

Action Request Transmittal Vocational Rehabilitation



Howard Fulk, Policy and Training Manager

Authorized signature

Number: VR-AR 20-08

Issue date: 8/21/2020

Topic: Other

Due date: 8/21/2020

Subject: REVISED Covid-19 Interim Operational Guidance: Interim Guidance on Paying AFPs in Response to Executive Order 20-12

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging: {Select type} | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> Support Service Brokerage Directors | <input checked="" type="checkbox"/> Other (<i>please specify</i>): All Vocational Rehabilitation staff |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Action required:

This transmittal rescinds and revises the original AR 20-08, issued on 5/15/2020, Covid-19 Interim Operational Guidance: Interim Guidance on Paying AFPs in Response to Executive Order 20-12.

Additional guidance and clarification reminds Vocational Rehabilitation staff that once issued, an Authorization For Payment (AFP) may not be edited, amended or altered in any way. **There are no exceptions.**

VR-AR 20-08 issued on 5/15/2020 is obsolete and should not be used.

Procedures: Paying Authorizations for Purchase (AFP)

As covered in [VR-AR 20-04](#), client and vendor meetings are now conducted virtually to the greatest extent possible. This process also includes electronic invoicing and payment for Authorizations for Purchase.

Assuring Transmittals are Secure:

Vendors should be encouraged to send invoices and supporting documentation through secure email to the specific branch office General Email address.

- If the vendor is to send the invoice and supporting documentation, the General Email address must send a secure email to start the invoice process. (For additional information see [VR-IM 17-06](#) Information Privacy and Security. Using Secure Email.)
- If e-mail is not available for a vendor to send an invoice, VR staff should request that mail or fax be used instead.

Initial Review of Invoice

When the invoice is received, VR staff will review it for completeness and accuracy.

- See the [Business Integrity Manual](#); “Invoice Requirements” (January 2020, page 52) that covers this process in more detail.

After an invoice has been reviewed and it meets the invoice requirements, the document will be marked with the VRC Verification stamp.

VRC Verification Stamp

Invoices reviewed by VR staff in the office will be stamped as usual.

Invoices reviewed virtually will use the “Fill and Sign” feature in Adobe. (Please see documents attached to [VR-AR 20-05](#) to use features of Adobe Fill and Sign.)

VR Staff will add the “VRC Verification stamp” as an image on the document (to provide a place for the VRC signature). See below.

VRC Verifies that Item/Service was received



VRC Verifies Goods or Services Delivered:

Once stamped, the invoice will be e-mailed to the VRC for verification that the service or goods were received.

- VRC will sign and date on the VRC Verification Stamp.

VRC signs the document either physically in the office and scanned to email, or through the “Fill and Sign” feature in Adobe. The VRC returns the document via email to the VR staff who initially emailed to them.

- **A Counselor’s signature on this stamp confirms that the goods were received, or services have been provided.**

AFPs are Binding Documents

Once an AFP is issued, the document becomes a legally binding contract for services.

As a contract, after a signature is added, no changes may be made. This means no changes are allowed in:

- **Wording describing the services or outcomes of service; or,**
- **Cost of services; or,**
- **Amount authorized for payment; or,**
- **Length of time covered by the authorization.**

There are no exceptions.

Matching Invoice to AFP:

After the VRC Verification is complete with signature on the invoice (physically stamped or using the “Fill and Sign” feature in Adobe), VR staff must compare the invoice with the file copy of the AFP.

- The VR staff who verifies that the invoice matches the goods or services rendered must not be the counselor providing verification (see [VRC verifies goods or services delivered](#)).
- Invoices in the office will be matched with the original, signed AFP.
- For AFP’s completed electronically:
 - Access the AFP in ORCA
 - Go to Actions and select “Reprint Authorization”.
 - In Section 2 on the AFP in the “Authorization Signature” Box, <enter> “Reprint”.
 - In the “Date” box, enter the date the AFP was reprinted.

Invoice Payment Process:

AFPs are paid after verification has been received that services or goods were delivered.

When paying an AFP physically in the VR office, AFP should be signed in section 4 as usual.

When paying an AFP electronically, use the “Fill and Sign” feature in Adobe

- Complete section 4 on the “Reprinted” AFP.
- If AFPs are paid electronically, they are to be printed and added to the original file copy of the AFP once staff are back in the office.

References

[VR-AR 20-05](#) Covid-19 Interim Operational Guidance. Interim Guidance on AFP Issuance in Response to Executive Order 20-12.

- Go to the Action Requests and click on the graphic “Click here for VR Action Requests”.
- Double click on the bar or row containing VR-AR 20-05.
- In the listing of documents attached to VR-AR 20-05 you will find the file, “Setting up Signature in Adobe” to use features of Adobe Fill and Sign.

[VR-AR 20-04](#) Covid-19 Interim Operational Guidance. VR Virtual or Phone Meeting Guidance in Response to Executive Order 20-12.

[VR-IM 17-06](#) Information Privacy and Security. Using Secure Email

[Business Integrity Manual](#); “Invoice Requirements” (January 2020, page 52)

Field/stakeholder review: Yes No
VR Executive Team, Branch Managers, Field Staff, SRC
If yes, reviewed by: Policy, Legislation & Budget Committee

If you have any questions about this action request, contact:

Contact(s): VR Policy Team	
Phone:	Fax:
Email: VR.Policy@dhsosha.state.or.us	