

OVERTIME AND TRAVEL TIME FOR OPI HOMECARE WORKERS

HCW Overtime

The HCW is responsible for ensuring they work within their established cap. It is strongly recommended that OPI staff work proactively and collaboratively with the Consumer and Provider. There is a shared responsibility between the three parties involved to manage the service plan.

- The case manager must not authorize a provider to work beyond their hour's limitation;
- The consumer must not ask nor allow a HCW to work beyond their hour's limitation except in emergency situations' and
- The HCW should not work beyond their hour's limitation except in an emergency.

The DHS/SEIU HCW contract agrees to limit the number of hours a HCW is authorized to work in a work week (Sunday midnight to Saturday Midnight) to 40 hours a week and in few situations 50 hours a week. This applies to the combined hours worked for consumer- employers (Medicaid, OPI, State Plan Personal Care, etc.) the HCW works for.

Training information:

CM Webinar - This webinar from last fall reviews the HCW payment screens on the main frame and clarity.

<http://www.dhs.state.or.us/spd/tools/cm/opi/HCW%20Overtime%20staff%20information%20final%2010-6-17.pdf>

Main Frame screens to use:

- SHHW,provider# - shows total hours authorized and worked (paid)
- SOTI,provider# - shows Overtime hours paid
 - Detail screen from is SOTD (overtime payment detail) it shows the voucher and using function key F11, gives the details on each voucher.
- HINQ,provider# or consumer prime # - details HINV will show procedure code OROT1 when OT is paid.

Related Transmittals:

PT 16-008, <http://www.dhs.state.or.us/policy/spd/transmit/pt/2016/pt16008.pdf>

PT 16-031, <http://www.dhs.state.or.us/policy/spd/transmit/pt/2016/pt16031.pdf>

PT 16-032, <http://www.dhs.state.or.us/policy/spd/transmit/pt/2016/pt16032.pdf>

PT 16-042, <http://www.dhs.state.or.us/policy/spd/transmit/pt/2016/pt16042.pdf>

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Further information is located on APD staff tools,
<http://www.dhs.state.or.us/spd/tools/cm/FactSheetFLSA%20OT%20Implement%209-2016.pdf>

Travel Time

PT 15-042, <http://www.dhs.state.or.us/policy/spd/transmit/pt/2015/pt15042.pdf>

IM 16-003, <http://www.dhs.state.or.us/policy/spd/transmit/im/2016/im16003.pdf>

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