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Memorandum

To: Coordinated care organizations (CCOs)

From: Dave Inbody, CCO Operations director

Date: Oct. 16, 2026

Subject: Health Related Social Needs (HRSN) Data Submission
Guidance for Healthier Oregon Transition of Care

This memo provides guidance about:

- The HRSN data CCOs must submit for Healthier Oregon members, and
- When and how CCOs will need to submit this data.

This is the second of four guidance memos about data submissions required to support member transitions to the Open Card program effective Jan. 1, 2027. Other memos in this series are:

- Non-emergent medical transportation,
- Care coordination, and
- Prior authorization (coming soon).

Why is this happening?

CCOs' timely submission of HRSN data will help ensure continuation of HRSN benefits for Healthier Oregon members as they transition from CCO enrollment to Oregon Health Authority's (OHA) Open Card (fee-for-service) program.

What should you do?

CCOs must fill out and submit the [HRSN Healthier Oregon transition member roster file template](#). This file collects information on the following HRSN data types and member statuses:

- HRSN service authorization
- HRSN service referrals
- HRSN requests
- Minimum required elements

Member roster file:

The [HRSN Healthier Oregon transition member roster file template](#) contains instructions and definitions for the specific data elements CCOs will need to provide. These elements include:

- Member Medicaid ID
- First Name
- Last Name
- Procedure Code
- Modifier Code
- Clinical Risk Factor (Diagnosis Code)
- Start date of service authorized
- End date of service authorized
- Provider Name
- Provider Medicaid (DMAP) ID

CCOs must submit the completed HRSN Healthier Oregon transition member roster file to OHA via their Actuarial Managed File Transfer (MFT) server folder: <https://odhsoha.mft.oregon.gov/>.

Supporting documentation and information:

In parallel with the member roster, CCOs must also submit the following supporting documentation for each Healthier Oregon member via [MFT](#) or [Unite Us](#), using the naming conventions described below.

- Home changes for safety scope of work and vendor information
- Lease, rental agreement, or rent verification form
- Utility bills

- Registered Dietitian (RD) Assessment and Nutrition Care Plan
- Receipts of payment

Naming conventions

All submitted files containing HRSN data must include “HRSN” in the file name. In addition, files delivered to Acentra must include “Acentra” in the file name. Place this directly after Medicaid ID for supporting documentation and first for the member roster file.

PDF documents

Each file (PDF) must use the following naming conventions.

- MedicaidID_Acentra_HOT_[CCO Name]_HRSN_lastname_firstname_original filename_[YYYYMMDD].pdf
- Example:
abcd1234_Acentra_HOT_IHN_HRSN_smith_smurf_utilityinvoice_20261102.pdf

Member roster file:

The HRSN Healthier Oregon transition member roster file must use the following naming conventions.

- Acentra_HOT_[CCO Name]_HRSN_memberroster_[YYYYMMDD]
- Example: Acentra_HOT_EOCCO_HRSN_memberroster_20261102
- This includes all supporting documentation, assessments, and HRSN request forms.

Data submission due dates

CCOs must include data for all Healthier Oregon CCO members who have requested HRSN services from the CCO and will receive HRSN services from Open Card in 2027. Data due on these dates include the member roster file and any supporting documentation and information as listed above. This includes ensuring all required elements are available in Unite Us as applicable.

Data (whether in the roster file or PDFs submitted via MFT or available in Unite Us) must include:

- 1) Members authorized for an HRSN service, either referred to a provider or not.
- 2) Members currently receiving an HRSN service.
- 3) HRSN complete requests not yet authorized.

See table below for date range and submission date information for HRSN services.

Date Range for Data Submission	Submission Date to OHA
At minimum, through 10/26/2026	11/2/2026
At minimum, through 12/2/2026	12/7/2026
At minimum, through 12/17/2026	12/22/2026
At minimum, through 12/31/2026	1/6/2027

MFT upload process

The process outlined below will require the CCO to deliver all data requirements (listed separately):

- Save all relevant files using the naming convention listed above.
- Upload the file to the Incoming MFT/MOVEit server also known as the Actuarial MFT.
- The Office of Health Policy and Analytics will monitor the delivered data on this date and deliver it to the appropriate teams for the transition.

CCOs should ensure that all required documents are uploaded, in an appropriately named file to the MFT/MOVEit server no later than 11:59 p.m. on the designated date.

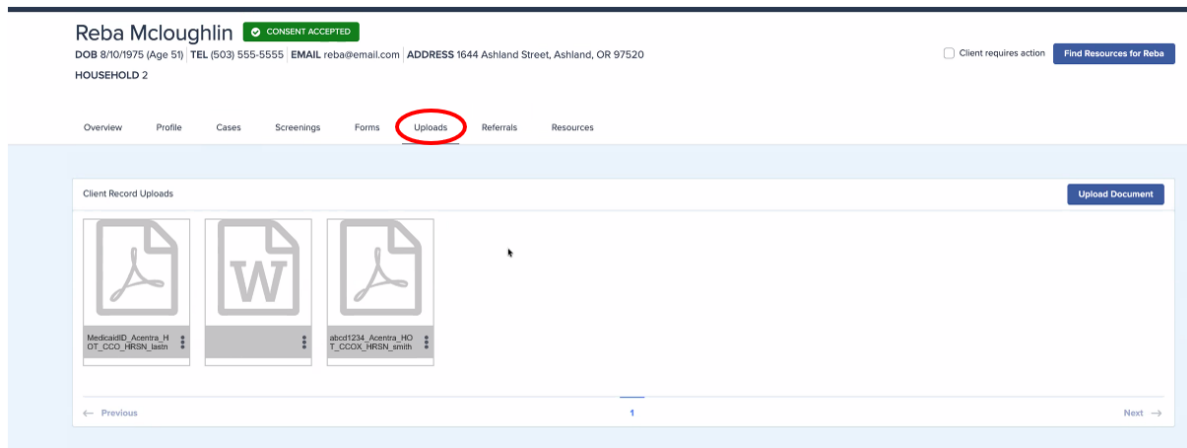
*NOTE: This process does not include HRSN documents that are being transferred through Unite Us. However, the HRSN member roster file must be delivered through this MFT Upload Process.

Guidance for CCOs leveraging Unite Us:

CCOs opting to use Unite Us to support Healthier Oregon data exchange must follow the workflow below.

- HRSN Healthier Oregon transition member roster file: Submit through MFT

- Supporting documentation: Must be saved in Unite Us Uploads tab following the HRSN file naming conventions on or before 11:59 p.m. on the designated date. See graphic below.



Questions?

If you have any questions about this guidance, please email HRSN.program@oha.oregon.gov.

Thank you for your continued support of the Oregon Health Plan and the services you provide to our members.