

## 2025 CCO Personal Injury Liens Policies & Procedures Self-Evaluation Checklist & Attestation

**Background:** The Coordinated Care Organization (CCO) must have written policies and procedures (P&Ps) regarding Personal Injury Liens (PIL), as specified in Exh B, Pt 8, Sec 19, Para b of the [2025 CCO contract](#).

**Instructions:** This Word file contains the 2025 PIL P&Ps content requirements. The requirements are provided in the form of a self-evaluation checklist. The CCO should use the checklist to determine whether its PIL P&Ps meet the 2025 requirements and then resolve any deficiencies prior to submitting the annual Attestation as specified above.

The checklist is primarily for internal use by the CCO. However, in the event OHA requests to review the CCO’s PIL P&Ps, the CCO will be required to submit the completed checklist along with its P&Ps.

**Due Date:** The Attestation for the 2025 PIL P&Ps is due to OHA **by April 23, 2025**, via the Contract Deliverables portal located at <https://oha-cco.powerappsportals.us/>. (The submitter must have an OHA account to access the portal.)

- The Attestation form is located on the CCO Contract Forms webpage at <https://www.oregon.gov/oha/HSD/OHP/Pages/CCO-Contract-Forms.aspx>.
- Submit only the signed Attestation by the due date. Do not submit the checklist.
- Make sure the Attestation is signed by the CCO’s Chief Executive Officer, Chief Financial Officer, or employee with delegated authority as designated by the “Delegation Authorization and Signature Form.”

**Technical Assistance:** The PIL Unit is available for technical assistance prior to submission of the Attestation. The CCO should contact the PIL Unit for assistance as early as possible. The due date for the Attestation will not be extended because the CCO is awaiting assistance. Please email all technical assistance requests to Jake Jensen, Manager – Personal Injury Liens Unit, at [Jake.M.Jensen@odhsoha.oregon.gov](mailto:Jake.M.Jensen@odhsoha.oregon.gov).

<i>Required Content</i>	<i>Reference</i>	<i>For CCO Use<sup>1</sup></i>
1. The P&Ps related to Personal Injury Liens comply with ORS 416.510 through 416.610 and OAR 461-195-0301 through 461-195-0350.	Exh B, Pt 8, Sec 19, Para b(1)	
2. The P&Ps outline the process for requesting lien assignments from PIL.	Exh B, Pt 8, Sec 19, Para i; ORS 416.540(3); OAR 461-195-0321(1-10)	
3. The P&Ps require the CCO to utilize lien filing and release templates approved by OHA and to submit them for approval by January 31 of	Exh B, Pt 8, Sec 19, Para k-l; ORS 416.560	

<sup>1</sup> Use this column to identify the page(s) and section number where this information is found in the PIL P&Ps.

<i>Required Content</i>	<i>Reference</i>	<i>For CCO Use<sup>1</sup></i>
each Contract Year and upon any material change.		
4. The P&Ps outline the process for filing and releasing liens with the appropriate county clerk.	Exh B, Pt 8, Sec 19 Para l-n; ORS 416.540(4); ORS 416.550(1)(a)(b)(2)	
5. The P&Ps identify the process for requesting a written lien compromise approval from PIL.	Exh B, Pt 8, Sec 19, Para p; OAR 461-195- 0320(2)(1-5)	
6. The P&Ps outline the process for reviewing offset payments from PIL and the payment to PIL's for the offset payment recovery process.	Exh B, Pt 8, Sec 19, Para q; ORS 416.540(6); OAR 461- 195-0325(2)(e)	
7. The P&Ps detail any thresholds for determining whether to obtain a lien assignment.	Exh B, Pt 8, Sec 19, Para b(2)	

2025 PIL P&Ps self-eval checklist 01232025