

# Action Request Transmittal Aging and People with Disabilities



Mike McCormick

**Authorized signature**

**Number: APD-AR-21-068**

**Issue date: 11/16/2021**

**Topic:** Provider Information

**Due date:**

**Subject:** Change in ownership, change in name

**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"/> Support Service Brokerage Directors           | <input type="checkbox"/> Other ( <i>please specify</i> ):                     |
| <input type="checkbox"/> ODDS Children's Residential Services          |   |
| <input type="checkbox"/> Child Welfare Programs                        |   |

| <b><u>Specific Needs (RCF) Change in Ownership/Name Change</u></b> |                       |
|--|-----------------------|
| <b>Previous Provider Name</b>                                      | <b>Location</b>       |
| Adara Oaks Manor   | Gresham               |
| <b>Previous Provider Number</b>                                    | <b>Expired</b>        |
| 526539   | 10/31/2021            |
| <b>New Provider Name</b>   |                       |
| Adara Oaks Living  |                       |
| <b>New Provider Number</b>   | <b>Effective Date</b> |
| 529080   | 11/1/2021             |

**For the changes in ownership listed above:**

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's name, provider number and the effective date. All needed information is in the new owner's information table above.

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 #)

A list of recent payment authorizations and consumers served by the previous owner will be displayed.

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:**

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

|  |                      |
|--|----------------------|
| Contact(s):<br>For provider number questions:<br>Dana Vafiades, Operations and Policy Analyst, APD Provider Relations Unit<br>Sarah Hansen, Operations and Policy Analyst, Central Delivery Support Unit<br>For APD Medicaid policy questions please email:<br><a href="mailto:APD.MedicaidPolicy@dhsoha.state.or.us">APD.MedicaidPolicy@dhsoha.state.or.us</a><br>For training questions please email: <a href="mailto:APD.Training@dhsoha.state.or.us">APD.Training@dhsoha.state.or.us</a> |                      |
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