



Use of 546N and 546SF

546N

OPI case managers shall **use form 546N** In-home Service Plan on Oregon Access to request that an in-home agency **start, stop, reauthorize, or change in-home services for an OPI client**. Complete the 546N on Oregon Access (OA), print it, then fax or scan/attach in a secure email to the in-home agency. Be sure to include both pages of the 546. Also send the **598N task list** when starting, reauthorizing or changing services.

Use the Section 3 “Remarks” section **on the 546N** to indicate:

- program: OPI
- monthly client co-pay amount or percentage, **or** write “no co-pay”
- DC or EE code- see chart below
- case manager phone number, if incorrectly auto-filled by OA
- case manager email address
- if applicable, client designated contact person, relationship to client, and phone number
- any other instructions the agency may need

The remarks field on the 546 allows entry of 4-5 sentences.

DC codes

FH - Friendly House
NE - N/NE Consortium
ME -IRCO
PT - Impact NW
EC -East County YWCA

EE codes

GG - SAGE
UL – Urban League
IR - IRCO
AS – Asian Health and Service Center

Please refer to the document “In-home Care Agency Provider Number & Rate” on the ADVSD website provider page, CS: Case Management to find in-home agency rate.

546SF

This form is **used to close services** with an **in-home agency when OA won't allow you to alter the 546N electronically** because the service plan has been closed by OA.

Normally you would close services by entering information into the "remarks" section of the 546N on OA, and using the “hours access” feature on OA, then sending the form to the in-home agency.

The 546SF is not available on Oregon Access; it must be printed and completed by hand. Find the 546SF on the State forms site [State Forms](#) or on the ADVSD website provider page under CS:Case Management .

Fax/scan completed 546SF to in-home agency; put original in client file; narrate action. **Also acceptable in this situation:**

Make a copy of the original 546; write in changes by hand. Fax/scan to in-home agency; put altered 546 in client file; narrate action.