

## Process for Completing a NEW House Bill 2665 Maximum Rate Waiver Application

**IMPORTANT:** Once you begin the online application, you will have to complete the entire application and submit it; there is no option to save and return later. Be sure you have reviewed the program webpage section on [preparing your waiver application](#), which includes all of the information you will need to prepare in order to complete your waiver application in a single session.

- 1.) Click on the link or copy paste it into your web browser address line to begin your application: <https://oha-tsr-prd.azurewebsites.net/>
- 2.) Use the 'Application Type' drop down to select 'New Waiver Application'.
- 3.) Under 'Licensing Agency' drop down select the licensing office for the facility, hospital, or staffing agency.
- 4.) Look up your Facility, Agency or Hospital
  - a. For Safety Oversight and Quality & Health Licensing Office: In the field below the 'Instructions' box, enter the Facility ID or License/Registration Number of the facility or staffing agency and click the blue 'Find Agency' or 'Find Facility' button.

NOTE: Read and follow instructions carefully regarding the format of the number you are entering and number of attempts permitted. If you are having issues after entering the numbers/characters as instructed on the page, contact your associated licensing agency to confirm your license, registration or facility number.

- b. For Health Care Regulation and Quality Improvement: Under the 'County' drop down menu, select the county that your hospital is located in. Under the 'Facility Name' drop down menu, select your hospital name. Click the 'Find Facility' button.

NOTE: Please be sure to select the correct hospital/facility as numerous will be listed.

- 5.) After clicking the 'Find Facility' button your screen will expand and display the Facility information on file for the information you have submitted.
- 6.) Completing step 4 will expand your screen and display the Agency or Facility information on file for the information you have submitted. If the Facility or Agency name and information are correct, check the box indicating 'Yes' and click 'Proceed to Application'.
- 7.) Use the 'Date of License Issuance' field to enter the date the license was issued for the facility, hospital, or agency you provided the Facility ID or License/Registration # for on the previous step.
- 8.) Complete all required business and contact information fields, indicated by a red asterisk. There is an additional optional contact field if you would like a secondary application contact in addition to yourself.
- 9.) Under the 'Waiver Type' drop down select 'Emergency' or 'Non-Emergency' as determined by OAR guidance and/or ORS definitions.
  - a. If you selected the 'Non-Emergency' Waiver type, select your desired waiver duration under the 'Waiver Length' dropdown.
  - b. If you selected the 'Emergency' Waiver type, waivers are automatically assigned a 90-day waiver period as that is the only duration available for this waiver type.
- 10.) The start date of the Waiver will be upon approval. If you wish to set a delayed start date, you can select one from the 'Delayed Start Date Request' under the 'Bill Rate Information' section.
- 11.) Within the rate table under the 'Bill Rate Information' section, enter the number of each personnel type you are requesting and list the desired bill (not wage) rate for each personnel type you are requesting. The table will automatically calculate your maximum allowable agency margin for each rate you

enter. If your waiver request will span over two calendar years, be sure to enter the rate you are requesting for each year.

12.) Complete the 'Justification for Request' section

a. **If you requested an Emergency Waiver**

- i. Use the 'Emergency Event' drop down to select the qualifying event
- ii. Attest to the TSA and Facility listed in this application working together on the response (if this is not true and you are unable to attest to this, you will not be able to complete and submit the application).
- iii. Provide a narrative justification that includes detailed information that will assist OHA in determining the accuracy of your request. Failure to provide complete and valid information that can be confirmed, may result in application denial.

b. **If you requested a Non-Emergency Waiver**

- i. Use the 'Why is a non-emergency waiver being requested?' drop down to select if an acute incident has occurred or an imminent event is anticipated
- ii. Use the 'Non-Emergency Incident or Event' drop down to select your applicable incident or event
- iii. Provide a narrative justification that contains detailed information necessary to confirm your request. This should include information to demonstrate the requirements as outlined in [OAR 403-039-0050 \(2\)](#). Failure to provide complete and valid information that can be confirmed, may result in application denial.

13.) Enter your name and complete the attestation confirmation.

14.) Click 'Submit Application' and **do not leave or navigate away from the page until the submission process is complete**. Note: the submission may take up to 90 seconds to submit.



A confirmation email with a copy of your submission will be automatically sent to the email addresses you provided in the application. This message will include next steps and timelines applicable to your waiver type. If you do not receive a confirmation email, please be sure to check your email spam/junk folders. An application submitted on or after 4pm on a business day will be considered submitted the following business day.