

# Action Request Transmittal Aging and People with Disabilities



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**Number:** APD-AR-24-014

**Issue date:** 4/9/2024

**Topic:** Provider Information

**Due date:**

**Subject:** Changes in Ownership Assisted Living Facilities

**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*):

Change in Ownership Assisted Living Facility	
<b>Provider Name</b>	<b>Location</b>
The Oaks at Lebanon	Lebanon
<b>Previous Provider Number</b>	<b>Expired</b>
524493	3/31/2024
<b>New Provider Number</b>	<b>Effective</b>
530240	4/1/2024

**Action Required:**

For change in ownership listed above, staff must close the 512 for the previous provider numbers, must update the service plan and open a new 512 for all consumers under the new provider numbers above.

To update the consumer records, staff will need the provider’s name, provider number and the effective date. All needed information is in the new owner’s information table above.

Steps to update each consumer's record:

- Update the service plan in Oregon ACCESS.
- Open a new 512 with the new provider number

To access a list of all consumers served by the previous owner, complete the following steps:

- Go to the Mainframe System
- Enter PESM, P, (provider #)

A list of recent payment authorizations and consumers served by the previous owner will be displayed.

**Field/stakeholder review:**       Yes     No

**If yes, reviewed by:**

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

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