



Oregon

Kate Brown, Governor

Department of Human Services

Safety, Oversight and Quality

PO Box 14530, Salem, OR 97309

3406 Cherry Ave NE, Salem, OR 97303

Phone: (503) 373-2227

Fax (503) 378-8966

Provider Alert - NF-21-065

Information Memorandum

Nursing Facility Providers

Date: November 10, 2021
From: APD Medicaid Long Term Care Systems
Subject: Employee Retention Payment Reimbursement Program

Summary: Information about the Employee Retention Payment Reimbursement Program described in OAR 411-070-0436.

To All Oregon Nursing Facilities:

On October 11, 2021, a [Provider Alert \(NF-21-061\)](#) was issued announcing the Employee Retention Payment Reimbursement Program (Program). Temporary rules described in [OAR 411-070-0436](#) were filed October 14, 2021, containing the criteria for the Program.

In summary, the Department will provide a one-time reimbursement to nursing facilities that have already issued a retention payment of \$500 or more per employee. The maximum reimbursement of \$500 per eligible employee is regardless of whether the facility has paid a higher retention payment, incurred additional administrative expenses, or incurred additional payroll-related expenses.

To apply for this Program, nursing facilities will attest that each eligible staff was employed directly by the facility (excludes contracted staff), employed continuously from Oct. 8, 2021 to Nov. 15, 2021 and has received at least a \$500 retention payment. Nursing facilities can apply for the Program between Dec. 1, 2021 through Dec. 31, 2021 (late forms will not be accepted). Facilities will use the attached attestation form provided by the Department. Completed forms must be emailed to: cost.reports-05@state.or.us to be approved.

Approved nursing facilities will be notified by email from cost.report-05@dhsosha.state.or.us.

Please feel free to contact me with any questions pertaining to this information.

"Assisting People to Become Independent, Healthy and Safe"

An Equal Opportunity Employer

Sincerely,
Cindy Susee

Contact: Cindy Susee, Nursing Facility/PACE Reimbursement Policy Analyst
Telephone: 971.345.1168
Email: cynthia.susee@dhsosha.state.or.us

For general information contact the DHS Office of Safety, Oversight and Quality or visit the DHS Web site at www.oregon.gov/DHS/

Contact Nursing Facility Licensing Team at: NFLicensing@state.or.us

Link to the [NF Employee Reimbursement Invoice form here](#)