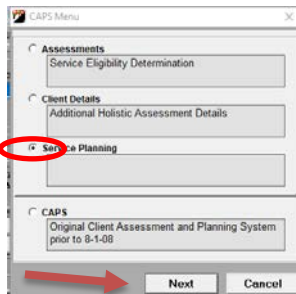
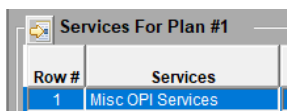


## Store to Door – how to add this service to your OPI service plan on Oregon Access

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

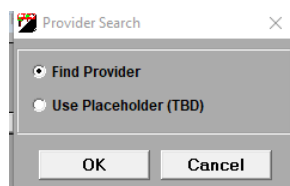


2. In the services section of the service planning screen, select “Misc OPI Services” in the Services box.



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     | Prov #   |
| N      | P   | STORE TO DOOR             | 943105555 | PORTLAND | I 59871  |
| N      | P   | STORE TO DOOR             | 943105555 | PORTLAND | I 519032 |

- 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.