

Policy Transmittal Developmental Disabilities Services



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Number: APD-PT-20-081

Issue date: 9/28/2020

UPDATED

Topic: Developmental Disabilities

Due date:

Transmitting (check the box that best applies):

- New policy
 Policy change
 Policy clarification
 Executive letter
 Administrative Rule
 Manual update
 Other:

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: {Select type} | <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 type="checkbox"/> Other (please specify): |
| <input checked="" type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	DD Medicaid application changes		
Policy/rule number(s):		Release number:	2
Effective date:	Immediate and as noted future action	Expiration date:	
References:	OregONEligibility; Aging and People with Disabilities Presumptive Medicaid Determination Team (PMDDT);		
Web address:			

Discussion/interpretation:

October 1, 2020 updated changes are highlighted below.

Aging and People with Disabilities (APD) uses both online and paper application forms. Beginning July 6, 2020, APD will begin phasing out various paper applications and will transition to a single paper application for all medical programs. This is due to requirements by the U.S. Centers for Medicaid/Medicare Services (CMS).

This change applies to the 539 application form series, including the APD 539a and APD 539d (Children's Medical Eligibility Unit – CMEU).

The 539d will no longer be available on the DHS Forms Server after October 2020. Use of the 539d paper application for children enrolling in foster care, residential, or CIIS services will be phased out through August 31 to allow for a smooth transition.

The 539d for this population of children will continue to be accepted from ODDS CME's through December 31, 2020. Beginning January 1, 2021, the 539d will no longer be accepted.

Implementation/transition instructions: ODDS is suggesting Case Management Entities (CMEs) prepare to transition to the below processes when helping individuals who need to apply for Medicaid. This includes Home and Community Based Services/HCBS, Long-Term Care Services or K-Plan waiver services).

Individuals wishing to apply for Medicaid may:

- Complete the OHP 7210 + Appendix A paper application, or
- Use the ONE Applicant Portal at <https://one.oregon.gov/>, or
- Call OHA at 1-800-699-9075, or
- Visit a local APD/AAA office
- From July 6 through September 31, use the 539d application if necessary.

For children applying for Medicaid and enrolling in foster care, residential, or CIIS services, CME's must continue to use standard operating procedures and submit the paper 539d application to CMEU until further guidance is provided by APD and ODDS.

When assisting any individual eligible for DD services who needs DD Medicaid services, staff must collaborate with APD locally, or central office via CMEU or the Presumptive Medicaid Disability Determination Team (PMDDT) to provide supporting documentation and available CME records for the PMDDT disability determination for Medicaid eligibility. CME staff should help individuals who are needing DD Medicaid services with the application process. If the CME is assisting with submitting the application, related documents should be submitted within the ONE online portal at the time of application. If a paper application is used, follow standard procedures in place.

All ODDS CMEs must implement changes from the 539d to the 7210+A paper application or the ONE portal, when assisting individuals with referrals for initial or redetermination of Medicaid for accessing DD Medicaid services as indicated in this transmittal, and worker guides to be released in coming months.

Training/communication plan:

Statewide communication through transmittals, meetings, calls, and as needed for clarification.

The APD Worker Guide for Medicaid/Presumptive Medicaid Disability

Determinations is available with guidance about the PMDDT process and documents required when an applicant applies for Medicaid through an APD/AAA office. An ODDS Worker Guide for PMDDT referrals will be available in the future. Information about children’s referrals via CMEU will be communicated as APD rolls out transition plans.

Local/Branch action required:

- Review this transmittal with staff who assist individuals needing Medicaid and/or PMDDT referrals.
- CMEs to update local procedures for Medicaid applications and referrals to reflect the changes noted in this transmittal as soon as possible, as APD transitions to using either the 7210 + Appendix A or the ONE portal.
- Provide Medicaid application options to individuals and their representatives. This includes the ONE portal and one (7210+A) paper application options.
- CMEs should implement local processes for APD collaboration and provide support to individuals needing to apply for Medicaid.

Until January 1, 2021 CMEs may continue to use the current 539d application to refer children to APD/AAA for a PMDDT determination. However, the applicant should be informed that additional necessary information necessary will be collected by APD when using that form.

Forms

[APD 539d](#)

[OHP 7210 + Appendix A paper application](#)

<https://one.oregon.gov/> OregONEligibility portal

Additional resources:

OregONEligibility questions: email to One.communications@dhsosha.state.or.us or visit the website <https://www.oregon.gov/dhs/benefits>.

[APD Worker Guide for Medicaid/Presumptive Medicaid Disability Determinations](#)

Central office action required:

Provide ongoing consultation, clarification and training as needed.

Field/stakeholder review: Yes No

If yes, reviewed by: Clackamas CDDP; Columbia CDDP; APD policy; DD foster care policy

Filing instructions:

If you have any questions about this policy, contact:

Contact(s): Becky Smallwood	
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