

Action Request Transmittal Aging and People with Disabilities



Mike McCormick

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Number: APD-AR-21-022

Issue date: 4/28/2021

Topic: Provider Information

Due date: 5/31/2021

Subject: Provider Time Capture (PTC) Project Training and Implementation Tasks for Homecare Workers

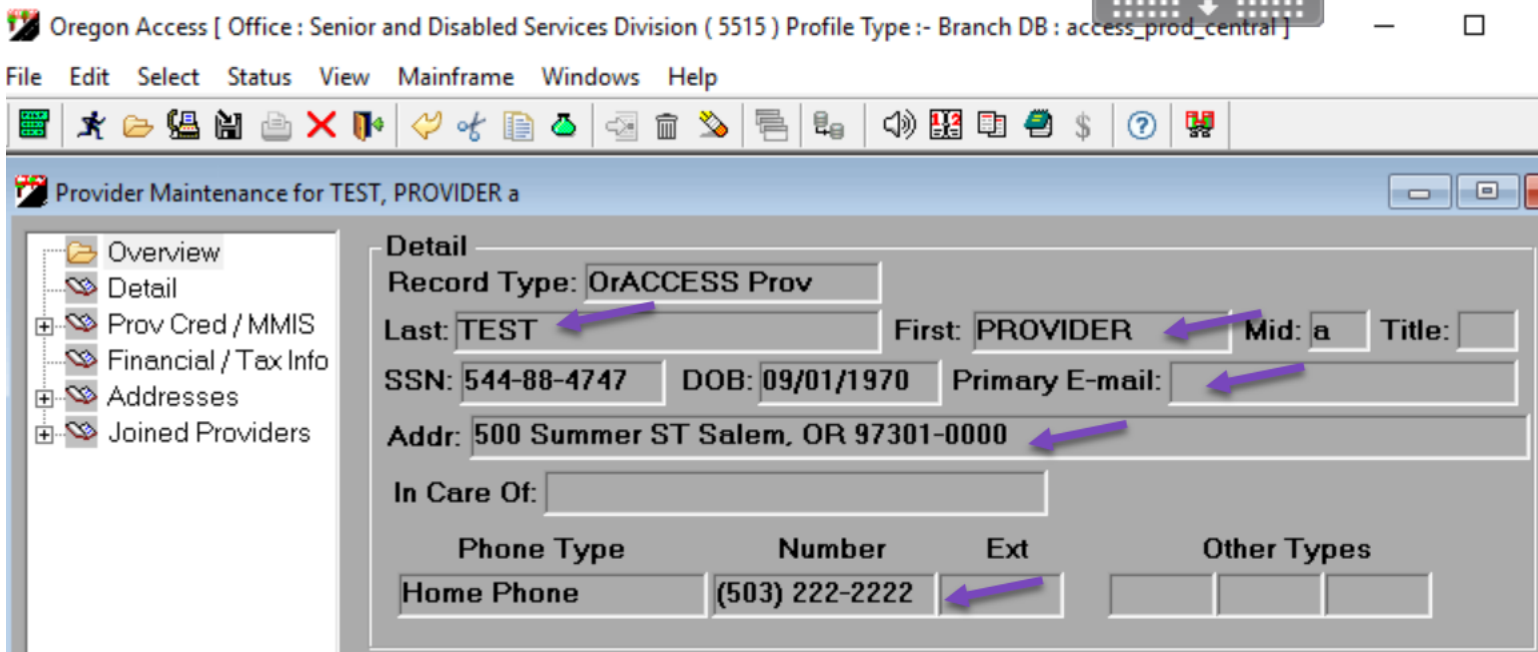
Applies to (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging: Types A and B | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> Support Service Brokerage Directors | <input type="checkbox"/> Other (<i>please specify</i>): |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Action required:

In order to prepare for Training and Implementation for the Provider Time Capture (PTC) Project, we are requesting updates be made when possible to Homecare Workers (HCWs) demographic and contact information (address, phone number and email). Updating this information is critical to facilitate the set up of user profiles in OR PTC DCI. This will also help in relaying critical information about training, pilot and statewide go live dates to HCWs. The pilot starts 8/1/21 and statewide go live starts 9/12/21.

Please see the screen shot below for information the PTC Project needs to ensure is updated:



Examples of Common Errors:

Invalid client street addresses with no spaces in text	13649SWHILLSHIREDR
Nick names include in first name in quotes	"NORM"
Profile names all upper case	CYNTHIA
Data with extra spaces	1082 PINECREST DR

Reason for action: Preparation for PTC Training and Implementation tasks. Since the most current information is needed to set up profiles in OR PTC DCI, the Project needs this information updated no later than **May 31st**.

Field/stakeholder review: Yes No
If yes, reviewed by: APD Operations Team

If you have any questions about this action request, contact:

Contact(s): PTC Project	
Phone: N/A	Fax: N/A
Email: PTCProject.Info@dhsosha.state.or.us	