkbox"/> Other ( <i>please specify</i> ):                     |
| <input type="checkbox"/> Child Welfare Programs                        |   |

**Change in Ownership/Change In Home Care Agency**

Previous Owner's Information	
Previous Provider Name	Location
Evergreen In Home Care Inc.	Bend
Previous Provider Number	Expiration Date
524565	10/11/2020

New Owner's Information	
New Provider Name	Location
Evergreen In Home Care	Bend
New Provider Number	Effective Date
528676	10/12/2020

**Action Required:**

Staff must update the Service Plan and open a new 512 for all consumers served by the previous owner. To update the consumer records staff will need the provider name and provider number and the effective date. All the information is above in the New Owners Information table.

Steps to update each consumer's record:

- Update the Service Plan in Oregon ACCESS
- Close the current 512 with the old provider number
- Open a new 512 with the new provider number

To access a list of all consumers served by the previous owner complete the following steps:

- Go to the Mainframe System
- Enter PESM, P, (provider #)

You will then be able to review a list of recent payment authorizations for the previous owner, which includes the consumers served.

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:**

*If you have any questions about this action request, contact:*

Contact(s):

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