



OHP Standard Reservation List





Training will Cover

OHP Standard Reservation List outreach and public awareness

The process for getting on the Standard Reservation List

Branch responsibilities for updating the Reservation List Web Site

The application process, including adding DOR to Web Site

OHP Standard Reservation List

In January of 2008 the OHP Standard Reservation List first opened

People were selected by a random process and received an application to apply for OHP-OPU

The Reservation List officially reopened November 1, 2009



OHP Standard Reservation List Overview

The reservation list is for persons who would otherwise be denied because OHP Standard is closed

OA designated number of applications will be sent out periodically until OHP Standard reaches a limit determined by the Division of Medical Assistance Programs (DMAP)

Remember

Clients transitioning from other DHS medical programs may still be eligible for OHP Standard following our current policy





The reservation list is for citizens and non-citizens, including those who may be eligible for Citizen/Alien-Waived Emergent Medical (CAWEM)

Public Outreach and Awareness

DHS began an outreach and awareness campaign throughout the state in November 2009 which included:

Posters
Press releases
OHP Web page
Flyers

Everyone Has the Right to Know About the Reservation List

Give applicants for medical benefits information about the OHP Standard Reservation List including:

©The OHP Standard reservation list request form (OHP 3203)

Other options available for adding their name to the Reservation List

when People Ask About the Reservation List

OThe Reservation List is open

People interested in applying for OHP Standard need to add their name to the Reservation List

Confirmation letters will be mailed every Wednesday to people who are added to the Reservation List during the prior week

who can request an OHF Standard reservation?

A person can request a reservation number for him/herself or the request may be made with the client's consent by:

Description



DHS/AAA Staff Cannot Request a Reservation for an Applicant

- To ensure equality, DHS/AAA staff may <u>not</u> request an OHP Standard reservation for their clients
- Observer, DHS/AAA staff should offer to assist a person with the process to complete their request
- OClosure and denial notices have been updated to include reservation list information

One Way a Person Gets on the List

Request electronically via the public OHP Standard Reservation List Web Site:

www.oregon.gov/DHS/open



Entering Reservation List Requests On the Public Web Site

©Requests entered on the public Web Site will download automatically to the DHS Database

OUsing the Web Site on-line has advantages for requesters, including being able to add a request around the clock from any computer with access to the Web.

Other Ways a Person Can Get on the List

Call the Reservation List Phone Bank Monday through Friday from 7:00 AM to 6:00 PM **1**-800-699-9075 **O**TTY 711 **O**Complete an *OHP Standard reservation list request* form (OHP 3203) and submit by •Mail to OHP Standard, PO Box 14520, Salem, OR 97309-5044 **O**Fax to 503-373-7866 or 503-378-6295 **ODropping it off at any DHS/AAA office**

Information Required for the OHP Standard Reservation List

OFull name
ODate of birth
OMailing address
OPhone number (voluntary)
OSSN (voluntary)

Alternate Formats and Languages

Reservation List Materials can be requested in other formats such as Braille, audio tape, large print, computer disk, oral presentation, and in languages other than English



Optimal Phone Interpreters: 1-877-746-4674 16

Reminder About Sending the Reservation Request Form to 5503

Please do not send the paper OHP 3203 if you have already sent the information by another method, fax, scan, e-mail GroupWise address (Reservation,Standard)

The OHP Standard Reservation is Not an Application

Persons who add their name to the Reservation List need to know:

They have not applied for any medical benefits

They have not qualified for any kind of OHP coverage

If Requesters Ask When They'll Get an OHP Standard Application

Only those selected from the Reservation List will be mailed a 7210R

- They may not need to submit the 7210R if they already have DHS program benefits
- They must establish a DOR within 45 days from the date the 7210R is mailed

To establish a DOR, they can call or leave a note (or submit an application). DHS will determine if anyone on the application is eligible and will send approval/denial notices

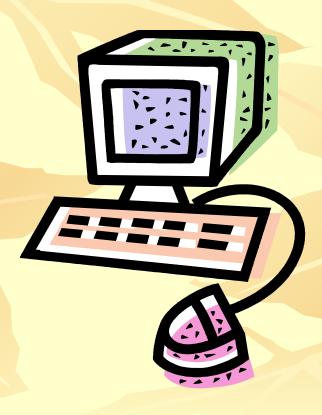
Everyone Has the Right to Apply for Medical Benefits

Only OHP Standard is closed
 Each medical program has different eligibility requirements
 Applicants may qualify for another medical

program

ternate format? [hat format? AT] Yes [] No Braille	CD LP	OP	Interpreter? Yes No MA notice What language?		
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ell us about yo	ou					
Full name	last, first, mi	ddle Initial)		Maiden	(or other names used)	
- -		1 11				
Social Security num	nber	Phone	e number	Message	number	
Home address			City	State	ZIP code	

The DHS OHP Standard Reservation List Web Site



The DHS OHP Standard Reservation List Web Site

The Web Site is where staff can search for reservation information and also see if the client has been selected

The Web Site allows us to edit reservations for address and other changes

The Web Site is used for the random selection process

The Web Site stores the DOR and gathers statistics about Reservation List outcomes

Random Selection

- The number of reservations randomly selected will be predetermined by DMAP
- People selected will receive a confirmation letter with a reservation number and the option to provide a third party contact (branches will need to add third party contacts or forward them to 5503)

Third Party Contacts

Third party contacts will be able to assist requesters with their application

Third party contacts will receive notification of 7210R and other requester mailings

OThird party contacts are not authorized representatives

7210R Mailed

Persons selected from the reservation list will be mailed a 7210R

The 7210R mailing does not establish a DOR

The 7210R packet includes a return envelope to the local office if a companion case exists

Date of Request Overview

OHP 7210R recipients will have 45 days from the mailing date to establish their DOR

©DOR is established when they return their application or contact a DHS/AAA branch stating they want medical

O7210R cover letter will explain the application
 and DOR process

DOR Time Frames

Opplicants who have been mailed a selection letter will receive the 7210R, however they can submit a 415F, 7210, 7210W, or 539A

DOR is established by calling, leaving a note or submitting a 7210R or other application

If a DOR is <u>not</u> established within 45 days from the date the 7210R is mailed the reservation is no longer valid

The SPD/AAA/SSP office that receives the client's DOR is responsible for adding it to the Reservation Website

7210R Applicant Receiving DHS Benefits

A completed 7210R application is not required

Example: John and Sue are receiving SNAP benefits. Their reservation number was selected and they were mailed a 7210R. They can establish a DOR by contacting a branch office, and the worker can use the application on file to determine eligibility.

Application Process Overview

OSPD/AAA offices will determine eligibility for clients age 60 and above.

If an SSP office receives an application for an individual age 60 and above, date stamp the application, update the Reservation Web Site and forward to the local SPD/AAA office

5503 Process Overview

•If a companion case exists, 5503 will forward the application to the local SSP office

•5503 will forward applications for clients age 60 and above to the local SPD office

•5503 will also update the Reservation Web Site and narrate before forwarding the application

Emergent Medical Need

Remember to update the Reservation List Web Site



Replacing a Lost 7210R

Dook up the person in the OHP Standard Reservation List Web Site

- Write the reservation # on a new application (415F, 7210, 7210R or 539A)
- Object the requester the date stamped application to establish their DOR and remind them to return it within 45 days

Output the Web Site with the DOR if the DOR has not been updated

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More Reservation List Information to Come . . .





How to Find a Reservation

OHP Standard Reservation List

Home Reservations - Reports My Profile

Trey Terse Logout

Enter search criteria:



Identifying Current Reservations

Home Reservations

Reports My Profile

Back to Previous Screen

Notice which round the Reservation is in. Clients with Reservations from the first round are not included in the random selection and are not updated. Ignore round 1 Reservations. (They will be removed later).

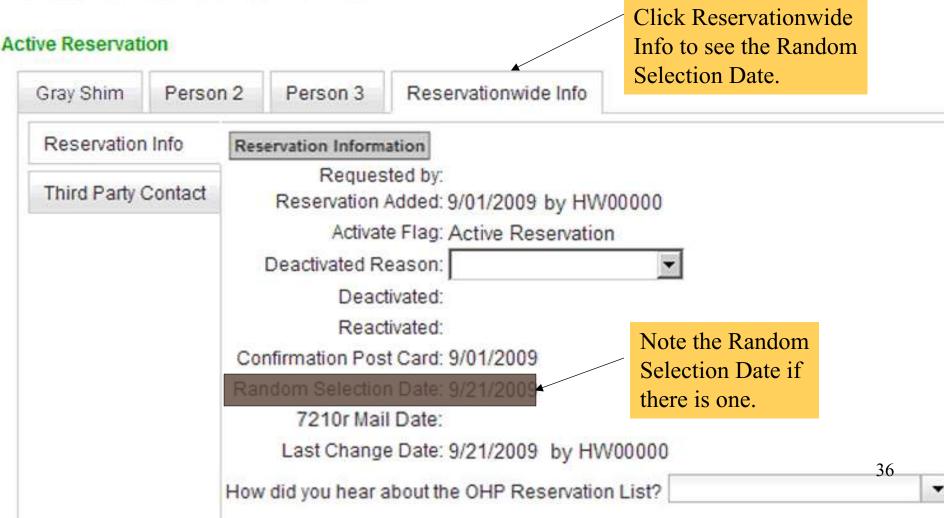
Trey Teres Logout

*- indicates Deactivated Reservation

Reservation Number		Round	Last name	First name	Date of Birth	Prime	
00028] [2 *	SHIM	GRAY	07/22/1966	UZXUZXUZ	
00029	*	1 ×	SHIM	JIM	08/22/1968	VWVWVVV	
00039		2	SHIM	JOAN	09/26/1969	STSTSTST	
00049] [1	SHIM	TIM	03/11/1963		
00054		2	SHIM	CARYL	07/10/1967	DJDJDJØJ	
00057		2	SHIM	YETTY	01/05/1965		

Checking Selections from the Reservation List

Information for Reservation Number 00028.



Updating the Reservation Web Site

DEach DHS/AAA office is responsible for updating some items on the Web Site
DStaff will need to update the requester's information:

- Race
- Ethnicity
- How the client heard about the Oregon Standard Reservation List (OSRL)

- Language
- Changes to 3rd Party Contact
- Adding an adult to an existing reservation

Local Office Action: Updating the Standard Reservation List Web Site

Staff will need to update the application processing information:

- **ODOR**
- Why the application was pended or denied orWhat program was approved
- Address change
- Transfer of application information must be completed (branch, worker id, etc)
- **O**Worker ID
- **O**Branch

Example of Local Office Action: Requester Address Change

If a reservation list requester reports an address change, the worker or support staff are responsible to update the address:

OAccess the Reservation List Web Site and update the information





Local Office Action: Screen Print for Address Change

Information for Reservation Number 90028.

Active Reservation

		vationwide Info	Res	Person 3	Person 2	Gray Shim
				nformation	Person	Person Info
		U1000D	Prime:		_	
		IIM	lame:	Last	D	Application Inf
		First Name: GRAY Middle Name: M Title:		First		
				Middle N		
(mm/dd/yyyy)		/27/1956	f Birth:	Date of		
Do not enter dash		5445555				
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		777	Code:	Zip		
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		17417777				
1				Email Ad		
40		777	vation:	und 1 Reser	R	

Action: Screen Print for Race and Ethnicity

Information for Reservation Number 90028.

Active Reservation

Gray Shim Per	son 2 Person 3 Res	servationwide Info	Race				
Person Info	Person Information			White			
Annali and and Info		UUU1000D		Asian			
Application Info	Last Name:			Black			
	First Name:						
	Middle Name:			Native American or Alaskan Indian			
		Title:		NUMBER OF THE OWNER			
	Date of Birth:			Native Hawaiian or Pacific Islander			
		555445555		Unknown/Do not want to declare			
	Gender:			officitiowinipo flot walle to decisite			
	Race	Race					
	Ethnicity		Ethnicit	V T			
	Address: 007 R ST City: SPRING State: Oregon Zip Code: 97777		A CALMADORADA	1 (1000)			
				Yes, of Hispanic Origin			
			1				
				No, not of Hispanic Origin			
	FIPS:			Undeclared or Unknown			
	Language:		-	endedial of eneminerini			
	Alternative Format:		*				
Contact Number:		5417417777					
	Email Address:			41			
	Round 1 Reservation:	77777					

Adding a Person to the Reservation

Only 5503 can add new Reservations
 OLocal DHS/AAA offices can add adults to existing Reservations

Example: Jane S reports she married John Doe OCheck the Reservation Web Site. If Jane S has a Reservation, add John Doe to her reservation

Example for Adding a Person

Information for Reservation Number 90028.

Active Reservation

Gray Shim	Person 2	Person 3	Reservationwide Info		
Person Info	Pers	on Information			
			rime: UUUDDDDD]
Application I	nfo	Last N:	Last Name: SHIM]
			ame: GRAY		
		Middle Na]
To ad	d a perso	n	Title:		
	÷		Birth: 02/27/1956		(mm/dd/yyyy)
to a re	eservation		SSN: 555445555		Do not enter dashes
click of	on the	Gei	nder:	•	
Dorson	n 2 tab ar	d	Race	-	
		Eth	nicity	-	
compl	complete the		ress: 007 R ST		
reques	sted		City: SPRING	SPRING	
-		S	State: Oregon	-	
inform	nation.	Zip C	ode: 97777]
		F	FIPS:]
		Langu	lage:	-	
		Alternative For	rmat: None	-	
	Contact Number:		nber: 5417417777		
		Email Add	ress:	7	1
	Round 1 Reservation:		ation: 77777		1

Local Office Action

Ocheck the Web Site and if the DOR is not updated, enter it

•Add the worker ID and the branch number

Output the pending, approved, or denied reason

ONarrate on TRACS or ACCESS

Active Reservation

Gray Shim	Person 2	Person 3	Reservationwide Info				
Person Info	Applica	ation Information					
Application	Applies Status Pend R Last Cha Pro Pre Bas HNA Sigu Fina 415	App Transferr Last (App ation Status App De De Pe Reason(s) ange Date: of of Income mium(s) sic Needs (if qu A verification nature(s) ancial Aid Lette H form dication	Change Date: proved enied ending Den Last C Den Last C D D D C D C D C D C D C D C C C C C C C C C C C C C	ied Reason(s) thange Date: ver Income oc Deadline - over 45 o oncurrent Program ver Resources PL ther esident of Public Institu	days [[[Medical Program(s) Last Change Date: OPU BCP EXT MAA MAF OPP OSIPM QMB QMB-SMB QMB-SMF CWM Other	45

provided?

Accommodations may be made for persons with a documented disability who:

Did not get their name on the reservation list
Did not establish a DOR within 45 days
Did not complete an application within 45 days of their DOR

Contact an **SSP medical policy analyst** who will determine if a person qualifies for an ADA accommodation

The 7210R Can be Used for Non-Standard Applicants

Workers can use the 7210R to review eligibility for the whole family



Who May Share the Same Reservation Number?

Obtain the OHP filing group when the reservation was added or when the application is submitted

OAdults in the OHP filing group who *leave* the household after the reservation was added

Adults in the OHP filing group who *enter* the household after the reservation was added
 Children in the OHP filing group who have become adults (turned 19) since the reservation was added

application) For New Applicants on an Open Medical Case

Determine eligibility for everyone on the case

If eligible for any medical program, recertify the entire case and begin the applicant's medical coverage on the new DOR

If the applicant is <u>not</u> eligible, send a denial notice stating specifically why and a 462A/462C/462S notice. Allow the rest of the family to continue their certification period.

Using the Same Reservation List Number for Two Different CM Cases

The reservation number applies to anyone in the filing group at the time the reservation was made <u>and</u> any new additions to the filing group

Let's look at some examples:

Example #1

Bob and Nancy who are married are assigned a reservation number. Bob moves out and informs the Reservation List Phone Bank of his new address.

Bob and Nancy will each be mailed a 7210R if selected.

Example #2

Rita requests medical. She has an 18-year old son, Barney, who lives with her. By the time Rita is selected and turns in her 7210R, Barney has turned 19.

Rita and Barney can use the same reservation number.

Note: Barney will need to complete a new application as an adult.

Floating Budget Month

Remember...

Float the budget month to any month within 45 days of the date of request if needed.

Example:

Cecily turns in her OHP 7210R which has a date of request of November 7.

If Cecily is not eligible with a budget month of November, the worker can float the budget month to December.

CM Coding

When a reservation list application is received:

If no current CM system case exists, create a case
Enter the reservation number on every OHP Standard applicant

Example:		
C/D <u>OPU</u>		Action <u>N</u> Re
N/R <u>LST C</u>	235648	N/R <u>STD</u> 04/2010

This coding tells the system to recognize that this is a reservation list applicant. The <u>LST</u> allows the worker to open OPU medical benefits, but is coded on all cases.

LST Coding for Denied Cases

Remember . . .

The LST N/R code must be put on each Reservation List requester, whether approved or denied

Send the appropriate denial noticeSend the correct 462A/462C/462S notice



Reservation List Applicants Eligible for Other Programs

Code LST N/R with their reservation number on applicants found eligible for other medical programs (MAA, MAF, OSIPM, etc.)

 C/D
 MAA

 Action N Re

 N/R
 LST
 C

 235648
 N/R
 MAA
 10/10

Note: Update the Reservation List with the program approved

Don't Forget to Update the Standard Reservation List Web Site!

Please use the Reservation List Web Site to update the following application statuses:

Pend Reason(s)
Denial Reason(s) and/or
Medical program(s) approved

Scenario A

Rogue was randomly selected at the beginning of February and established his DOR when he turned in his 7210R on March 16

The worker processed the medical application and found Rogue eligible for OPU and his children eligible to be recertified for OPC

What steps will the worker take on this case?

Scenario A Answer

The worker uses a compute (COMP) action to recertify the children for April

• Rogue's medical start date is March 16

The worker adds an LST N/R item to Rogue as well as an STD date

Ogo to the OHP Reservation List Web Site and complete the required information

Scenario B

Trisha came to the office with her 7210R to be processed as soon as possible as she is diabetic and needs her insulin. The worker processed the application locally and discovered in the narrative that Trisha had been referred for OSIPM-Presumptive eligibility determination. The worker found Trisha eligible for OPU.

What action does the worker take?

Scenario B Answer

Open OPU for Trisha adding the LST N/R and STD end date **O**Follow local office procedure for presumptive referral **OUpdate the OHP Reservation** List Web Site



Scenario C

Leticia and her new husband Brian, an ineligible non-citizen, submit a 7210R creating a DOR March 24

Brian is not on the Reservation List because he was not in the household when Leticia added her name

Can both Brian and Leticia be considered for OPU?

OWhat steps does the worker take?

Scenario C Answer

Start Leticia on OPU and Brian on OPU CWM as of March 24

 Add the LST N/R and STD date to both Brian and Leticia using the same reservation number

Update the OHP Reservation List Web Site

Brian was not on the Reservation List. He is part of Leticia's OHP filing group and can be considered for OPU CWM.

Scenario D



Clarence turns in an application to recertify benefits for his two children and asks for medical for himself

What steps does the worker take?

Scenario D

Check the Reservation List Web Site to see if Clarence is listed and has been mailed a 7210R within the last 45 days

OProcess the application for the children and Clarence (if he has been selected)

OUse the earliest DOR established after he was selected from the reservation list

DExplain the DOR decision used in the narrative

Scenario D Part II



66

What if Clarence's 7210R mail date was 50 days old?

Clarence has not indicated a disability and does not qualify for an ADA accommodation

Since his DOR is after the 45 day period, his reservation is voided for OHP Standard

Don't forget to review for other medical program eligibility and narrate

Contacts

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©Service Desk 503-945-5623

Contacts

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OHP Standard Reservation List Glossary

- **•** AAA: Area Agency on Aging
- ACCESS: Main Web Site used by SPD to update medical information in the CM system, produce reports, track services for clients receiving in-home or facility care and maintain narratives.
- ADA: Americans with Disabilities Act. Requires that state and local governments give people with disabilities meaningful opportunity to benefit from all of their programs, services and activities.
- CAF: Children, Adults and Families. The program area at Central Office in Salem which includes child welfare (former SCF) and self-sufficiency (former AFS) disciplines.
- CAWEM: Citizen/Alien-Waived Emergent Medical. The CAWEM Medicaid benefit package covers emergent medical needs for clients who are not eligible for other medical programs solely because they do not meet citizenship and/or alien status requirements.
- CM: Client Maintenance computer system. Medical cases are entered in the CM Client Maintenance System of the DHS mainframe computer.
- CSU: Client Services Unit. CSU provides general information about OHP medical and dental benefits and can coach clients on how to resolve problems involving access or quality of medical benefits. CSU is part of DMAP (Division of Medical Assistance Programs).
- **DHS:** Department of Human Services

DMAP: Division of Medical Assistance Programs

Glossary continued

- ERDC: Employment Related Day Care. Helps low-income families pay the cost of child care.
- MAA: Medical Assistance Assumed. The Medical Assistance Assumed program provides medical assistance to families who are eligible for the Pre-TANF program or ongoing TANF benefits.
- MAF: Medical Assistance to Families. The Medical Assistance to Families program provides medical assistance to people who are ineligible for MAA but are eligible for Medicaid using ADC program standards and methodologies that were in effect as of July 16, 1996.
- OHP-OPU: Oregon Health Plan Adults. Medical coverage for non-pregnant adults age 19 and above, who qualify under the 100 percent income standard.
- OSIPM: Oregon Supplemental Income Program Medical. Medical coverage for elderly and disabled individuals. When used alone, OSIPM refers to all OSIP-related medical programs.
- SNAP: (formerly Food Stamps) Helps low-income households maintain proper nutrition by giving them the means to purchase food.
- **• SPD:** Seniors and People with Disabilities
- SSP: Self Sufficiency Program
- TANF: Temporary Assistance to Needy Families. This is a program which provides cash benefits to one and two-parent when children in those families are deprived of parental support because of continued absence, death, incapacity, or unemployment.
- TRACS: Computer program used by SSP staff to enter narratives regarding clients redeterminations, changes, phone calls, etc.