Lilia Teninty

Authorized signature

Number: APD-IM-19-026

Issue date: 5/1/2019

Topic: Developmental Disabilities

Subject: PPL Packet Printing

Applies to (check all that apply):

☐ All DHS employees
☐ Area Agencies on Aging: {Select type}
☐ Aging and People with Disabilities
☐ Self Sufficiency Programs
☒ County DD program managers
☒ Support Service Brokerage Directors
☒ ODDS Children’s Residential Services
☐ Child Welfare Programs
☐ County Mental Health Directors
☐ Health Services
☒ Office of Developmental Disabilities Services (ODDS)
☒ ODDS Children’s Intensive In Home Services
☐ Stabilization and Crisis Unit (SACU)
☐ Other (please specify):

Message:

Effective April 28, 2019, the ability for CME’s to print PPL packets was removed. This action was one discussed previously in a CME directors meeting as well as a discussed in the FMAS Workgroup.

ODDS took this action for the following reasons:

The multiple printings are causing a large issue at PPL. PPL either receives duplicate packets or numerous phone calls from PSWs or EORs wanting to know why they received a “duplicate” packet from PPL.

With PPL as the sender and receiver we expect improvement in the connection pieces that PPL needs to pay PSWs or enroll them, as they cannot enroll without an identified EOR/Individual.

The ability for CMEs to print was helpful to get through the initial transition and has lasted longer than originally intended. ODDS needs to better manage the PPL contract requirements so we can hold them accountable for enrolling PSWs in a timely manner.
When a PSW or EOR receives their packet from PPL in the mail CMEs are encouraged to assist them to complete a packet or review for accuracy prior to submission. PSW packets received by PPL that are inaccurate or missing a complete I9 will be returned to the PSW.

If you have any questions about this information, contact:

<table>
<thead>
<tr>
<th>Contact(s): Lea Ann Stutheit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone: 503-945-6675</td>
</tr>
<tr>
<td>Fax:</td>
</tr>
<tr>
<td>Email: <a href="mailto:leaann.stutheit@state.or.us">leaann.stutheit@state.or.us</a></td>
</tr>
</tbody>
</table>