

# Information Memorandum Transmittal Aging and People with Disabilities



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**Number:** APD-IM-21-106

**Issue date:** 11/19/2021

**Topic:** Systems Issues

**Due date:**

**Subject:** Special Cash Pay screens (SPL1, SPL2) to be disabled

**Applies to (check all that apply):**

- |   |   |
|---|---|
| <input type="checkbox"/> All DHS employees                                | <input type="checkbox"/> County Mental Health Directors                       |
| <input checked="" type="checkbox"/> Area Agencies on Aging: Types A and B | <input type="checkbox"/> Health Services                                      |
| <input checked="" type="checkbox"/> Aging and People with Disabilities    | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs                        | <input type="checkbox"/> ODDS Children's Intensive In Home Services           |
| <input type="checkbox"/> County DD program managers                       | <input type="checkbox"/> Stabilization and Crisis Unit (SACU)                 |
| <input type="checkbox"/> Support Service Brokerage Directors              | <input type="checkbox"/> Other ( <i>please specify</i> ):                     |
| <input type="checkbox"/> ODDS Children's Residential Services             |   |
| <input type="checkbox"/> Child Welfare Programs                           |   |

**Message:**

The Special Cash Pay (aka 437) screens will be **disabled on December 1<sup>st</sup>, 2021**.

These screens include SPL1, SPL2, etc. Staff will no longer be able to issue payments using the Special Cash Pay system.

In July 2020, the ONE eligibility system, originally developed to support MAGI medical programs, was expanded to collect data and determine eligibility for non-MAGI medical programs. Most non-MAGI cases were converted into the ONE system by February 2021.

The ONE system has a module that allows staff to issue payments that used to be issued through the Special Cash Pay mainframe system. Therefore, staff should no longer be using the Special Cash Pay system to issue payments. These payments should be issued from the ONE Other Payments module.

In rare circumstances in which a payment cannot be generated from ONE, staff should submit a Service Desk ticket.

Limited staff in APD Central Office can generate payments from the JV system.

Central Office will require a copy of a signed 437 form authorizing the payment before an issuance will be generated.

To expedite issuance, please include the following information when submitting the Service Desk ticket:

- Case number
- Prime number of the Oregonian for whom the payment is to be made
- Name of the Oregonian for whom the payment is to be made
- Payee information – This information indicates who should be listed as the Payee on the check. Payments may be issued to the eligible Oregonian, an authorized payee, or a vendor.
- Payee type – Only provide this information if the payment is being made to an Authorized Payee or a Vendor.
- Dual Payee – Only provide this information if the check should be made to dual payees – for example, “Fred Meyer **for** John Smith”, “Fred Meyer **and** John Smith”, “Fred Meyer **or** John Smith.”
- Branch code
- Address to which the payment should be mailed.
- The pay reason code
- The payment amount
- If the eligible Oregonian receives a MAGI medical program, please indicate if there is a child or pregnant individual in the household

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

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|--|------|
| Contact(s): OIS Service Desk               |      |
| Phone:                                     | Fax: |
| Email: OIS.ServiceDesk@dhsosha.state.or.us |      |