

Lilia Teninty

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**Number:** APD-AR-15-077

**Issue date:** 12/24/2015

**Topic:** Developmental Disabilities

**Due date:** 1/1/2016

**Subject:** Personal Support Worker Travel Time Entry

**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                             | <input type="checkbox"/> Health Services  |
| <input type="checkbox"/> Aging and People with Disabilities                 | <input type="checkbox"/> Office of Developmental<br>Disabilities Services(ODDS)   |
| <input type="checkbox"/> Self Sufficiency Programs                          | <input checked="" type="checkbox"/> ODDS Children's Intensive<br>In Home Services   |
| <input checked="" type="checkbox"/> County DD Program Managers              | <input type="checkbox"/> Stabilization and Crisis Unit (SACU)   |
| <input checked="" type="checkbox"/> ODDS Children's<br>Residential Services | <input checked="" type="checkbox"/> Other ( <i>please specify</i> ): Brokerage<br>Directors and Personal Agents, CDDP<br>Service Coordinators |
| <input type="checkbox"/> Child Welfare Programs                             |   |

**Action required:**

Beginning January 1, 2016 Personal Support Workers (PSWs) are eligible to receive reimbursement for travel between two or more worksites in a 24 hour period as referenced in [PT-15-042](#).

PSWs **must** enter all travel time in the eXPRS payment system directly. CDDPs and Brokerages may not enter this time for them. Travel time is tracked outside of POC, as such plan lines will not be created for travel by the CDDP or Brokerage. A letter will be distributed to PSWs informing them of this change and how to enter this information in eXPRS. If requested, you may direct PSWs to the help documentation located in the eXPRS help menu under [How to Create PSW Travel Claims](#).

Travel Claim menu options in eXPRS will be available after January 15, 2016. The February 2016 Remittance Advice will include reference to the help guide that will be available for PSWs.

Travel for January 2016 must be tracked via the travel timesheet (attached). Travel time claims managed in eXPRS are always processed in arrears. When the eXPRS Travel Claim menu is available, PSW providers must then enter their travel claim data

for January. For example, travel claims for January 2016 travel will be processed in eXPRS in February 2016.

Travel timesheets should be kept with the PSWs other personal records and may be requested by the Department in an audit or when travel time exceeds the amount allowed in the collective bargaining agreement and Oregon Administrative Rule.

**Travel between APD/DD/AMH:**

Travel between programs (APD and/or ODDS and/or AMH) will be handled via a paper process. PSWs who work between programs must send the paper timesheet to either the APD office in which they are authorized as a HCW or they may send the paper timesheet directly to Central Office (ODDS). Information on where to send paper timesheets will be included in letters sent PSWs in January.

Travel time between DD individuals **must** be submitted via eXPRS.

If a PSW is traveling between DD individuals on some days and between DD and APD individuals on other days, they must enter their time on two different travel timesheets. The timesheet for the days in which they are only traveling between DD individuals must be used to enter travel time into eXPRS and the timesheet for the days in which they are traveling between DD and APD individuals must be either submitted to the local APD office or sent directly to the Central Office.

**PC-20 Individuals:**

Personal Care – 20 PSWs must submit their time via a paper process. They may either submit their travel timesheets to the local APD office or they may submit the travel timesheet directly to the Central Office.

**Reason for action:**

To implement policy changes as a result of Department of Labor reclassification of Personal Support Workers.

**Field/stakeholder review:**       Yes       No

**If yes, reviewed by:** DD Stakeholders

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

<b>Contact(s):</b>	Jess Cline – In-home Program Analyst		
<b>Phone:</b>	503-945-6499	<b>Fax:</b>	503-945-6219
<b>Email:</b>	<a href="mailto:jess.m.cline@state.or.us">jess.m.cline@state.or.us</a>		

# Travel Time Track Sheet

## Provider Statement of Understanding:

Payment will not be made for any travel time over the maximum allowed in the CBA unless required due to a work force shortage or rural exception. No additional charges shall be imposed to either the employer (recipient), the Department, Area Agency on Aging or any CDDP/Brokerage under this agreement. Any falsification or concealment of a material fact may be prosecuted under federal and state laws.

\*If for any reason you do not understand this information contact your own legal representation  
You may only be paid for travel time if you provide authorized services for more than one client on the same day. You must travel directly from one client's care setting, where you provided authorized services, to another client's care setting, where you provided authorized services for a different client. If you return to your own home or have enough time to take care of personal business after completing work for one client before you go to another client's home, you may not be paid for travel time.

- **Travel time** means the time you spend traveling directly from one client's home where you provide authorized services to another client's home where you provide authorized services for a different client on the same workday.
- **Traveling directly** means going from one home to the next home.
  - o It is important that to understand that if you return to your own home or you do not travel directly to another client's care setting after providing authorized services for one client you are not considered to be traveling directly, and you cannot be paid for travel time.

**Personal business** means time spent traveling between consumer care settings that is outside or beyond the **direct reasonable route** in order to complete activities of personal benefit to the provider. These activities include, but are not in any way limited to; grocery shopping, stopping at the provider's home, stopping at a family or friends house, stopping for lunch.

## **FOR DEVELOPMENTAL DISABILITIES PERSONAL SUPPORT WORKERS**

If only delivering services to ODDS individuals, this form is provided to assist in recording time **only**. You must complete your time travel claim in eXPRS to be paid for travel between individuals.

If delivering services to APD and DD individuals, only complete and turn in for days in which there is travel between programs.

Provider Name:		Provider #:	
Pay Period: / / to / /		Programs worked this pay period: <input type="checkbox"/> APD <input type="checkbox"/> DD <input type="checkbox"/> AMH	
Date	Address leaving from:	Recipient Prime #	Time left
			AM/PM
Travel time	Address arriving at:	Recipient Prime #	Time arrived
			AM/PM
Date	Address leaving from:	Recipient Prime #	Time left
			AM/PM
Travel time	Address arriving at:	Recipient Prime #	Time arrived
			AM/PM
Date	Address leaving from:	Recipient Prime #	Time left
			AM/PM
Travel time	Address arriving at:	Recipient Prime #	Time arrived
			AM/PM
Date	Address leaving from:	Recipient Prime #	Time left
			AM/PM
Travel time	Address arriving at:	Recipient Prime #	Time arrived
			AM/PM
Date	Address leaving from:	Recipient Prime #	Time left
			AM/PM
Travel time	Address arriving at:	Recipient Prime #	Time arrived
			AM/PM
Date	Address leaving from:	Recipient Prime #	Time left
			AM/PM
Travel time	Address arriving at:	Recipient Prime #	Time arrived
			AM/PM
Date	Address leaving from:	Recipient Prime #	Time left
			AM/PM
Travel time	Address arriving at:	Recipient Prime #	Time arrived
			AM/PM
Date	Address leaving from:	Recipient Prime #	Time left
			AM/PM
Travel time	Address arriving at:	Recipient Prime #	Time arrived
			AM/PM

## Maximum Payable Travel Time Calculation

Program	Hours Worked	Base Rate	Gross Wages	Maximum Allowable Travel Time Wages	Maximum hours of compensable travel time
APD		X \$14.00 =			
ODDS		X \$14.00 =			
AMH		X \$14.00 =			
Total Gross wages				X 10% =	÷ \$14.00 =

PSW/HCW Travel Time Compensation may not exceed 10% of gross wages for the pay period. Use the table above to calculate your *Maximum Allowable Travel Time Wages*

- Enter the total hours work for each program during that pay period
- Then multiply the total hours for each pay period by the rate of pay
- Then add up your gross wages for each programs and multiple the total by 10% (0.1)

To determine how much time this is, divide the maximum allowable wages you can collect by the base rate

I affirm that the travel time reported on this form is for actual dates and times I traveled directly between consumer care settings on the same day. The hours I am claiming do not exceed 10% of the total hours I worked during the pay period. I understand that these travel time sheets will be audited periodically and that the information reported is true, accurate and complete.



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