

Developmental Disabilities Services

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Issue date: 10/7/2016

Topic: Developmental Disabilities

Subject: FMAS DD PSW Payroll Vendor Transition Activities

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 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): DD Brokerage Directors |
| <input type="checkbox"/> Child Welfare Programs | |

Message:

In order to facilitate as smooth a transition possible to utilizing the new FMAS payroll vendor - **PCG Public Partnerships, LLC (PPL)** - for DD PSW payroll processing, many transition activities and work must to be completed by Dec 15, 2016.

This Information Memorandum will outline some of the key ways that CDDP, Brokerage and CIIS staff can assist in this transition.

CDDP, Brokerage and CIIS staff can best assist this transition by:

- Sharing any communication bulletins, flyers or other pertinent information provided by ODDS and/or PPL with their PSWs and employers, as you are able. Mass mailing is not being requested. However, sharing by posting on message boards in your respective offices, sharing during home visits, posting on websites, Facebook page or other social media outlets, etc., would assist the transition process greatly.
- Having at least 2 staff to attend the CDDP/Brokerage In-Person Information Sessions hosted by PPL/HSRI on the new FMAS vendor system and process (schedule and session registration information from PPL/HSRI sent via email).

- Other CDDP/Brokerage/CIIS staff are highly encouraged to attend one of the companion CDDP/Brokerage live Webinar information sessions (schedule and session registration information from PPL/HSRI sent via email). These webinar sessions will cover the same information provided in the In-Person Information sessions.
- Assisting employers and PSWs, as you are able, in completing and returning the FMAS payroll vendor enrollment packet from PPL when received. These packets are targeted to be mailed from PPL in October.
 - This assistance could include:
 - Having staff and equipment available at your local office to assist the employers and PSWs with scanning, saving and returning their packet materials back to PPL by email.
 - Making a fax machine available for returning their packet materials back to PPL by fax.
 - Making copies available for the PSW of their completed I-9 form (if the CDDP/ Brokerage retained a copy) to return with their new FMAS payroll vendor enrollment packets. A blank I-9 form will be included in the DD PSW packets, but a copy of the existing, completed form is acceptable. If a copy of the existing, completed form is available & provided, completing a new I-9 form will not be necessary for that PSW.
 - Referring the PSW to their employer for a copy of their I-9 form, as needed or available.
 - If the CDDP or Brokerage has I-9 forms available and they desire, they can send directly to PPL in a batch submission. To do this batch submission, please contact Jess Cline at ODDS for instructions.

Other information on the transition process that will be pertinent for CDDP, Brokerage and CIIS staff to know:

- FMAS payroll vendor packets can be returned by the PSWs and employers in one of below ways.

Preferred methods of return (in order of preference):

1. By email:

- Sign packet forms, scan/save as electronic documents, and then return by **EMAIL** to: PPLORFMAS@pcgus.com.

2. By Fax:

- sign packet forms and then return to PPL by **FAX** at: **1-844-399-6293**

3. Bring signed packet forms to a **PSW/Employer In-Person Registration Session**:

- The employers and/or PSWs can bring their packets to an In-Person Registration session and return them there, at that session.

Alternative method of return.

- By US Mail:
 - sign packet forms and return by US mail to:
Public Partnerships – OR FMAS
PO Box 50040
Phoenix, AZ 85076

The PSW or employer will be responsible for their own postage costs to return packet information by US Mail.

- It is strongly recommended that employers and PSWs keep a copy of their signed FMAS enrollment packet, for their own records.
- CDDP/Brokerage/CIIS staff ***will not*** need to provide blank vendor enrollment packets for existing employers and PSWs as part of this transition. All FMAS payroll vendor packets will be mailed to the employers and the PSWs directly from PPL, and should be received by November 1, 2016.

If employers or PSWs have not received their new vendor enrollment packets by Nov 1st, they can contact PPL directly via PPL's Customer Service line.

PPL Customer Service phone lines will be active beginning Oct 14, 2016.

- 1-888-419-7705 (English)
- 1-888-419-7720 (Spanish)
- 1-888-419-7734 (Russian)
- 1-888-360-5899 (TTY)
 - Calls answered/returned Monday – Friday, 8am – 5pm.
 - Callers can leave voicemails 24/7.

PPL Customer Service Email:

- PPLORFMAS-CS@pcgus.com

- For new employers and/or new PSWs being on-boarded/hired by an employer during this transition time - CDDPs/Brokerages/CIIS are asked to continue payroll

vendor enrollment with the current FI (TNT FI) at this time. ODDS will receive vendor enrollment data from TNT as part of the transition process, and will forward to PPL so they can send their respective vendor enrollment packets to employers and PSWs directly. The post-transition “new employer or new PSW” enrollments for PPL will begin Dec 5, 2016. Instructions for CDDP, Brokerage, and CIIS staff for initiating “new” enrollments for PPL will be provided prior to that date.

- CDDP/Brokerage/CIIS staff can continue POC/SPA authorization work per the standard authorization process in eXPRS, as needed. They will **will not** need to edit or adjust current/existing SPAs in eXPRS for “pay to” provider changes for their PSWs. ODDS and the eXPRS IT team will run an automated process to update existing SPAs in individuals’ Plans of Care to reflect PPL as the new “pay to” provider for PSW authorized services. When completed, the SPAs will show a date break on Dec 15th/16th.
 - SPAs listing TNT as the “pay to” provider will be end dated on 12/15/16.
 - SPAs that list PPL as the “pay to” provider will have a start date of 12/16/16.

This SPA break is necessary to allow PPL to process payroll for DD PSWs in January 2017 for services/dates worked in the last pay period in Dec 2016.

Additional information will be provided to CDDP/Brokerage/CIIS staff prior to this SPA system work being completed.

- For questions regarding payroll or paychecks issued to PSWs by TNT FI, the PSW should continue contact TNT FI during this transition period.

If you have any questions about this information, contact:

Contact(s):	Jess Cline Julie Harrison		
Phone:		Fax:	
Email:	jess.cline@state.or.us julie.a.harrison@state.or.us		