

**Aging and People with Disabilities  
Developmental Disabilities Services**

**Policy  
Transmittal**

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**Authorized Signature**

**Number:** APD-PT-15-042  
**Issue date:** 12/4/2015

**Topic:** Provider Information

**Transmitting (check the box that best applies):**

- New policy   
  Policy change   
  Policy clarification   
  Executive letter  
 Administrative Rule   
  Manual update   
  Other: \_\_\_\_\_

**Applies to (check all that apply):**

- |  |   |
|--|---|
| <input type="checkbox"/> All DHS employees                               | <input checked="" type="checkbox"/> County Mental Health Directors  |
| <input checked="" type="checkbox"/> Area Agencies on Aging               | <input checked="" type="checkbox"/> Health Services   |
| <input checked="" 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 checked="" type="checkbox"/> ODDS Children’s Residential Services | <input checked="" type="checkbox"/> Other ( <i>please specify</i> ): Brokerages, Personal Agents, CDDP Service Coordinators |
| <input type="checkbox"/> Child Welfare Programs                          |   |

Policy/rule title:	Pay for travel between worksites for Personal Support Workers and Home Care Workers		
Policy/rule number(s):		Release no:	
Effective date:	January 1, 2016	Expiration:	
References:			
Web address:			

**Discussion/interpretation:**

Effective January 1, 2016, to meet revised Department of Labor standards, Personal Support Workers (PSW) and Home Care Workers (HCW) are eligible to receive pay for travel time spent between individuals served. This change effects services delivered through Developmental Disabilities (ODDS), Aging and People with Disabilities (APD), and Health Services (Mental Health).

Travel time is to only be paid for travel between individuals. Travel must be the most direct and reasonable route between two locations. Travel may include alternative modes of transportation. If breaks are taken between travel sites, only the travel time for the most direct and reasonable route between the two locations may be submitted as time.

If there is at least one hour of break time between individual shifts, it is not considered traveling directly between individuals and therefore not reimbursable.

Travel time may only be paid to a PSW/HCW during a working period. A working period is not to exceed more than 24 consecutive hours for the purposes of this policy.

Travel time must be paid for travel between individuals served, even if the individuals are served in two different programs (e.g. APD and ODDS).

Travel time may not:

- Exceed more than 10% of the total wages of the PSW/HCW for the pay period claimed.
- Be claimed for travel to and from the PSW/HCW's residence to one worksite. Travel time may only be claimed for travel between two or more individuals being served.

**Implementation/transition instructions:**

Implementation will begin on January 1, 2016. Valid claims will be paid a month in arrears. Further communication will be released in December to PSW/HCW on how to submit time. Additionally, Action Requests (AR's) will be released by both APD and ODDS to instruct local offices on how to implement this policy.

**Training/communication plan:**

Communication will be sent to PSW/HCWs on an upcoming remittance advice. Further communication will be shared on the Oregon Home Care Commission (OHCC) website.

**Local/branch action required:**

Trainings will be offered through December and January for local/branch offices in regards to their role.

**Central office action required:**

Communication regarding any implementation will be shared with PSW/HCWs and local offices in December. Letters will be sent to HCWs and PSWs in December. A summary of the letter being submitted is attached to the end of this transmittal.

**Field/stakeholder review:**      Yes      No

**If yes, reviewed by:**     APD Operations Committee; DD Stakeholders

**Filing instructions:**

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

<b>Contact(s):</b>	Jess Cline – DD In-Home Program Analyst Mat Rapoza- APD In-Home Policy Analyst		
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**TRAVEL TIME**

Starting in January, you may be eligible for travel time. This is different than service related transportation with your consumer. Travel time payment may be claimed for time spent traveling directly between two individuals' homes or worksites when the travel occurs on the same day. Here are a few things to keep in mind:

- Only the most direct route may be claimed by the method of transportation chosen. Any additional time spent for personal reasons may not be claimed.
- If you are able to attend to personal business (not counting brief stops for gas or using the restroom), have at least one hour of break time between individual shifts, or you return home between individuals, traveling is not considered direct between individuals and may not be claimed as travel time.
- Time spent traveling to and from your home may not be claimed as travel time.
- Time spent traveling for your consumer's shopping or medical appointments may not be claimed as Travel Time.
- Payment for approved claims may not exceed 10% of your total wages. You are responsible for ensuring that claims do not exceed 10%.
- Claims will be paid at the base rate of pay only.
- Claims must be submitted for and approved separately from your work as a HCW.

Additional information on how to submit these claims will soon be provided.

If you have questions about any of these changes, you may want to check in with the SEIU Member Resource Center at 1 (877) 451-0002.

Thank you,

Department of Human Services  
Aging and People with Disabilities  
Long Term Care Systems