



HEALTH SYSTEMS DIVISION

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Authority

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Date: January 30, 2024

To: HSD Adult Foster Home Licensees
HSD MH Residential Treatment Homes
HSD MH Residential Treatment Facilities
HSD MH Secure Residential Treatment Facilities
HSD Community Based Structured Housing
Community Mental Health Programs

From: Connie Rush, Mental Health Licensing & Certification Manager

Subject: Online Payment and Application System

The Health Systems Division has developed an online payment and license application system. AccessGov is an easy-to-use system that will allow providers to upload their initial or renewal application and pay the required fee online using a credit or debit card.

Why is this happening?

Use of AccessGov will reduce delays in application payment processing while providing a secure system that accepts various payment methods including:

- American Express
- Discover
- Mastercard
- Visa

What do I need to do?

AccessGov will go-live January 1, 2024. Use of this system is optional and is only for those required to pay a bed fee. To use the system, follow the attached MH L&C Online Payment & Application System Guide. This guide will introduce you to the system, walk you through the registration process and provide the steps to submit your application and complete payment of your application fee.

What if I don't want to use the system?

Those who do not wish to use the system may submit their application by email to HSD.MH.Applications@oha.oregon.gov. Fee payments, and applications if not submitting by email, must continue to be mailed to:

HSD - Licensing & Certification
Oregon Health Authority
500 Summer St NE – E86
Salem, OR 97301

What if I'm not required to pay a fee?

Use of this system does not apply to governmentally operated facilities or homes. Government agencies should submit their application by email to HSD.MH.Applications@oha.oregon.gov.