

Timekeeping Reminders

for Homecare Workers and Personal Care Attendants

- To make sure hours worked are recorded correctly and on time, Homecare Workers and Personal Care Attendants must enter their own hours into OR PTC DCI.
- Please use a real-time method (Mobile App, Landline, or Fob) whenever possible.
- Please do not drop off timesheets in the office for staff. Staff cannot enter provider time.
- Homecare Workers and Personal Care Attendants may use an available computer in the lobby to enter fob or historical time entries into the OR PTC DCI Web Portal.

More help and information can be found on the OR PTC DCI website at: PTC.Oregon.gov under the “Learning Materials” tab.

For login help and basic system questions only: Contact the DCI Help Desk: Call 855-565-0155 or email ORPTCSupport@dcisoftware.com.

Homecare workers: Speak with local ODHS office staff if you have questions about service plans, tasks, authorized hours, policies, or contact information updates.

Personal Care Attendants: Contact the PCA Program for help with entry corrections or payment issues. Call 888-416-3184 or email PC.20@odhsoha.oregon.gov. For questions about authorized hours or to update contact information, call Comagine at 888-416-3184 or email ORBHSupport@comagine.org.