

Developmental Disabilities Services

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Number: APD-IM-15-054

Issue date: 8/28/2015

Topic: Developmental Disabilities

Subject: Timesheet and Invoice Worker's Guides Available **CORRECTED**

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 type="checkbox"/> ODDS Children's Residential Services | <input checked="" type="checkbox"/> Other (please specify): Service Coordinators/Personal Agents; Support Services Brokerages Directors; Oregon Home Care Commission; DD Providers; |
| <input type="checkbox"/> Child Welfare Programs | |

Message:

07/24/15

Office of Developmental Disabilities has developed and posted Worker's Guides to provide additional information and guidance to process Agency/Independent Provider Invoices and PSW Timesheets in eXPRS Plan of Care.

These Technical Guides are posted on the [DD Case Management Tools](#) and [DD Brokerage Personal Agent Tools](#) pages of the DHS Staff Tools site.

08/05/15

The following corrections were made to the content of the Worker's Guides that are posted on the DD Case Management Tools and DD Brokerage Personal Agent Tools pages of the DHS Staff Tools site

Agency/Independent Provider Invoices: separate "DD Employment Agency Providers" and "DD Comp Agency Providers billing for In-Home Services" under "Options for Service Delivery review settings in eXPRS Plan of Care" to clarify that this guide applies only to Agency Providers paid in eXPRS Plan of Care.

PSW Timesheets: removed erroneous inclusion of “and correction to time if required” from the “Fully completed timesheet requirements and options”

08/28/15

The following change has been made to the content of the Worker’s Guides that are posted on the DD Case Management Tools and DD Brokerage Personal Agent Tools pages of the DHS Staff Tools Site:

- Clarification made regarding the CDDP/Brokerage requirement to review DD Employment Agency Provider timesheets. Providers are required to document days and hours of attendance. However, at this time there is not a required change in submission of timesheets. As outlined in OAR 411-345, providers must share this documentation upon request.
- Clarification made to section outlining requirements for Agency/non-PSW Independent Contractors invoices.
- Previous versions of the Agency/Independent contractor invoice Worker Guide are not applicable.

If you have any questions about this information, contact:

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