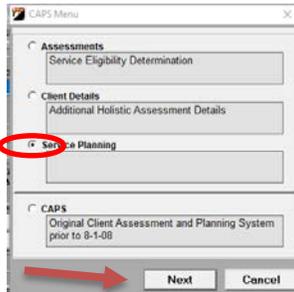


Store to Door – how to add this service to your OPI service plan on Oregon Access

1. From the CAPS menu, go into service planning.

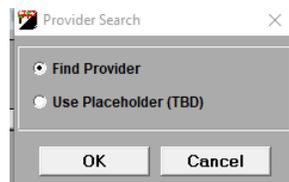


2. In the services section of the service planning screen, select “Misc OPI Services” in the Services box.



3. Click on the “provider search” button

Provider Search



4. Select find provider, then click on OK.
5. Select All Providers and type Store to Door in the Business field. Click on Search. You may also search by provider number and there are two that will work: 519871, or 519032.

SSN/TIN: OMAP/MMIS Prov Nmbr:
 Last Name: First: City:
 Business: **STORE TO DOOR** Type:
 Sounds Like: Active Providers **All Providers**

6. Click on Store to Door from the list to highlight it in blue, then click on Add to Assessment. There are two provider numbers listed; you may select either one.

Result		Return to Original Search				
SP	Ind	Full	SSN/TIN	City	Enr	Prov #
N	P	STORE TO DOOR	943105555	PORTLAND	I	519871
N	P	STORE TO DOOR	943105555	PORTLAND	I	519032

- Ignore the “I” for invalid. The invalid status will not affect the service – the plan is valid.

Result		Return to Original Search				
SP	Ind	Full	SSN/TIN	City	Err	Prov #
N	P	STORE TO DOOR	943105555	PORTLAND	I	59871
N	P	STORE TO DOOR	943105555	PORTLAND	I	579032

- Store to Door will now appear in your Services list on the service planning screen. Add the begin date, and proceed to assigning hours and creating the 546.

Services For Plan #1					Pln Act
Row #	Services	Provider Name	Begin Date	End Date	Invalid Entry
1	Misc OPI Services	STORE TO DOOR		03/02/2019	<input type="checkbox"/>

- In the “remarks” section of the 546, be sure to include **number of deliveries per month**, any **co-pay amount**, **case manager name and contact info**, which **DC or EE organization** the client is with, and the **end date** for the service plan. Some of this information may be elsewhere on the form, but Store to Door appreciates having it summarized in remarks.

- Fax the completed 546 to Store to Door at 971-239-4951.