Process for Requesting a House Bill 2665 Maximum Rate Waiver Application RENEWAL

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.

An application for waiver renewal should only be used to extend the time period of your existing approved waiver.

You will need your original waiver application number to begin this process. This can be found in the original application confirmation and approval emails.

Refer to Oregon Administrative Rules 409-039-0060 (Emergency) and 409-039-0070 (Non-Emergency) to ensure you are submitting your renewal within the allowable renewal application time frame.

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 'Waiver Application Renewal'.

3.) Under 'Licensing Agency' drop down select the licensing office for the facility, hospital, or staffing agency. NOTE: The licensing office selected must match the original submitted application selection.

4.) In the field below the 'Instructions' box, enter your original waiver application number as listed in your confirmation email. Be sure to include all numbers and characters (e.g. OR-HB2665-X0123) and click 'Find Application' button.

   NOTE: If you are having issues after entering the numbers/characters as instructed on the page, confirm your application number by referring to your original application submission confirmation email or your original application approval email and that you are submitting the renewal within the allowable timeframe as noted at the top of this document.

If you are still having issues, contact the rate setting team via email at HB2665.Implementation@odhsoha.oregon.gov and be sure to include your full, original application number so that we will be able to assist you.

5.) Completing step 4 will bring you to the application information page. Fields will be pre-loaded with your original application information. As previously noted, fields will be locked as you are not permitted to change any elements of your original waiver application, with the exception of the length and contact information.

6.) Review the contact information fields. Make any necessary updates to ensure information is accurate and current. Complete email confirmation fields for all updated and existing email addresses listed.

7.) Update the 'Waiver Length' field to reflect the additional number of days you are requesting to renew your waiver for. NOTE: Emergency Waivers have a set duration of 90 days, therefore it will be the only option available. Non-Emergency Waivers may be renewed for the duration of 30, 60 or 90 days.

8.) In the bottom open text field, provide a narrative justification as to why you are requesting a renewal, including why you will continue to require exceeding the maximum rates for this incident or event and what efforts have been made to resolve this need.

9.) Under the 'Renewal Confirmation' section, check the boxes to indicate what updates you have made.

10.) Enter your name and complete the attestation confirmations.

11.) 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.