

## All OPI related transmittals: March 4, 2016 – April 15, 2016

To go directly to the transmittal, mouse over the transmittal (left column), hold down **Ctrl**, and click on the transmittal. See Transmittal Website for details:

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

Transmittal #	Issue Date	Subject/Topic
<a href="#">APD-IM-16-030</a>	3/15/16	<b>Letter to individuals receiving In-Home Services by an hourly homecare worker</b> - A letter is being mailed to individuals authorized for an In-Home service plan with at least one hourly homecare worker to explain their responsibilities when reviewing the time-in/time-out payment voucher prior to signing. Some individuals may contact staff to request assistance from a STEPS specialist for additional assistance. See transmittal for details.
<a href="#">APD-PT-16-008</a>	3/23/16	<b>Homecare Workers enrolled in the Consumer-Employed Provider Program (CEP)</b> – Beginning 03/01/2016, there will be many new changes to <a href="#">OAR Chapter 411 Division 031</a> . These changes fall into two categories: Travel time reimbursement, and homecare worker provider enrollment termination. See transmittal for details.
<a href="#">APD-IM-16-031</a>	3/23/16	<b>Automated Voucher Creation</b> - To streamline local office work and reduce problems with homecare workers not receiving their vouchers timely, the CEP system will begin automatically sending out payment vouchers six business days prior to the beginning of each pay period starting on March 24, 2016. These vouchers will be automatically issued out when the specific criteria is met; see transmittal for details.
<a href="#">APD-IM-16-034</a>	3/24/16	<b>HCW New Voucher Orientation Packet available in five languages</b> - The HCW New Voucher Orientation Packet is now available on the Case Management Tools website on the Provider Time Capture (PTC) information page in English, Russian, Spanish, Vietnamese and Somali. Local offices must provide these packets to HCWs upon request.

<a href="#">APD-IM-16-035</a>	3/25/16	<b>Oregon Home Care Commission Registry Changes – Homecare Choice</b> - Changes to the Oregon Home Care Commission’s Registry have been made in order to implement the Homecare Choice Program. There is now a Homecare Choice tab on the Registry.
<a href="#">APD-AR-16-024</a>	3/28/16	<b>AAA Self-Monitoring of Older Americans Act Programs and Oregon Project Independence Programs</b> - AAAs must complete a self-assessment for the Family Caregiver Support Program, Health Promotion and Disease Prevention, and Oregon Project Independence programs by July 29, 2016. See transmittal for details.
<a href="#">APD-PT-16-012</a>	3/29/16	<b>Vouchers not Properly Completed or Above Authorization</b> - Homecare workers (HCWs) who turn in incomplete vouchers that are must have the vouchers returned to them so the voucher can be properly completed before it is processed. Incorrect vouchers should also be returned to the HCW when serious corrections are necessary. See <a href="#">APD-PT15-041</a> for definitions of incomplete or incorrect, including what is considered a serious or minor correction, vouchers.
<a href="#">APD-IM-16-013</a>	3/30/16	<b>Homecare worker Power Hour presentations</b> - Each Wednesday in February through April of 2016, APD Medicaid Long Term Care Policy staff will host a Power Hour call from 3:00 PM to 4:00 PM Pacific time. See transmittal for details.
<a href="#">APD-AR-16-026</a>	4/12/16	<b>W-4 Forms for Homecare Workers claiming exempt status on income tax withholding</b> - Homecare workers (HCWs) who are eligible to claim exempt status for income tax withholding purposes must file a new W-4 form (Employee’s Withholding Allowance Certificate) each year. The exemption for the 2015 expired on February 16, 2016. HCWs must complete a new W-4 form and return it to their local APD/AAA office if they wish to claim exempt status in 2016. See transmittal for details.

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