



Oregon

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Date: February 12, 2008
To: Outreach Coordinators
From: [Valerie Rux](#), OHP Project Specialist
Subject: OHP outreach site updates

I hope your new year has started out well. Please carefully read this letter and share the information with your frontline OHP outreach staff. Thank you in advance for helping us relay these important updates.

Use the word “outreach” instead of “eligibility” in job titles

DMAP clients occasionally become confused when working with staff at outreach sites, thinking you are DHS employees. Many of you have messages on your answering machine identifying you as OHP “eligibility” workers. Please remove the word “eligibility” from your title, answering machines, business cards, etc. We’d greatly appreciate it if outreach staff would use the title “OHP Outreach Worker” instead. If you have any questions or concerns with this, please feel free to call me so we can discuss this.

30-day window begins with the date on pre-stamped 7210R forms

I need to provide clarification about processing the new OHP 7210R (OHP Reservation List application). There has been some confusion about the process. Once clients complete a 7210R, they must return it to a DHS/AAA office within 30 days from the date of request (OHP 7210R mail date) that will already be stamped on the application. Turning forms in to an outreach site within 30 days will not count. Outreach sites will NOT be asked to stamp the “date-received” box for the OHP 7210R or any other DHS application.

2008 FPLs

The new Federal Poverty Level guidelines for 2008 are available on the DHS web site at <http://dhsforms.hr.state.or.us/Forms/Served/DE5530.pdf>.

“Assisting People to Become Independent, Healthy and Safe”
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New outreach Web page

I have been working on a Web site for contracted outreach sites that I hope will go up very soon. Once it is available, I will let you know. It will have an eSubscribe option, meaning you can sign up to receive e-mail alerts any time something new is posted there. In fact, we will auto-subscribe those whose e-mail addresses we know already. The Web pages will include:

- Duties and responsibilities of outreach sites
- How to become an outreach site
- Frequently asked questions (FAQs) and answers
- Training calendar, including additional training dates and locations;
- DHS office locations
- Links to commonly used DHS forms
- Announcements

More training opportunities

I have been working on setting up some additional training opportunities for 2008 that will reduce travel time and costs for you. Last year we traveled to Medford, Eugene, Springfield, Bend and Hood River for outreach training. To date I have scheduled the following:

- Medford, April 1, 2008, 1 to 4:30 at Rogue Valley Medical Center
- Coos Bay, April 2, 2008, 8:30 to 12 at DHS District 7 office at 2110 Newmark Avenue, Coos Bay (on the SOCC campus)
- Seaside, April 18, 2008 1 to 4:30 at Clatsop CC South County Center at 1455 N Roosevelt Dr., Seaside

If you would like to attend the Medford, Coos Bay or Seaside training, please write these in on the registration form. I am including the 2008 training calendar and registration form. Thank you for all of the hard work you put into helping our clients apply for the Oregon Health Plan.

Questions?

Contact me at 503-945-6526 or Valerie.Rux@state.or.us.