

Lilia Teninty

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Number: APD-AR-16-055

Issue date: 7/22/2016

Topic: Developmental Disabilities

Due date:

Subject: Date Stamping for Provider Credential Documents

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input checked="" 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 checked="" type="checkbox"/> Office of Developmental Disabilities Services(ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input checked="" type="checkbox"/> ODDS Children's Intensive 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 Residential Services | <input checked="" type="checkbox"/> Other (<i>please specify</i>): Service Coordinators, Personal Agents, Support Services Brokerage Directors |
| <input type="checkbox"/> Child Welfare Programs | |

Reason for action:

The 2015-2019 Collective Bargaining Agreement, Article 8, requires that Personal Support Workers (PSWs) submit their completed provider credential renewal paperwork to their CDDP or Brokerage office no later than fifty-five (55) days prior to their provider credential, also known as provider number, expiration date.

If the PSW fails to submit all completed paperwork at least 55 days prior to the provider credential expiration date may result in the inactivation of the PSWs provider number while the paperwork is processed.

PSWs who submit all required paperwork at least 55 days prior to the provider credential expiration date may continue working while paperwork is processed. An inactivated/terminated PSW provider number is not eligible to receive Medicaid service payments and not allowed to work.

PSWs are responsible to keep their mailing address, phone number and email address current with DHS/OHA Provider Relations Enrollment Units and with the OHCC Registry. The PSW Information Update form must be completed and submitted to psw.enrollment@state.or.us for processing. This information will then be forwarded by DHS Provider Relations Unit to the fiscal intermediary.

Action required:

In order to track the 55 day period, CDDP and Brokerage offices must now date-stamp incoming PSW Provider Enrollment Application and Agreements (PEAs) and criminal history check (CHC) renewal paperwork with the date the paperwork was received from the PSW. ODDS will accept automatic date stamps on documents received electronically or by fax. CDDPs and Brokerages must have a policy to address date-stamping for documents that are submitted to their agency outside of normal business hours.

ODDS will review the date stamp on submitted renewal paperwork prior to inactivating a PSW for failing to renew provider credentials.

Any CHC renewals must be entered by the Qualified Entity Designee (QED) in CRIMS within two business days of receipt from the PSW to allow sufficient time for processing by the Background Check Unit (BCU).

Field/stakeholder review: Yes No

If yes, reviewed by: CDDP/Brokerages

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

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