



# Oregon

Theodore R. Kulongoski, Governor

## Department of Human Services

*Office of Financial Services*  
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July 9, 2008

To: Providers who fund the local match  
for Medicaid and State Children's  
Health Insurance Program (SCHIP)

From: Jim Scherzinger, DHS Deputy Director of Finance

Subject: Clarification regarding local match payments effective July 1, 2008



Since July 1, 2008, DHS has received several claims for Medicaid/SCHIP services provided for the following services; however, DHS has not received the corresponding local match payment that would allow DHS to reimburse for these services:

- School-Based Health Services (SBHS)
- Behavioral Rehabilitative Services (BRS)
- Targeted Case Management Services (TCM)

**If you bill DHS today for services to Medicaid/SCHIP clients, you must submit a corresponding local match payment so that DHS can reimburse you.**

If DHS Financial Services does not receive the local match payment for these services before the current Medicaid Management Information System (MMIS) processes your claim, your claim will suspend until the match payment is received.

- This requirement applies to all Medicaid and SCHIP claims billed to DHS on or after July 1, 2008.
- This requirement also applies to claims that were pended prior to June 30, 2008, and were resubmitted after July 1, 2008.

**If you did not submit your local match payment the week of July 1, you must submit it with your next claim and corresponding match payment.** Due to a systems error, the MMIS processed SBHS, BRS, and TCM claims submitted the week of July 1 without the local match payment.

This means that if you did not submit a match payment for claims processed the week of July 1, you must submit the match payment for the July 1 claims, plus the match payment for the next claims you submit, in order to receive payment for your most recent claims.

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**In order for DHS to be able to process claims submitted the week of July 7 over the July 12 weekend, DHS must receive your local match payment for July 1 and July 7 claims by 5:00 p.m. Wednesday, July 9.** Otherwise, claims from July 7 forward will suspend until DHS receives the local match payment to cover those claims.

### **How to submit your local match payment**

Submit your local match payment by electronic funds transfer (EFT) or check. DHS must receive the match payment by 5:00 p.m. Wednesday to ensure that the matching funds are available for any claims that process on the following weekend. If DHS receives your match payment after 5:00 p.m. on Wednesday, any claims processed that week will suspend until the following week.

You must complete the MMIS Local Match Leveraging Form for each match payment submitted. The form, with the corresponding process, is on the OHP Web site at [www.oregon.gov/DHS/healthplan/forms/omapforms.shtml#misc](http://www.oregon.gov/DHS/healthplan/forms/omapforms.shtml#misc) (look at the bottom of the page for "MMIS Local Match Leveraging Form").

- If you submit your match payment via Electronic Funds Transfer (EFT), you can e-mail the completed Word version of this form to [medicaid.leveraging@state.or.us](mailto:medicaid.leveraging@state.or.us).
- If you submit your match payment via check, you need to enclose a completed copy of this form with the check.

### **Questions?**

If you have questions about the information in this letter, contact DHS Financial Services at 503-947-5017, 503-947-5007, or e-mail [medicaid.leveraging@state.or.us](mailto:medicaid.leveraging@state.or.us).