

# Action Request Transmittal Developmental Disabilities Services



Nathan Roberts, OHA Medicaid Policy Manager

***Authorized signature***

**Number:** DD-AR-21-066

**Issue date:** 8/10/2021

**Topic:** Agency-wide Policy

**Due date:** 9/1/2021

**Subject:** OHP 729 Forms

## **Applies to (check all that apply):**

- |  |  |
|--|--|
| <input type="checkbox"/> All DHS employees                               | <input type="checkbox"/> County Mental Health Directors                                      |
| <input type="checkbox"/> Area Agencies on Aging: Type B                  | <input type="checkbox"/> Health Services   |
| <input type="checkbox"/> Aging and People with Disabilities              | <input checked="" type="checkbox"/> Office of Developmental Disabilities Services (ODDS)     |
| <input type="checkbox"/> Self Sufficiency Programs                       | <input checked="" type="checkbox"/> ODDS Children's Intensive In Home Services               |
| <input checked="" type="checkbox"/> County DD Program Managers           | <input type="checkbox"/> Stabilization and Crisis Unit (SACU)                                |
| <input checked="" type="checkbox"/> Support Service Brokerage Directors  | <input checked="" type="checkbox"/> Other ( <i>please specify</i> ): Eligibility Specialists |
| <input checked="" type="checkbox"/> ODDS Children's Residential Services |  |
| <input type="checkbox"/> Child Welfare Programs                          |  |

## **Action required:**

Please use the revised [OHP 729 Administrative Examination Authorization form](#) for all administrative exam and report services. The revised form allows the authorizing agency to submit directly to the Oregon Health Authority (OHA) upon completion.

- Complete and submit the OHP 729 form **before** the Date of Service.
- Submit separate secure email to provider.
- Revised OHP 729 forms must be submitted to OHA and the provider within 10 business days of the revision or Date of Service.

Note: This form does not work in all internet browsers. For best user experience, download this file to your computer and open it in [the latest version of the free Adobe Acrobat Reader DC](#), or open it in the latest version of Internet Explorer [with the latest Adobe Reader plugin installed](#). This form needs to be sent separately to the provider, OHA cannot receive secure emails to the submitting email address.

Here are directions to open the form in IE compatibility mode: [How to enable IE mode on Microsoft Edge Browser](#).

**Effective September 1, 2021**, OHA will no longer accept older versions of the OHP 729 Administrative Exam Authorization form.

Please refer to the [Administrative Exams policy page](#) for accepted forms and the current fee schedule.

**Reason for action:**

If OHA does not have a current OHP 729 on file at the time the provider files a claim for an OYA- or ODHS-ordered administrative examination, OHA will deny the claim for no authorization of services.

The new OHP 729 form ensures that both OHA and the provider receive requests completed and submitted by OYA and ODHS.

**Field/stakeholder review:**     Yes     No

ODDS Diagnosis & Evaluation Policy; APD Medicaid Policy; SSP TANF Policy Team; OVRS – Bryan Campbell and Howard Fulk; CW policy – Shelly Watts; OYA policy

**If yes, reviewed by:**    – Laura Ward and Deborah Martin

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

Contact(s): Napua Rich; Shannon Jasper

Email: [napuaann.k.rich@state.or.us](mailto:napuaann.k.rich@state.or.us); [shannon.d.jasper@state.or.us](mailto:shannon.d.jasper@state.or.us)