Action Request Transmittal
Developmental Disabilities Services

Nathan Roberts, OHA Medicaid Policy Manager

Authorized signature

Topic: Agency-wide Policy

Subject: OHP 729 Forms

Applies to (check all that apply):

☐ All DHS employees
☐ Area Agencies on Aging: Type B
☐ Aging and People with Disabilities
☐ Self Sufficiency Programs
☒ County DD Program Managers
☒ Support Service Brokerage Directors
☒ ODDS Children’s Residential Services
☐ Child Welfare Programs
☐ County Mental Health Directors
☐ Health Services
☒ Office of Developmental Disabilities Services (ODDS)
☒ ODDS Children’s Intensive In Home Services
☐ Stabilization and Crisis Unit (SACU)
☒ Other (please specify): Eligibility Specialists

Action required: The use of the new, on-line OHP 729 program specific form is temporarily suspended, pending DAS Publications required updates for all programs. OHP 729 (2/18 version) should be used and has replaced the revised version in the form server as well as on the Administrative Exams Policy Page.

Other than the form version, other actions in this transmittal continue to be required.

- 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.

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:*

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<th>Contact(s):</th>
<th>Napua Rich; Shannon Jasper</th>
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