

Information Memorandum Transmittal Aging and People with Disabilities



Jenny Cokeley

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Number: APD-IM-22-073

Issue date: 8/1/2022

CORRECTED: 8/17/2022

Topic: Provider Information

Due date:

Subject: Updated Homecare Worker Credential Renewal Letter

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 checked="" 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 autogenerated credential renewal notice for homecare workers (JMPEXPW) has been updated and is now being sent to homecare workers (HCWs) 120, 90, and 60, days prior to credential expiration. The notice was updated to correct inaccurate information provided to HCWs about the renewal process. A copy of the updated notice is attached.

If you have any questions about this information, contact:

Contact(s): Jenny Cokeley, APD Provider Relations Unit Manager

Phone: Jenny: 503-871-9782

Fax:

Email: Jenny.e.cokeley@dhsoha.state.or.us

Provider Relations Unit
PO Box 14990
Salem, OR 97309-5083

Branch No: 3518
Date Sent: 07/29/2022

Provider Name
Provider Address
City, State, Zip code

Re: Renewing your Medicaid Provider Number Credential
Provider ID: 111111

Dear Provider:

Your provider number credential will expire on 09/30/2022.
To begin the renewal process, please contact your local office at least 70 days before your credential expires. They will give you information about completing a new background check and signing a new provider agreement. When the local office begins the background check process, you will receive an email link to the ORCHARDS portal. You have 21 days to follow the link and provide the required information. Please add bcu.orchards@odhsoha.oregon.gov to your safe list and be sure to check your spam folder.

You must complete and return all required paperwork and have an approved background check before your provider number expires. If your provider number expires, you must not work and will not be paid. You must also reapply at the local office and re-take orientation and required training through Carewell SEIU 503 Training.

If you have any questions about the renewal paperwork or credential process, please contact your local office.

Sincerely,

Aging and People with Disabilities
Provider Relations Unit

JMPEXPW (07/22)