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Number: DMAP-IM-08-034
Issue Date: 03/24/2008

Authorized Signature

Topic: Medical Benefits

Subject: Revision of OHP Application Packet materials

Applies to:

- | | |
|--|--|
| <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 type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input checked="" type="checkbox"/> Other (please specify): <u>DHS staff and others identified on the SPD, CAF, AMH and DMAP transmittal lists</u> |

Message:

DMAP revised all of the materials included the OHP Application packet. The new forms are posted on the DHS Forms Server (www.dhs.state.or.us/admin/forms/) now and will be posted to the DMAP Forms page (www.oregon.gov/DHS/healthplan/forms/main.shtml#ohp) by April 1.

A summary of major revisions are listed below.

DMAP is sending 100 application packets to every DHS/AAA branch office and DMAP Outreach Facility the week of March 24.

Please do not send requests for additional application packets until after March 31. Requests received between March 25-31 will not be filled.

Summary of changes:**OHP Application (OHP 7210):**

- Now 4 pages instead of 11
- Asks questions that apply to everyone and then directs the applicant to the Additional Forms Packet (OHP 7217) – Pink packet, if more information is needed. For example, if the applicant had an absent parent, they would check yes in question 7 and then complete the OHP 7201 form to give us the information we need about the absent parent.

Proof Required for OHP (OHP 7222) – Yellow sheet:

- Lists the types of proof that can be used.
- This form is referred to as the "Yellow sheet" throughout the application packet materials and will be printed on yellow paper. This will make it easily identifiable.

Additional Forms Packet (OHP 7217) – Pink packet:

Includes the following forms:

- *Additional People (OHP 7226)* – only completed when the applicant needs to list more than four people in their household (question 2).
- *Medical Resources (DHS 415H)* – only completed if other health insurance is or can be available (questions 4 or 5).
- *Disability Information (OHP 7214)* – only completed when the applicant has a disability or life-threatening or disabling condition (question 6).
- *Absent Parent Information (OHP 7201)* – only completed when the applicant has an absent parent (question 7).
- *Optional Assistance (OHP 7218)* – only completed when the applicant wants to name someone to represent them or for us to release information to or has a need to have materials provided in a language other than English or in an alternate format (questions 14 and 15).
- *Self-Employment Income (DHS 859B)* – only completed when the applicant has self-employment (question 16).
- *Low or No Income (OHP 7219)* – only completed when the applicant has low or no income (question 18).
- *Additional Income Sources (OHP 7227)* – only completed when the applicant needs to list more than three income sources (question 18).
- *Additional Resources (OHP 7228)* – only completed when the applicant needs to list more resources (question 19).

Information about the OHP (OHP 9025) – Green booklet:

- Information from the U.S. Citizenship and Identity flyer (OHP 7206) was included in this booklet.
- This booklet is referred to as the "Green booklet" throughout the application packet materials and will have a green cover. This will make it easily identifiable.

Need help filling out your application? (OHP 7229):

- This is a new form that gives information about where to get help filling out the application and is translated into Spanish, Russian and Vietnamese.

If you have any questions about this information, contact:

Contact(s):	Tanya Allen, DMAP Communication Unit		
Phone:	503-945-6599	Fax:	503-947-5221
E-mail:	tanya.s.allen@state.or.us		