



**Date:** April 6, 2015  
**To:** Hospital Presumptive Eligibility (HPE) Site Contacts  
**From:** Don Ross, Manager  
Medicaid Policy and Planning Section,  
**Subject:** HPE Data Request and Updates

Thanks again, everyone, for helping to make the Hospital Presumptive Eligibility (HPE) program in Oregon a success. This letter is to request data reports, to assist you in using OHA’s secure email system and to provide a reminder about procedures for HPE submissions.

### Data Reports

OHA very much appreciates the efforts of the hospitals that turned in their data for 2014 when we sent out the request in January. Given that hospitals joined the program incrementally throughout 2014, we had a mixed year of data, with just one or two months for some hospitals, most of a year for others, and everything in between. From just the 23 hospitals that reported, however, we could tell that the program has been well-received and well-handled by the hospitals.

We found that a great majority of applications that were submitted were submitted properly and that hospitals had accurately determined the applicant as HPE-eligible. We found that hospitals were going “above and beyond” in ensuring that HPE applicants complete and submit the full application for ongoing eligibility by assisting the applicant to fill out and turn in the application or connecting them directly with an Application Assister.

We found that some hospitals were completing as many as 500-700 HPE applications in a single month and that all reporting hospitals were doing significant work for the program. The only negative finding was that, in general, hospitals are not significantly serving their greater communities with HPE. The vast majority of HPE applications were submitted for hospital patients rather than for community members who were not patients of the hospital.

Beginning with the first calendar quarter of 2015, January1 through March 31, OHA is asking hospitals to submit data quarterly. OHA will send out a reminder just after the quarter has ended with a form attached for the current reporting period, and hospitals are required to submit their data for the three-month period by the end of the second week of the second month following the end of the quarter. The form for the first reporting period is attached. The following table shows the data reporting schedule for 2015.

Period Covered	Report due
January-March 2015	May 8, 2015
April-June 2015	August 7, 2015
July-September 2015	November 13, 2015
October-December 2015	February 7, 2016

Please submit Quarterly data reports  
to: [Janna.Starr@state.or.us](mailto:Janna.Starr@state.or.us)

## Tips on Secure email

OHA’s secure email is available for submitting HPE Applications (7260’s) and HPE Approvals (3263A’s) for those seeking HPE who have a need for prescriptions or immediate medical attention for a life threatening condition.

- **Email the HPE mailbox, [hospital.presumptive@state.or.us](mailto:hospital.presumptive@state.or.us), and request a secure email from OHA**

You will receive an email notification to your personal account telling you that you have a secure message from DHS/OHA. That email contains a link that you click to retrieve your secure message. You must be connected to the Internet and have a web browser in order to view your message.

- **How to set up your OHA secure email account**

The first time you receive a secure email from DHS or OHA, or when you go to <https://secureemail.dhsoha.state.or.us/encrypt>, you will be able to set up an account. Select the “Click here” link in the notification email you received to enter your first and last name and create a password, then select “Continue.” The secure email you received will be displayed.

- **How to initiate a secure email**

To initiate a secure email to OHA after you have registered, visit this link:

<https://secureemail.dhsoha.state.or.us/encrypt>

Enter your email address and click “Continue”. You will be prompted to enter your password.

## Reminders for Submitting HPE Applications

What to Submit	How to Submit	Where to Submit	When to Submit
<b>HPE Application (7260) with Approval (3263A)</b>	<ul style="list-style-type: none"> <li>* Secure email together for urgent needs</li> <li>* Fax together for regular HPE apps</li> </ul>	<p><a href="mailto:hospital.presumptive@state.or.us">hospital.presumptive@state.or.us</a></p> <p>503-373-7493</p>	<p>Within 5 working days following the date of service.</p> <ul style="list-style-type: none"> <li>* If receiving service, date of service is the Date of Notice on the 3253A</li> <li>* If not receiving service date of determination is the Date of Notice</li> </ul>
<b>HPE application (7260) with Denial (3263B)</b>	Fax together	503-373-7493	Within 5 working days following the date of HPE determination
<b>Full Medicaid application (7210) –</b>	Fax alone with no other documents	503-373-7493	By last day of the month following HPE determination

**Questions?** For more information about this program, [visit the HPE Web page](#). HPE is covered in [Oregon Administrative Rule 410-200-0105](#). If you have any questions, please contact Janna Starr at [janna.starr@state.or.us](mailto:janna.starr@state.or.us) or call 503-947-1193.

**SAVE the DATE – MAY 8 10:00–11:30 AM – HPE Refresher Webinar and Q & A**