

**Developmental Disabilities Services**

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**Number:** APD-IM-15-094

**Issue date:** 11/13/2015

**Topic:** Developmental Disabilities

**Subject:** Payment voucher and schedule change for SPPC-PSWs

**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 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 ( <i>please specify</i> ): County DD Service Coordinators, Brokerage Directors and Personal Agents |
| <input type="checkbox"/> Child Welfare Programs                |  |

**Message:**

- **This information pertains to Personal Support Workers (PSWs) who are delivering State Plan Personal Services (aka PC20, SPPC-PSWs).**

**As a result of Department of Labor (DOL) Fair Labor Standards Act (FLSA) requirements,** the Department of Human Services (DHS) has modified the data entry process in the Client Employed Provider (CEP) payment system, as well as distributing new vouchers to ***In-Home Hourly*** Home Care Workers (HCWs). While this new process is driven by a modification for the Aging and People with Disabilities (APD) payment system to HCWs, it also impacts SPPC-PSWs who are currently paid out of the CEP system (as opposed to the eXPRS Plan of Care payment system).

**Per agreement with the Oregon Home Care Commission (OHCC) and the Service Employees International Union (SEIU), the statewide implementation date for release of the new voucher and payment process is scheduled for 01/01/2016.**

The new voucher will require documentation of actual hours worked, and the payment process will be on a twice-a-month schedule.

The new record keeping requirements will be communicated to HCWs, SPPC-PSWs, and consumers in a variety of methods. The Department mailed an informational packet to currently enrolled SPPC-PSWs (and HCWS) during the week of 10/26/2015. The packet will be available on the DD staff tools website.

Communication from the Department to SPPC-PSWs (and HCWs) will continue throughout implementation and will include quick reference guides, as well as additional in-depth training in coordination with the OHCC.

➤ **What is changing beginning in January of 2016?**

- ✓ **All SPPC-PSWs will begin receiving a new voucher (form 598T) to report dates and times worked for each individual.** Training for the new voucher is currently posted on this website, <http://www.dhs.state.or.us/spd/tools/cm/PTC/index.htm>, for HCWs, which also pertains to SPPC-PSWs.

**Correctly completed vouchers must be submitted, in order for payments to be issued:**

1. **The 'Date' column** must include the *day* the SPPC-PSW provided services.  
(e.g., 09/02, 01, 10, 15<sup>th</sup>)
2. **The 'Start Time' column** must include the *time* the SPPC-PSW began their shift.  
(e.g., 10:00, 10:30, 11)  
**Make sure they marked AM or PM**
3. **The 'End Time' column** must include the *time* the SPPC-PSW **completed** their shift.  
(e.g., 2, 2:30)  
**Make sure they marked AM or PM**
4. **The 'Mileage provided' field** must be completed if **service mileage** was provided during the service period.

The 'Total hours provided' field is not required for the voucher to be accepted.

- ✓ **All SPPC-PSWs will begin receiving two vouchers each month and be paid twice a month.** The pay schedule will be the same as PSW payments through the eXPRS Plan of Care payment system.

**SPPC-PSWs who have questions regarding this change should be directed to the SEIU Resource Center at 1-877-451-0002.**

*If you have any questions about this information, contact:*

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