

# Action Request Transmittal Aging and People with Disabilities



Ann McQueen

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**Number:** APD-AR-21-057

**Issue date:** 10/4/2021

**Topic:** Other

**Due date:** 10/4/2021

**Subject:** OPI and APD branches for OR PTC DCI

**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:**

**\*Please note that this is an interim process.\***

**APD local offices (voucher clerk or assigned staff who is creating the payroll batch) –**

- From each completed payroll batch file, filter the spreadsheet to separate OPI services from APD services prior to entering into DHR via STIM.
- APD consumers **should not** be included on the list that is sent to the AAA.
- Save the OPI entries into a new spreadsheet and send a **secure** email to the OPI office in your district. List is included below.
- Use the following naming convention for these filtered spreadsheets:  
OPI\_yyyy-mm-dd\_military time (example: OPI\_2021-09-21\_16-07)

Voucher #	Prime #	Provider #	Auth Hours	Auth Miles	Date of Service	Start Time	End Time	Amount	Unit	Service Name	Service Code
20214	AAA15	7231	34		9/13/2021	10:00 AM	12:00 PM	2	Hourly	Hourly ADL/IADL-2	OC111
20214	AAA15	723	34		9/14/2021	10:00 AM	12:00 PM	2	Hourly	Hourly ADL/IADL-2	OC111
2021	AAA56	843	22		9/16/2021	9:05 AM	10:23 AM	1.3	Hourly	Hourly ADL/IADL-2	OC111
2021	AC5	737	41		9/16/2021	7:40 AM	10:17 AM	2.62	Hourly	Hourly ADL/IADL-1	OC111
202148	BI2752	666	48		9/16/2021	12:09 PM	1:30 PM	1.35	Hourly	Hourly ADL/IADL-1	OC111
20	B	849	53		9/16/2021	5:46 AM	6:54 AM	1.13	Hourly	Hourly ADL/IADL-1	OC111
202	BP1	849	53		9/16/2021	2:44 PM	4:17 PM	1.55	Hourly	Hourly ADL/IADL-1	OC111
20215	BP1	849	53		9/16/2021	6:56 PM	9:12 PM	2.27	Hourly	Hourly ADL/IADL-1	OC111
202	AB001	735	22		9/14/2021	8:02 AM	1:45 PM	5.72	Hourly	Hourly ADL/IADL-OPI-2	OP334
202	AB001	735	22		9/16/2021	10:00 AM	3:00 PM	5	Hourly	Hourly ADL/IADL-OPI-2	OP334
20	AB	735	22		9/17/2021	12:01 PM	6:01 PM	6	Hourly	Hourly ADL/IADL-OPI-2	OP334
2	AB00	735	22		9/18/2021	9:35 AM	3:36 PM	6.02	Hourly	Hourly ADL/IADL-OPI-2	OP334
2021491	AB	735	22		9/19/2021	3:24 PM	9:24 PM	6	Hourly	Hourly ADL/IADL-OPI-2	OP334
202150	BN65	851	8		9/13/2021	12:33 PM	2:49 PM	2.27	Hourly	Hourly ADL/IADL-OPI-1	OP334
20215	BN65	851	8		9/17/2021	12:28 PM	2:04 PM	1.6	Hourly	Hourly ADL/IADL-OPI-1	OP334
202150	BN659	851	8		9/20/2021	12:29 PM	2:18 PM	1.82	Hourly	Hourly ADL/IADL-OPI-1	OP334
2021500	FN50	834	12		9/12/2021	5:30 PM	8:30 PM	3	Hourly	Hourly ADL/IADL-OPI-1	OP334
2021	BZ615	627	61		9/15/2021	7:51 AM	11:59 PM	16.15	Hourly	Hourly ADL/IADL-1	OC111
202148	BZ6	627	61		9/16/2021	12:00 AM	10:38 AM	10.63	Hourly	Hourly ADL/IADL-1	OC111
20214	CN600	666	36		9/16/2021	10:08 AM	11:50 AM	1.7	Hourly	Hourly ADL/IADL-1	OC111
202150	COO	851	31		9/16/2021	9:02 AM	12:08 PM	3.1	Hourly	Hourly ADL/IADL-1	OC111
20214	CU14	821	15		9/16/2021	9:22 AM	9:57 AM	0.58	Hourly	Hourly ADL/IADL-1	OC111
20214	CU14	821	15		9/16/2021	6:18 PM	7:07 PM	0.82	Hourly	Hourly ADL/IADL-1	OC111
2021482	CV70	635	20		9/16/2021	2:18 PM	3:52 PM	1.57	Hourly	Hourly ADL/IADL-OPI-1	OP334
20215	RW90	842		60	9/13/2021			60	Miles	Mileage-1	OT111
2021	SO1	852	32		9/16/2021	1:01 PM	3:10 PM	2.15	Hourly	Hourly ADL/IADL-2	OC111

**OPI offices (voucher clerk or assigned staff who is entering units into DHR via STIM) –**

- When you receive the filtered spreadsheet from the APD office, rename the file using the appropriate format and correct OPI branch.
- Branch number\_yyyy-mm-dd\_military time (for example: BR3012\_2021-09-22\_17-06)
- Follow the business process to enter into STIM.

AAA	Cost Center/Branch	Email
CAPECO	8210, 3012	<a href="mailto:AKimbrel@capeco-works.org">AKimbrel@capeco-works.org</a>
CAT	0512, 8710	<a href="mailto:jdavis@cat-team.org">jdavis@cat-team.org</a>
	0112, 3113, 3114,	
CCNO	8310, 9010	<a href="mailto:vouchers@ccno.org">vouchers@ccno.org</a>
CCSS	0312, 8610	<a href="mailto:OPIvouchers@clackamas.us">OPIvouchers@clackamas.us</a>
COA	0912, 8010	<a href="mailto:mdelapena@councilonaging.org">mdelapena@councilonaging.org</a>
DCSSD	7610, 1015	<a href="mailto:opi@co.douglas.or.us">opi@co.douglas.or.us</a>
HCSCS	1312, 8410	<a href="mailto:leannes.hcsc@gmail.com">leannes.hcsc@gmail.com</a>
	1812, 1813, 1814,	
KLCCOA	8110, 8910	<a href="mailto:tara.woodruff@klcco.org">tara.woodruff@klcco.org</a>
MCOACS	2312, 8510	<a href="mailto:connie.campbell@mcoacs.org">connie.campbell@mcoacs.org</a>
SCBEC	0612, 0812, 7710	<a href="mailto:rthurner@scbec.org">rthurner@scbec.org</a>
		<a href="mailto:Mdovenspike@scbec.org">Mdovenspike@scbec.org</a>
WCDAVS	3412, 8810	<a href="mailto:bunnie_pollock@co.washington.or.us">bunnie_pollock@co.washington.or.us</a>
		<a href="mailto:Samantha_hendrix@co.washington.or.us">Samantha_hendrix@co.washington.or.us</a>
MCADVS	2814	<a href="mailto:PTCpayrollteam@hollywoodseniorcenter.org">PTCpayrollteam@hollywoodseniorcenter.org</a>
	2812	<a href="mailto:timecapture@ulpdx.org">timecapture@ulpdx.org</a>
	1415	<a href="mailto:PTC.payroll.team@ahscpx.org">PTC.payroll.team@ahscpx.org</a>
	2512	<a href="mailto:vouchersp@fhpx.org">vouchersp@fhpx.org</a>
	3519	<a href="mailto:vouchers@ywcpx.org">vouchers@ywcpx.org</a>
	1412	<a href="mailto:seniors@impactnw.org">seniors@impactnw.org</a>
	3512	<a href="mailto:casemanagers@irco.org">casemanagers@irco.org</a>
	7210	<a href="mailto:opiexpansion@multco.us">opiexpansion@multco.us</a>

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:**

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

Contact(s): Provider Time Capture, OPI Policy	
Phone:	Fax:
Email: PTC.Support@dhsosha.state.or.us, OPI.Policy@dhsosha.state.or.us	