

Lea Ann Stutheit

**Authorized Signature**

**Number: APD-AR-13-055**

**Issue Date: 7/10/2013**

**Topic: Developmental Disabilities**

**Due Date: 8/14/2013**

**Subject: ODDS CAU Invoices Information**

**Applies to (check all that apply):**

- |   |   |
|---|---|
| <input type="checkbox"/> All DHS employees                  | <input checked="" type="checkbox"/> County DD Program Managers  |
| <input type="checkbox"/> Area Agencies on Aging             | <input type="checkbox"/> County Mental Health Directors   |
| <input type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Health Services  |
| <input type="checkbox"/> Children, Adults and Families      | <input checked="" type="checkbox"/> Other ( <i>please specify</i> ): DD Providers,<br>ODDS CAU, ODDS Regional<br>Coordinators |

**Action Required:**

As of 7/8/2013 the Office of Developmental Disability Services (ODDS) Contract Administration Unit (CAU) has an email box set up specifically for providers and contractors to submit their invoices for processing and payment. The email address is [CAU.Invoice@State.OR.US](mailto:CAU.Invoice@State.OR.US). When emailing invoices to CAU please make sure to use this email box instead of an individual's email address. This will ensure that all invoices are sent to the same email address and can be retrieved by more than one individual.

Fully completed and accurate DHS Contractor Invoices for either Personal Service Contracts, DD 56 Rent Subsidy (DD 56), DD 57 Special Projects (DD 57) or DD 156 Room & Board (DD 156) for services rendered during the 2011-13 biennium (7/1/11 to 6/30/13) must be submitted to the mailbox or our office no later than Wednesday, August 14, 2013. Any invoices received after this deadline may not be processed for payment.

If there are errors or documentation missing from the invoice submitted, the invoice may be returned for correction and resubmission. Therefore, it is recommended that invoices be submitted no later than August 1, 2013. This will allow for time for processing, corrections to be made and the invoice to be resubmitted before the deadline of Wednesday, August 14, 2013.

Please review your records to see if invoices for services rendered from 7/1/11 to 6/30/13 have been submitted and payment has been received from DHS. If you have a

record of submitting an invoice but have not received payment, please contact Kristina DiMatteo (see below for contact details). Payments are released around the 1<sup>st</sup> and the 15<sup>th</sup> of the month depending on when the fully completed and accurate invoice was received.

If you are a provider for DD 57 and DD 156 services, submit your provider invoice to the proper Community Developmental Disability Program (CDDP) to request payment for services. The CDDP will then take the provider invoice and submit it with a DHS Contractor Invoice to DHS for processing and payment. Payment will be issued from DHS to the CDDP and the CDDP to the Provider.

All DHS Contractor Invoices are to be:

- mailed to ODDS CAU Invoices at 500 Summer St NE E-09, Salem OR 97301,
- faxed to 503-373-7274 (make sure to include a cover page)
- or emailed to [CAU.Invoice@State.OR.US](mailto:CAU.Invoice@State.OR.US) for processing and payment.

Please forward this Action Request on to any individual who may need this information.

**Reason for Action:**

To inform providers of end of the biennium deadlines for invoices for Developmental Disability services and of a new CAU Invoice email box.

**Field/Stakeholder review:**     Yes     No

**If yes, reviewed by:**

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

<b>Contact(s):</b>	Kristina DiMatteo		
<b>Phone:</b>	503-947-5180	<b>Fax:</b>	503-373-7274
<b>E-mail:</b>	<a href="mailto:Kristina.M.DiMatteo@state.or.us">Kristina.M.DiMatteo@state.or.us</a>		