

**Old Age Pension  
Dental Assistance Program for Seniors  
Eligibility Verification Procedures FY2014**

1. Verification through the Web Portal
  - a. Go to [www.colorado.gov/hcpf](http://www.colorado.gov/hcpf) ; select secured site from menu along top.
  - b. Log on with user name and password.
  - c. Select eligibility from the Menu on the left side of the screen; select eligibility inquiry from drop-down menu.
  - d. Select CDPHE as provider ID; enter the date (you cannot use a future date); enter patient's last name, first name and date of birth (DOB) as mm/dd/yyyy; select submit...patient will need to be 60+ yrs old (today in 1953 or before).
  - e. Eligibility status will be noted half-way down the page....rejected, Medicaid, or OAP.
  - f. **Print this page and maintain copy in patient's chart**
  - g. \*\*\*If Medicaid or QMB eligible send email with the subject line "Eligibility" to [cdphe\\_oapdental@state.co.us](mailto:cdphe_oapdental@state.co.us) with patient's State ID only (not name nor SSN) – obtained from the eligibility report you receive from checking in the portal. We will check long-term care eligibility every Monday morning. You will receive a response with the results of the eligibility checks on Monday afternoons or Tuesday mornings, at the latest. If patient is not eligible for long-term care services, they are eligible for treatment. If the patient is eligible for long-term care services, they are NOT eligible for services.

\*\*note: if you use dual monitors, perform eligibility checks on the main monitor as certain features do not work properly when using the second monitor

\*\*Also note: If a holiday falls on a Monday, the eligibility checks will be done on Tuesday with results being sent out Tuesday afternoon into Wednesday morning.
  - h. Log off Web Portal.

2. Verification with Medicaid card
  - a. **Make a copy of patient's Medicaid card and maintain a copy in the patient's chart**
  - b. Send email with the subject line of "Eligibility" to [cdphe\\_oapdental@state.co.us](mailto:cdphe_oapdental@state.co.us) with State ID only (not name nor SSN) – obtained from the eligibility report you receive from checking in the portal. We will check long-term care eligibility every Monday morning. You will receive a response with the results of the eligibility checks on Monday afternoons or Tuesday mornings, at the latest. If patient is not eligible for long-term care services, they are eligible for treatment. If the patient is eligible for long-term care services, they are NOT eligible for services.
3. Verification of Medicare Savings Programs (SLIMB, QI-1) (note: QMB procedure is same as Medicaid above)
  - a. Follow portal procedure above (#1 a-f)
  - b. Eligibility report will state: Ineligible
  - c. From the eligibility report, note the patient's STATE ID.
    - i. If the STATE ID is not listed, then send an email with the subject line of "Eligibility" to [cdphe\\_oapdental@state.co.us](mailto:cdphe_oapdental@state.co.us) stating that you need to check eligibility for a patient, who does not have a state ID. Please include the best phone number to reach you on Monday mornings between 8am-10am. Veronica will then call you on Monday morning to get the patient's information over the phone, so that the patient's private information is not sent through email. If the patient is found in the database, then Veronica will be able to provide you with the patient's STATE ID while on the phone with you. She will then reference that STATE ID in a follow-up email later in the day with the eligibility results for those patients discussed over the phone.
  - d. If you have the patient's STATE ID, then send an email with the subject line of "Eligibility" to [cdphe\\_oapdental@state.co.us](mailto:cdphe_oapdental@state.co.us) with the patient's STATE ID and a note stating which Medicare Savings Program you think they are eligible for (SLIMB or QI-1) – (ex: STATE ID, check MSP SLIMB). Veronica will check

LTC at the same time for these patients on Monday mornings, with results being sent out Monday afternoons or Tuesday mornings, at the latest.

4. Verification with OAP Letter

- a. This letter will need to identify the particular patient and display that the patient is specifically receiving OAP benefits.
- b. **Make a copy of the patient's letter of eligibility for Old Age Pension and maintain copy in the patient's chart –**

**\*\*Note: All non-OAP seniors will need their eligibility verified through Veronica prior to receiving treatment.**

**Any questions?** – Send your question(s) to [cdphe\\_oapdental@state.co.us](mailto:cdphe_oapdental@state.co.us) with the subject line of “Question,” or you may also contact:

Corinne Allen-Ziser 303-692-3652 [corinne.allen-ziser@state.co.us](mailto:corinne.allen-ziser@state.co.us)

Veronica Marsh 303-692-6322 [veronica.marsh@state.co.us](mailto:veronica.marsh@state.co.us)