

# Policy Transmittal Developmental Disabilities Services



Lilia Teninty

**Authorized signature**

**Number:** APD-PT-20-106

**Issue date:** 9/28/2020

**Topic:** Developmental Disabilities

**Due date:** immediately

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

<b>Policy/rule title:</b>	ONE Medicaid application assistance - Oregon Health Authority Community Partnership program for Medicaid applications or redeterminations		
<b>Policy/rule number(s):</b>		<b>Release number:</b>	
<b>Effective date:</b>	October 1, 2020	<b>Expiration date:</b>	
<b>References:</b>	OAR 411-320-0080(2)(f)(A) CDDP Program Application; OAR 411-346-0240(2)(B) Foster Care for Children; OAR 411-360-0190(2)(a)(B) Foster Care for Adults; OAR 411-415-0050(7) Standards for Case Management Services;		
<b>Web address:</b>			

**Discussion/interpretation:** The Oregon Health Authority (OHA) has implemented a new application portal and process for individuals applying for Medicaid. This new system is called the OregONEligibility (ONE) portal. For individuals receiving services from Developmental Disability (DD) programs, additional processes need to be put into

place to ensure that individuals have and/or do not lose Medicaid or Medicaid funded services.

Case Management Entities (CMEs) are required to assist individuals who are needing DD Medicaid services and do not have Medicaid, or may be losing Medicaid. For consistency and continuity, the Office of Developmental Disabilities Services (ODDS) is asking CME's to begin coordinating with the Oregon Health Authority (OHA) Community Partnership (CP) program for Medicaid applications when using the online ONE portal system, if a person is not working with a local Oregon Department of Human Services (ODHS) Aging and People with Disabilities (APD) office to apply for Medicaid.

**Implementation/transition instructions:** CME's must identify how they will provide assistance with Medicaid applications for individuals who are eligible for DD services. If a CME is not making warm referrals to the local ODHS APD office or the OHA CP outreach team, the CME must choose from three different CP role opportunities to provide assistance with Medicaid applications:

- Become an **OHP** Ambassador (make warm referrals to local health coverage assisters listed at [www.OregonHealthCare.gov/gethelp](http://www.OregonHealthCare.gov/gethelp) ); or
- Become a **Certified OHP Application Assister** (help with OHP applications – Medicaid only); or
- Become a **Fully Certified Health Coverage Assister/Navigator** (help with both Medicaid applications and Marketplace applications)

Community Partner Roles/Responsibilities:

**OHP Ambassador** – requires a 1-hour training; staff will be able to initiate a direct/warm referral for Medicaid applicants and connect them directly with a Certified Health Coverage Navigator in their region.

**Certified OHP/Medicaid Application Assister** – requires a 6-hour CP training in ONE; staff will be able to help applicants using a staff individual ONE portal account and have access to application information, receive copies of notices sent to applicants, and be able to advocate for clients via the OHP Processing Center.

**Certified Health Coverage Assister/Navigator** – requires two 6-hour CP trainings; staff will be able to assist applicants with OHP/Medicaid applications and Marketplace coverage and financial assistance which includes private programs for immigrants and people over the Medicaid income limits.

**Training/communication plan:** ALL CME's must notify ODDS (contact information later in this transmittal) **by November 1, 2020** staff who will be a Medicaid Application liaison, and which process the CME will utilize to ensure individuals who are DD eligible and need paid services are enrolled in Medicaid. This information will be added to the CDDP/Brokerage Directory posted on the DHS ODDS Staff Tools Page.

CME's who choose to become an OHP Ambassador or CP OHP/Medicaid Assister may register one or more staff for either of the below ODDS hosted trainings presented by OHA CP Outreach Coordinators. **OHP trainings must be completed by December 31, 2020.**

- A. ODDS CDDP - Brokerage Program Managers Meeting - informational zoom  
**OregONEligibility updates** – Wednesday, September 30<sup>th</sup> 10:00 a.m. – 11:00 a.m. PST (link below)
  
- B. OHP/Medicaid Assister ONE Training -Tuesday, October 20<sup>th</sup> 9:00 a.m. – 3:00 p.m. PST  
Register for Zoom training:  
<https://www.zoomgov.com/meeting/register/vJltcOCrrDoiHLV92YkitxIE4yJowKp2naU> (After registering, you will receive a confirmation email containing information about joining the meeting)
  
- C. OHP/Medicaid Assister ONE Training -Tuesday, November 10<sup>th</sup> 9:00 a.m. – 3:00 p.m. PST Zoom:  
Register for Zoom training:  
<https://www.zoomgov.com/meeting/register/vJltcuitqD0vGVIKozvQA5wbgA9KhDd6z0U> (After registering, you will receive a confirmation email containing information about joining the meeting)
  
- D. OHP Ambassador 1-hour training – Monday, October 26<sup>th</sup> 1:30 – 3:00 p.m. PST  
Register for Zoom training: [https://www.zoomgov.com/meeting/register/vJltdO-trDsuHu\\_Kt6EAvyje5pgvVfMd7oo](https://www.zoomgov.com/meeting/register/vJltdO-trDsuHu_Kt6EAvyje5pgvVfMd7oo) (After registering you will receive a confirmation email containing information about joining the meeting)
  
- E. OHP Ambassador 1-hour training – Thursday, November 5<sup>th</sup> 9:00 – 10:30 a.m. PST  
Register for Zoom training - [https://www.zoomgov.com/meeting/register/vJlft-GtqDlvHzQIBI\\_VtxaXusAjUwTUhYs](https://www.zoomgov.com/meeting/register/vJlft-GtqDlvHzQIBI_VtxaXusAjUwTUhYs) (After registering you will receive a confirmation email containing information about joining the meeting)

**Local/branch action required:**

1. Identify staff who will help individuals who are eligible for DD services and need Medicaid

2. Choose which role the CME staff will fulfill, as indicated above
3. Submit staff information and role to ODDS at: [odds.info@dhsoha.state.or.us](mailto:odds.info@dhsoha.state.or.us), to be added to the CDDP/Brokerage Directory on the ODHS Staff Tools Page
4. Attend appropriate training as indicated in this transmittal
5. Implement Medicaid/ONE application processes beginning January 1, 2021

**Central office action required:** Ongoing transmittals and guidance will be communicated to provide additional details and future training information.

**ODDS-CDDP/Brokerage Program Manager Meeting**

**Wednesday, September 30<sup>th</sup> OregONEligibility updates:**

Join ZoomGov Meeting

<https://www.zoomgov.com/j/1608813762?pwd=OEx3MIJSVkF3VTUvdVRHMm9tV1lxUT09>

**Meeting ID: 160 881 3762**

**Passcode: 350578**

One tap mobile

+16692545252,,1608813762#,,,,,0#,,350578# US (San Jose)

+16468287666,,1608813762#,,,,,0#,,350578# US (New York)

**Dial by your location**

+1 669 254 5252 US (San Jose)

+1 646 828 7666 US (New York)

Meeting ID: 160 881 3762

Passcode: 350578

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:**

**Filing instructions:**

*If you have any questions about this policy, contact:*

Contact(s): Becky Smallwood	
Phone: 503-957-9016	Fax:
Email: <a href="mailto:rebecca.smallwood@dhsoha.state.or.us">rebecca.smallwood@dhsoha.state.or.us</a>	