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Hospital Presumptive Eligibility

Reporting Requirements

Module 3 of 3

Agenda

Summary

Learning objectives

Overview of reporting

Hospital recordkeeping requirements

Key Points

Resources

Summary

- This is the third module in the series for HPE training
- The first module covered:
  - HPE program overview
  - The hospital and hospital staff role
  - Who can apply
  - HPE coverage period and benefits
- The second module covered:
  - Making a determination
  - Steps for hospital employees
  - Applicant next steps
  - Informing ODHS/OHA of the determination and verifying coverage

Learning Objectives

Participants will understand what information is tracked

Participants will understand what hospitals need to report and why it is important

Participants will understand recordkeeping requirements

Participants will understand how to submit reports to OHA

OVERVIEW OF REPORTING

What does OHA track?

- Number of applicants who submit the full OHP application (7210) on time after an approved HPE determination is made that looks at:

  - Who was approved for full OHP coverage and,

  - Who was denied full OHP coverage

  - Accuracy of completed HPE applications and decision notices

  - Accuracy of eligibility decisions.

Hospital reporting requirement

- Qualified HPE sites must submit a report every quarter. This is done by the hospital's main contact.

- OHA will send out a reminder, with the reporting form, just after the quarter has ended.

- The hospital's main contact will have a full month to complete and submit the report.

- Hospitals must submit their data as follows:

Period covered	Report due
Quarter 1 January – March	May 1
Quarter 2 April – June	August 1
Quarter 3 July – September	November 1
Quarter 4 October – December	February 1

Why is reporting important?

- OHA will review quarterly reports and all HPE application submissions to:
  - Ensure hospitals are providing OHP application help to those approved for HPE
  - Ensure accuracy of HPE determinations and notices
  - Track data regarding use of the HPE program, including numbers of approvals and denials.
  - Assess program effectiveness as a quick path to OHP coverage.

What do hospitals need to report?

Total number of patient and non-patient applicants who:

- Received an eligibility determination (OHP 7260)
- Were issued an approval notice (OHP 3263A)
- Were issued a denial notice (OHP 3263B)
- Were provided the full OHP application (OHP 7210), and
    - Received direct assistance from the hospital,
    - Were referred by the hospital to an OHP-Certified assister contact outside of the hospital, or
    - Only received the full OHP Application (OHP 7210)

The quarterly report

Has four tabs in the report workbook that need to be reviewed and completed.

- Instructions

- Quarterly Overview

- Applicant Detail – Patient

- Applicant Detail – Non-Patient

| Instructions | Quarterly Overview | **Applicant Detail - Patient** | Applicant Detail - Non-Patient |

Completing the quarterly report

- It may be best for each Hospital Representative to enter determinations into the report under the relevant tabs as determinations are made:

  - Applicant Detail – Patient tab or,

  - Applicant Detail – Non-Patient tab

- All fields must be completed.

HPE Reporting Template (draft) (rev. 10/24)
Applicant Detail - Patient

Date	Prime Number	Date of Birth	SSN (if applicant has one)	Last Name	First Name	Middle Initial

Approval Notice	Denial Notice	Application Provided

Example of Applicant Details in report

All fields are completed with all known applicant information.

- One applicant received a denial notice
- One applicant received an approval notice
- Both applicants were provided ways to complete the full OHP application

HPE Reporting Template (draft) (rev. 10/24)
Applicant Detail - Patient

Date	Prime Number	Date of Birth	SSN (if applicant has one)	Last Name	First Name	Middle Initial	Approval Notice	Denial Notice	Application Provided
9/1/2024	XXX000X	7/16/1989		Doe	Jose		No	Yes	With referral to an application assister:
9/1/2024	XX00X0X	9/6/1997	555555555	Doe	Jane		Yes	No	With direct application assistance from hospital:

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Completing the quarterly report cont.

The hospital main contact is responsible for completing and reviewing the entire report before submitting to OHA.

- This includes completing the:
  - Quarterly overview tab that will reflect the collective work of all hospital representatives for the quarter.

Contact information					
Hospital name:				Contact name:	
Contact phone:				Contact email:	

Reporting period

Quarter:	1st Quarter (January-March)		Year:	2024
For location:				

For all HPE (OHP 7260) determinations completed at this location, enter the following:

	Month 1	Month 2	Month 3	Total for Quarter	% of Total
Total completed:				0	#DIV/0!
For patients:				0	#DIV/0!
For non-patients:				0	#DIV/0!
Total Approval Notices (OHA 3263a) issued:				0	#DIV/0!
For patients:				0	#DIV/0!
For non-patients:				0	#DIV/0!
Total Denial Notices (OHA 3263b) issued:				0	#DIV/0!
For patients:				0	#DIV/0!
For non-patients:				0	#DIV/0!
Total applications provided:				0	#DIV/0!
With direct application assistance from hospital:				0	#DIV/0!
With referral to an application assister:				0	#DIV/0!
With no application assistance or referral:				0	#DIV/0!

Instructions	Quarterly Overview	**Applicant Detail - Patient**	Applicant Detail - Non-Patient

*OHA will inform the hospital main contact if there is a need to resubmit or correct any reporting

Examples of completed report

- A completed report should have all details filled out.

- If no activity was conducted, list "0" as the total for that month

- The "Total for Quarter" column will automatically update based on the information reported in columns for "Month 1", "Month 2", and "Month 3".

OREGON HEALTH AUTHORITY

HPE Reporting Template (draft) (rev. 10/24)
Quarterly Overview

Contact information

Hospital name:	Fun Hospital	Contact name:	Susan Doe
Contact phone:	555-555-5555	Contact email:	sdoe@funhospital.org

Reporting period

Quarter:	3rd Quarter (July-September)	Year:	2024
For location:	Fun Hospital - Portlandia		

For all HPE (OHP 7260) determinations completed at this location, enter the following:

	Month 1	Month 2	Month 3	Total for Quarter	% of Total
Total completed:	0	0	2	2	100%
For patients:			2	2	100%
For non-patients:				0	0%
Total Approval Notices (OHA 3263a) issued:	0	0	1	1	50%
For patients:	0	0	1	1	50%
For non-patients:				0	0%
Total Denial Notices (OHA 3263b) issued:	0	0	1	1	50%
For patients:				1	50%
For non-patients:				0	0%
Total applications provided:	0	0	2	2	100%
With direct application assistance from hospital:				1	50%
With referral to an application assister:				1	50%
With no application assistance or referral:				0	0%

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Submitting the quarterly report

The hospital's main contact must send the completed report by **secure** email to the HPE program team at: HPE.Program@odhsoha.oregon.gov.

- Using ODHS/OHA's secure email portal: https://secureemail.dhsoha.state.or.us/encrypt

- The secure email portal must be used anytime there is Personal Identifiable Information (PII).

HOSPITAL RECORDKEEPING REQUIREMENTS

Documents to retain on file

- HPE fax cover sheet, decision notice, HPE application
- A record of the way in which the applicant was supported in completing the full OHP application.
  - The completed HPE Fax Cover Sheet can serve as record of completion and submission of the OHP paper application.
- Quarterly Reports

* It may be useful to keep quarterly files that line up with the reports you send to OHA.

Reminder: Hospitals must keep records of all applications for three years.

Key Points

- Hospitals must complete a quarterly report.
- The hospital representatives are responsible for tracking all HPE applications and providing this information to the hospital's main contact.
- The hospital's main contact is responsible for submitting the completed report every quarter.
- All reports or emails with PII must be sent using the state approved secure email portal.
- OHA will send reminders to the hospital's main contact when the report is due.
- Hospitals must keep records of all applications for three years.

HPE Resources

Resources to learn more:

- **CPOP HPE team email**: HPE.program@odhsoha.Oregon.gov
- **ODHS/OHA HPE Eligibility – OHP Customer Service:** Hospital.Presumptive@odhsoha.Oregon.gov
- **OHA HPE Website**: https://www.oregon.gov/oha/HSD/OHP/pages/hospital-pe.aspx
- **CPOP website**: https://oregoncpop.org/
- **Secure Email Portal:** https://secureemail.dhsoha.state.or.us/