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**Date:** May 30, 2024

**To:** Secure Residential Treatment Facility (SRTF) providers  
Acute care hospitals  
Oregon State Hospital

**From:** Donny Jardine, Medicaid Behavioral Health Policy manager  
Medicaid Programs

**Subject:** SRTF approval and reauthorization timeframes

All approved SRTF placements are good for 90 days after the approval date. SRTF providers should ensure continuity of care by doing the following no later than 30 days before the approval's expiration date:

- Submit a completed CH-009 form with supporting documents for the Plan of Care.
- Coordinate with the Independent and Qualified Agent (IQA), Comagine Health to schedule an assessment and develop the Person-Centered Service Plan.

### Why is this happening?

This process will ensure that:

- There is no break in payment to the SRTF provider,
- Individuals successfully transition to, or continue care in, the SRTF, and
- The IQA can establish continued medical necessity/appropriateness to create the Plan of Care.

### What should you do?

Please track the approval date for all approved SRTF placements. Complete and submit a new CH-009 to the IQA 45 to 30 days before the current approval ends. Failure to complete and submit a new CH-009 form to the IQA within these timeframes may impact payment from Medicaid.

### Questions?

If you have any questions about this announcement, please contact David Sant, MBA, MSW, LCSW, LICSW at [david.sant@oha.oregon.gov](mailto:david.sant@oha.oregon.gov).

Thank you for your continued support of the Oregon Health Plan and the services you provide to our members.