



All OPI related transmittals: August 18, 2016 to November 4, 2016

See Transmittal Website for details:

<http://www.dhs.state.or.us/policy/spd/transmit/transmit.htm>

Transmittal #	Issue Date	Subject/Topic
APD-IM-16-073	8/24/16	Homecare Worker Retroactive Overtime Payments - HCWs/PSWs will be compensated for OT accrued between January 1, 2016 and August 27, 2016. Checks will be issued no later than 9/30/2016, processing the night of 9/29/2016. HCWs have been mailed a letter notifying them of this retroactive OT payment. See transmittal for details.
APD-PT-16-031	8/30/16	Medicaid and OPI In-home service payments – Homecare workers (HCWs) who serve Medicaid or OPI consumers are required to complete vouchers that capture the dates and times of each shift they work. These vouchers list the <i>Total hours authorized</i> and the <i>Service period worked</i> . See transmittal for details and responsibilities.
APD-PT-16-032	8/31/16	Operationalizing HCW Overtime Agreement - HCWs/PSWs will be compensated for OT accrued between January 1 and August 27, 2016. Per the agreement, all retroactive OT payments, must be made by September 30, 2016. The Department will pull data on claims paid for the retro OT time period. Checks will be issued no later than 9/30/2016, processing the night of September 29, 2016. (See APD-IM-16-073). Overtime will be calculated as 1.5 times the average rate. The CEP payment system will calculate this automatically. Local offices do not need to calculate OT payments. See transmittal for details.
APD-IM-16-083	9/14/16	APD 287 form series updated on the Form Server – The APD 287 series Provider Payment Adjustment forms have all been revised on the Form Server. These forms are also on the Case Management Tools website on the Provider Payment Adjustments page . See transmittal for details and assistance opening the forms in browsers other than Internet Explorer.

APD-IM-16-084	9-16-16	Oregon ACCESS Release 23.80: Friday, September 23, 2016 - See transmittal for all changes and details.
APD-IM-16-086	9/22/16	HCW Terminations - This IM updates APD-PT-16-008 which informed staff of changes to OAR chapter 411 Division 031, and which introduced a HCW Termination Referral form. A referral form was created for this purpose and posted on the APD Case Management Tools Website. This form (attached) has also been updated, and the updated version has now been uploaded to the APD Case Management Tools Website. See transmittal for details.
APD-IM-16-090	9/28/16	How to answer Homecare Worker (HCW) Overtime (OT) questions – Please see transmittal for guidance on answering homecare worker questions.
APD-IM-16-091	9/28/16	Operationalizing centralization of HCW rule violation tracking - APD Central Office has hired temporary staff to address Homecare Worker (HCW) authorization violations and HCW weekly cap violations outlined in APD-PT 016-031 and APD-PT 016-032 . The phone number (503) 945-5960. Local offices should address other HCW related issues including questions regarding overtimes. See transmittal for details.
APD-IM-16-098	10/14/16	HCW Pay Process Date Changes - Staff now have seven (7) business days (previously eight (8) business days) to process correctly completed vouchers. If the seventh day lands on a Friday then the voucher pay process day must be on Thursday. This change will become effective for first pay date in November. See transmittal for details.
APD-PT-16-042	10/31/16	Exceptions to limits on the 50 hour authorized hours a HCW may work - Every HCW has a weekly hour limitation of hours per week across all consumers and all programs (see APD-PT-16-032); exceptions may be approved by Central Office in limited circumstances. See transmittal for details.
APD-AR-16-076	11/2/16	Side-by-Side Comparison to Assess Impact of Frequency Changes - APD is considering possible changes to ADL definitions in Oregon Administrative Rules; case managers are asked to complete the side-by-side ADL assessment tool. See transmittal for details.

See recent updates regarding CM & HCW tools on:
<http://www.dhs.state.or.us/spd/tools/cm/index.htm>

OPI Conference Call 11-09-16