

Mary Lee Fay
Authorized Signature

Number: SPD-AR-11-053
Issue Date: 7/20/2011

Topic: Developmental Disabilities

Due Date:

Subject: Requesting cases for DD Admin Exams

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 | <input type="checkbox"/> | Health Services |
| <input type="checkbox"/> | Children, Adults and Families | <input type="checkbox"/> | Seniors and People with Disabilities |
| <input checked="" type="checkbox"/> | County DD Program Managers | <input checked="" type="checkbox"/> | Other (please specify): Eligibility Specialists; Service Coordinators |

Action Required:

An Administrative Examination (Admin Exam) is an evaluation used by the Department of Human Services (DHS) to help determine eligibility, assist with case planning for various programs, or for commitment purposes. For DD program eligibility, the Admin Exam can only be requested and authorized by the individual's CDDP service coordinator or DD eligibility specialist.

For individuals who may need an Admin Exam and who do not have an active Oregon Health Plan (OHP) card or any other financial resources to privately pay for an Admin Exam, the CDDP service coordinator or eligibility specialist may request that a case be created specifically for the purpose of having an Admin Exam completed. [See "Case Verification" below.]

Effective immediately, when requesting a case be created for an Admin Exam, the information from the [Admin Exam Form](#), or the form itself, must be submitted to the DD Provider Technical Assistance Unit (DD PTAU) with the Subject Line "Admin Exam Request" via fax at 503-947-5044 or via email at:

DD-Eligibility.Enrollment@state.or.us

When to submit form:

The form must be submitted during the same month that the evaluation is scheduled, preferably, prior to the date of service (DOS) (evaluation date). However, if the evaluation is scheduled for the 1st working day of the month, you may submit the form in the preceding month.

If the form is incomplete or if it has been submitted prior to timeframes listed above, the form will be returned to the sender for completion and/or resubmission.

Once the case has been created, a confirmation email will be sent to the person authorizing the Admin Exam (as identified on the Admin Exam Request form). If the individual's prime number was previously unknown or if other corrections to the individual's information are made, these will be provided as well. The case will be open for 30 days (starting on the DOS identified on the Admin Exam Request form) to allow the provider to bill for all the dates s/he works on the report.

Change in Date of Service (DOS):

If the evaluation is rescheduled, you must resubmit the form along with the new date of service.

If the provider needs the case to be open for more than 30 days, you must specifically request how long the case needs to be open for.

Case Verification:

If an individual already has a prime number, verify whether s/he has a case under which the Admin Exam will already be covered. To do this, check eXPRS, View Client, Medicaid Eligibility; look for a Match Code:

1) If there is a Match Code of "M" that covers the date of service/evaluation, the individual's Admin Exam will be covered. No further action is needed.

2) If no record is found in eXPRS, or the Match Code is "N", you will need to submit the individual's information to DD PTAU for creation of an Admin Exam case.

Problems with Provider Payments:

If there is a problem with a provider receiving payment (i.e. denied claim, suspended claim, individual not open on date of service, partial payment etc.) refer the provider to the DMAP provider payment unit at 1-800-336-6016. If the provider has been told by DMAP to contact the "field office," refer the provider to Dora Huber Dora.A.Huber@state.or.us (503-945-6297 M-W; 503-378-5249 H-F), who will research the issue further.

Things to remember:

In accordance with SPD-AR-09-036, you must consult with the Diagnosis and Evaluation Coordinator, **prior to** arranging an Admin Exam if:

- You are not able to provide the parental information (i.e. child is in custody of DHS child welfare, child has been emancipated, parent's whereabouts are unknown, etc.); or
- The individual or the parent does not have a Social Security number.

Reason for Action:

Streamline the process of requesting and creating temporary cases for Admin Exams.

Field/Stakeholder review: Yes No

If yes, reviewed by:

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

Contact(s):	Chelas Kronenberg Chris Angel		
Phone:	503-945-6799 503-945-9775	Fax:	503-373-7274 503-947-5044
E-mail:	chelas.a.kronenberg@state.or.us chris.s.angel@state.or.us		