

Information Memorandum Transmittal Developmental Disabilities Services



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Topic: Developmental Disabilities

Due date:

Subject: PSW Rates Workers' Guide

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: {Select type} | <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>): Brokerage Directors, Personal Agents, Services Coordinators |
| <input type="checkbox"/> Child Welfare Programs | |

Message: ODDS has developed a worker guide for Case Management Entities to determine the correct rate of pay for PSWs with non-standard rates or differentials.

PSW differentials and non-standard rates worker guide

Always check the Article 14.2 Service Payments of Personal Support Workers of the PSW Collective Bargaining Agreement for the most updated table of rates.

If you have any questions about this information, contact:

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Topic:	PSW differentials and non-standard rates
Date Issued/Updated:	January 8, 2019

Overview

Description: This guide describes the different PSW differentials that are available and the steps that the CME must take to ensure proper payment.

Purpose/Rationale: PSWs can earn a differential by taking additional training and meeting additional requirements. It is important to pay PSWs the correct wage. This guide is to clarify the differentials available and assist CMEs in assigning the correct wage for hourly services.

Applicability: CME staff who enter hourly PSW wages and authorize hourly PSW services.

****NOTE:** This Worker Guide does not apply to Relief Care rates and sleep relief care wages**

Procedure(s) that apply:

The collective bargaining agreement (CBA) outlines the rates available to PSWs. References to specific rates are based on the 2015-2019 CBA. See [Article 14.2 Service Payments of Personal Support Workers](#) for the current table of rates.

Base Rate

- **How does a PSW get this rate?**

This is the standard rate paid to a PSW who meets the standard qualifications in the OAR 411-375 who does not qualify for any of the following rates in this guide.

- **What does a CME do?**

Authorize base rate from Article 14.2 Service Payments for Personal Support Workers.

- **What does ODDS do?**

Quality Assurance checks on PSW authorizations in eXPRS.

Script to change SPAs in accepted status to new rates at predetermined times as outlined in the CBA

- **Where can I get more information?**
[Article 14.2 Service Payments of Personal Support Workers](#)

Legacy or “Hold Harmless” Rate

- **How does a PSW get this rate?**
 PSWs who were employed prior to October 1, 2013 and were earning more than \$13.00/hr were able to maintain their rate as part of the CBA Hold Harmless clause. As PSW rates have been adjusted through increases and cost of live adjustments (COLAs) the **legacy** rates have continued if they are higher than the current **base rate** and the PSW has maintained active enrollment as a PSW.
- **What does a CME do?**
 Verify the PSW’s eligibility for the **legacy rate** through the following steps:
 - Confirm continuous PSW enrollment from October 1, 2013 to current date using the “View Provider” page in eXPRS
 - Confirm rate of pay:
 - PSW provides proof of higher rate in the form of a paystub (use table in references section to apply correct COLAs)
 - Review authorized SPAs for PSW for higher rate
 - Email ODDS PSW specialist to verify rate in eXPRS from other CME
- **What does ODDS do?**
 Assist with rate verification and resolve rate discrepancies among CMEs.
- **Where can I get more information?**
[Article 14.2 Service Payments of Personal Support Workers](#)

Professional Development Certification (PDC)

- **How does a PSW get this rate?**
 A PSWs who complete a series of training requirements provided by Oregon Home Care Commission and is issued a PDC Certificate is eligible for the PDC Differential of \$.50. This differential can be combined with:
 - **legacy rate** not to exceed the **base rate** plus \$.50.
 - **CIIS rate.**
 Cannot be combined with **enhanced, exceptional, or job coaching rates.**
- **What does a CME do?**
 When creating new SPAs for a PSW where the previous SPAs or Plan of Care (POC) included SPAs at the PDC rate the CME must verify the PSW’s PDC eligibility and enter the correct rate with the \$.50 differential. The PDC qualifications can be verified:
 - On the PSW Provider Record in eXPRS in the “Specialties” section
[How to find & view PSW provider records in eXPRS;](#)

- Through the Homecare Registry at <https://or-hcc.org/>; OR
 - A PSW may provide a copy of their current credential
- CMEs do not need to track the expiration dates of PDC differentials.
- **What does ODDS do?**
ODDS receives a list of PSWs who become PDC qualified and who have PDC certifications expire from Oregon Home Care Commission. ODDS will update current authorized SPAs to add the differential to newly certified PSWs and remove the differential from PSWs with expired differentials.
 - **Where can I get more information?**
[Article 14 Service Payments Section 4 Training Certification Differential Professional Development Certification \(PDC\) for HCW or PSW](#)
[APD-IM-17-022 Professional Development Certification for PSWs](#)

Enhanced Rate

- **How does a PSW get this rate?**
 - PSW Eligibility: PSW completes a series of training requirements provided by Oregon Home Care Commission and is issued an Enhanced PSW Certification. **AND**
 - Individual Eligibility: Individual has been determined to meet the Enhanced criteria by a functional needs assessment
- **What does a CME do?**
 - PSW Notification: Notify the PSW that an individual has met the enhanced criteria within 28 days of completing the functional needs assessment using page 4 of ODDS Service Agreement Form (se4606)
 - PSW Verification: Verify PSW eligibility and enter the correct rate according to the table in [Article 14.2 Service Payments of Personal Support Workers](#). The qualifications can be verified:
 - On the PSW Provider Record in eXPRS in the "Specialties" section [How to find & view PSW provider records in eXPRS](#);
 - Through the Homecare Registry at <https://or-hcc.org/>; OR
 - A PSW may provide a copy of their current credential

Enhanced rate cannot be combined with **CIIS rate**. **Cannot be combined with a legacy rate** to exceed the published **enhanced rate**.

- **What does ODDS do?**
Quality Assurance checks on PSW authorizations in eXPRS.
- **Where can I get more information?**
[Enhanced/Exceptional Worker Guide](#)
[Enhanced and Exceptional Worker Certificate Program](#)
[Article 14.2 Service Payments of Personal Support Workers](#)

Exceptional Rate

- **How does a PSW get this rate?**

- PSW Eligibility: PSW completes a series of training requirements provided by Oregon Home Care Commission and is issued an Exceptional PSW Certification. **AND**
- Individual Eligibility: Individual has been determined to meet the Exceptional criteria by a functional needs assessment and requires at least 20 hours per day of awake care. **AND**
- State Review: ODDS has reviewed the functional needs assessment and documents supporting the exceptional needs and affirmed Exceptional criteria is met.
- **What does a CME do?**
 - State Review: Submit Request for Funding Review or Exception (se0514dd) along with supporting documentation within 14 days of completion of a functional needs assessment that identifies an individual of meeting exceptional criteria.
 - PSW Notification: Notify the PSW that an individual has met the exceptional criteria within 28 days of receiving the Funding Memo affirming the exceptional criteria from ODDS using page 4 of ODDS Service Agreement Form (se4606)
 - PSW Verification: Verify PSW eligibility and enter the correct rate according to the table in Article 14.2 Service Payments of Personal Support Workers. The qualifications can be verified:
 - On the PSW Provider Record in eXPRS in the "Specialties" section How to find & view PSW provider records in eXPRS;
 - Through the Homecare Registry at <https://or-hcc.org/>; OR
 - A PSW may provide a copy of their current credential

Exceptional rate cannot be combined with **CIIS rate**. Cannot be combined with a **legacy rate** to exceed the published **exceptional rate**.

- **What does ODDS do?**
 - State Review: Review and confirm accurate assessment of exceptional criteria. Return assessments with inaccurate scoring or issue Funding Memo confirming exceptional criteria.
- **Where can I get more information?**
 - [Enhanced/Exceptional Worker Guide](#)
 - [Enhanced and Exceptional Worker Certificate Program](#)
 - [Article 14.2 Service Payments of Personal Support Workers](#)

CIIS Rate

- **How does a PSW get this rate?**
 - PSW is authorized to provide services to a child or youth enrolled in CIIS. **OR**
 - PSW was authorized to provide services to a child or youth enrolled in CIIS at the time the youth turned 18 **AND** individual is in their 18th

year after exiting from CIIS due to turning 18.

- **What does a CME do?**

Authorize the **CIIS rate** from Article 14.2 Service Payments for Personal Support Workers during the youth's 18th year. At the individual's 19th birthday authorize the correct rate according the PSW and client eligibility. PSW Notification: Notify the PSW that a youth in their 17th or 18th year has met the enhanced or exceptional criteria if applicable within 28 days using page 4 of ODDS Service Agreement Form ([se4606](#)).

- **What does ODDS do?**

Quality Assurance checks on PSW authorizations in eXPRS.

- **Where can I get more information?**

[Article 14.2 Service Payments of Personal Support Workers](#)
[CIIS PSW Transition Rates Worker Guide](#)

Job Coaching Rate

- **How does a PSW get this rate?**

Meet job coaching qualifications as outlined in OAR 411-345-0030 and provide job coaching service

- **What does a CME do?**

Authorize **job coaching rate** from Article 14.2 Service Payments for Personal Support Workers. Follow enhanced and exceptional procedures for clients meeting those criteria and receiving job coaching.

- **What does ODDS do?**

Quality Assurance checks on PSW authorizations in eXPRS.

- **Where can I get more information?**

[Article 14.2 Service Payments of Personal Support Workers](#)

Form(s) that apply:

ODDS Service Agreement Form ([se4606](#))

Request for Funding Review or Exception ([se0514dd](#))

Reference(s):

[2015-2019 Collective Bargaining Agreement](#)

COLA Table:

This table is to help CMEs and ODDS determine the correct rate of pay for a continuously enrolled PSW who may have a break in employment or to determine the rate for a PSW new to a CME's provider panel. ODDS is available to assist with calculating the correct rates

Apply all COLAs following the date of the rate verified via eXPRS or paystub.

Date	COLA Amount	Wages applied to	Base Rate after COLA	Example starting at \$14.50/hr
10/3/2013	3.5%	\$13-20/hr	\$13.75/hr	\$15.01/hr
10/1/2014	3.5%	\$13.75-21.48/hr	\$13.75/hr	\$15.53/hr
1/1/2016	1%	ALL	\$14.00/hr	\$15.68/hr
2/1/2017	1%	ALL	\$14.50/hr	\$15.84/hr
4/1/2018	\$0.15	ALL	\$14.65/hr	\$15.99/hr

Reference Tables:

Always check the most recent Collective Bargaining Agreement for updated rates.

PSW Rate Methodology				
PSW type	Base	PDC	Enhanced	Exceptional
In-Home	CBA	\$0.50	\$1.00	\$3.00
CIIS	CBA	\$0.50	-	-
Job Coaching	CBA	-	\$1.00	\$3.00

PSW Standard Rates <i>as of 4/1/2018</i>				
PSW type	Base	PDC	Enhanced	Exceptional
In-Home	\$14.65	\$15.15	\$15.65	\$17.65
CIIS	\$16.99	\$17.49	-	-
Job Coaching	\$16.15	-	\$17.15	\$19.15

Legacy or "Hold Harmless" Rate <i>The rate a continuously employed PSW was earning prior to 10/1/2013</i>				
PSW type	Base*	PDC*	Enhanced*	Exceptional*
In-Home	legacy rate	\$15.15	\$15.65	\$17.65
CIIS	\$16.99	\$17.49	-	-
Job Coaching	\$16.15	-	\$17.15	\$19.15

** if legacy rate exceeds any standard rate, use legacy rate*

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