

Health Services  
Office of Medical Assistance Programs

Rick Howard, Manager  
OMAP Health Financing Section

Authorized Signature

Number: OMAP AR-04-002

Issue Date: 05/21/04

Topic: Medical Benefits

Effective Date: 05/21/04

Subject: Weekly Enrollments Must be Completed by Tues. 5/25/04

Applies to (check all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> All DHS employees             | <input type="checkbox"/> County Mental Health Directors   |
| <input type="checkbox"/> Area Agencies on Aging        | <input type="checkbox"/> Health Services  |
| <input type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities   |
| <input type="checkbox"/> County DD Program Managers    | <input checked="" type="checkbox"/> Other (please specify): DHS staff and others identified on the SPD, CAF, OHMAS and OMAP transmittal lists |

Action Required:

All weekly, managed care enrollments must be completed by Tuesday, May 25, 2004, to be effective May 31, 2004. Staff will not have access to KSEL and ENRC screens on May 26, 2004.

Reason for Action:

Because the 31st of May falls on a Monday, and because of the way MMIS processes and creates the weekly and monthly enrollment files, DHS must change the cut-off date for weekly enrollment for the week of May 24, 2004, to Tuesday, May 25, 2004, in order to ensure the weekly and monthly enrollment files are created in the correct order.

Field/Stakeholder review:  Yes  No

If yes, reviewed by:

*If you have any questions about this action request, contact:*

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