

Guide: Presumptive Eligibility process for Certified Community Partners

Summary: Community Partners can now perform Presumptive Eligibility determinations during the COVID-19 pandemic, effective immediately.

What is Presumptive Eligibility (PE)?

The Affordable Care Act allows states to qualify certain entities to determine “presumed” (or “likely”) eligibility for some OHP programs based on a quick screening of primary eligibility factors. PE is temporary coverage, does not cover labor and delivery, and requires a person complete a full application if they want benefits to continue beyond the temporary period. For eligible individuals, PE can sometimes allow coverage to start more quickly than waiting for a full application to be processed.

CPs can now become a Qualified PE Partner and do Presumptive Eligibility

- Community Partners interested in completing PE applications must have an active Assister ID.
- Obtain confirmation from your supervisor of your organization’s agreement to participate before beginning the training.
- Upon completing two on-line on-demand trainings and passing a quiz, CPs will be considered “Qualified PE Partners”, and may enroll applicants using the same forms that hospitals use.
- DHS|OHA will honor application and decision forms completed according to the new process.
- Whenever possible, it’s recommended that a full OHP application via the ONE Applicant Portal is attempted before utilizing this PE process.
- During the emergency period, Qualified PE Partners may help applicants apply for PE by phone. Face-to-face interviews are not required during the COVID-19 emergency period.

Why is this happening?

As part of Oregon’s response to the COVID-19 pandemic and current social distancing requirements, OHA is making changes to reduce or eliminate face-to-face contact during the application process.

Steps to become a Qualified Presumptive Eligibility Partner: Find links at <http://bit.ly/ohp-hpe>

- Take the “Overview” training
- Take the “Making Determinations” training
- Take and pass the Quiz (you may take it multiple times)

To conduct PE assistance by phone:

1. Whenever possible, please have applicants complete a full OHP application via the ONE Applicant Portal before using this new PE process. This is expected to be the quickest path to coverage for most applicants.
2. Complete the CP Consent Form (Form 6610) using the remote assistance instructions.
3. Review all information on the PE Application (Form 7260) verbally with the applicant.
4. Ask the applicant whether they agree that the information reviewed is true and accurate as stated; the applicant's answer will act as the verbal signature.
5. Put the applicant's name into the signature line with a note that signature was obtained verbally.
6. Review the approval or denial notice verbally with the applicant and tell them the notice is their proof of coverage until benefits show in the OHP system.
7. Mail or securely email the determination notice (Form 3263A for approval, or 3263B for denial) and a copy of the PE application (Form 3260) to the address provided on the application.
8. Fax or email the following forms to OHP within 5 days of completing the PE determination:
 - ✓ Fax Cover Sheet (*ALWAYS include* with both email and fax submissions)
 - ✓ Community Partner Consent Form
 - ✓ PE Application
 - ✓ PE Approval or Denial notice

If faxing: 503-373-7493.

If emailing: hospital.presumptive@dhsosha.state.or.us

Forms available at <http://bit.ly/ohp-hpe>

(Available in English, Spanish, Russian, Vietnamese, Somali, Simplified Chinese, Traditional Chinese)

- OHP 7260 – PE Application
- OHP 3263A – PE Approval Notice
- OHP 3263B – PE Denial Notice

Other tools available at <http://bit.ly/ohp-hpe>

- HPE Fax Cover Sheet
- Quick guide to citizenship and immigration status for HPE determinations
- Quick Guide to Eligibility for HPE Determinations (income and household size guide)

Where to find all forms, tools, training and quiz?

Visit <http://bit.ly/ohp-hpe>

Questions?

Contact your Regional Outreach Coordinator or Community.Outreach@dhsosha.state.or.us

Thank you for the important work you are doing during this critical time to support the Oregon Health Plan and our members.