

# Action Request Transmittal Developmental Disabilities Services



**UPDATED**

Nathan Roberts, OHA Medicaid Policy Manager  
**Authorized signature**

**Number: DD-AR-21-066**  
**Issue date: 8/23/2021**

**Topic:** Agency-wide Policy

**Due date:**

**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:** 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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