Action Request Transmittal
Aging and People with Disabilities
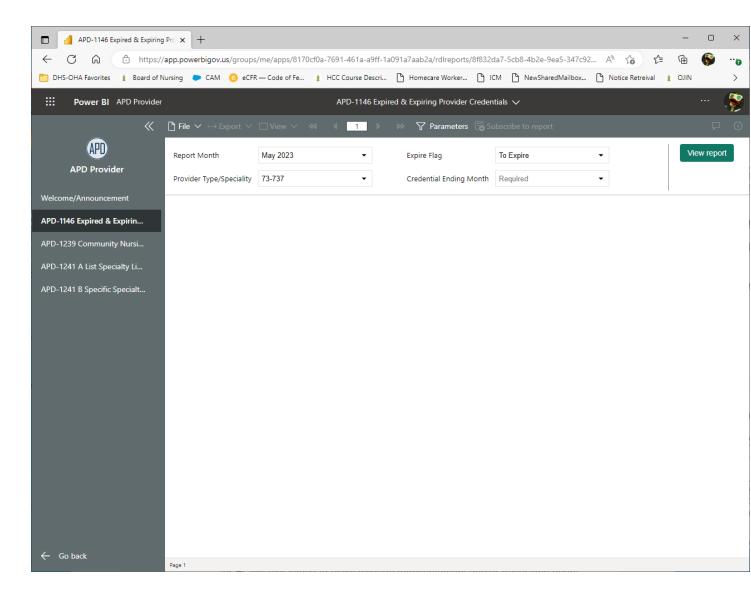
DHS | Oregon Department of Human Services

Mike McCormick
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Number: APD-AR-22-001
Issue date: 1/5/2022
Updated: 8/1/2023

Topic: Long Term Care

Due date:

Subject: Access to Power BI for those that process HCW credentials

Applies to (*check all that apply*):

☐ All DHS employees
☒ Area Agencies on Aging: Types A and B
☒ 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*):

Action required: Staff who manage HCW credentials will now need to run to run report APD-1146 "Expired and Expiring Provider Credentials on Power BI. The ODHS Intranet BI Center (where several reports were located) has moved to this new location.

Who has access to the Power BI: Supervisors should have access to Power BI. Supervisors who do not currently have access should request the Aging and People with Disabilities section (through their manager) by emailing: APD.Security-Requests@odhsoha.oregon.gov.

How to Run APD-1146 Expired and Expiring Provider Credentials through Power BI:

- In Power BI, open the app or link for "APD Provider."
- Once in the APD Provider, you should see the APD-1146 report on the left-hand side. Click on that report.
- This will take you to a new page where you will see the parameter values on top.

- Report Month will auto populate with the current month.
- Expire Flag will auto populate with "To Expire".
- Under Provider Type/Specialty, select **73-737**.
- Under Credential Ending Month, select the month(s) that are needed.

After picking the months that you are seeking, view the report. The report will populate in the empty space on the page that you see above. Once the report populates, the export icon located next to the file icon in the above image will be live. You can export to an excel spreadsheet or other programs so that you can save to your own files.

After reviewing and sorting the APD 1146 report and determining the HCWs whose credentials are expiring in Oregon Access (OA):

1. Log into Orchards to see the determination expiration date by performing a person search and clicking on applications.

2. If the HCW is not up for renewal and the credential does not match OA, please

create a new credential then, Orchards and OA align.

3. If the HCW is up for renewal, then please email or mail the HCW a new Provider Enrollment Application (PEA), HCW Guide Acknowledgement form, other forms per your local office procedures and alert the HCW that it is also time to start the renewal process, if the HCW has not already started the renewal process. Some language below can be used in communication with the HCW, or the local office may come up with their own language to meet business needs:

*Dear **(HCW Name)***
*Your Provider Enrollment Agreement is expiring in **XXXX** of 2023 and therefore, you are required to sign and send back the Provider Enrollment Agreement and HCW Guide Acknowledgement form. Please send these documents back as soon as possible to avoid your Provider Enrollment Agreement credential from expiring. If your Provider Enrollment Agreement expires, you must not work and will not be paid.*

*Your background check credential is valid until **XXXX**. If your provider number expires, you must not work and will not be paid.*

Reason for action: HCW credential expiration dates in OA may not align with the background expiration date in ORCHARDS. The dates must match HCW's credentials, so they do not automatically expire early. If a HCW's credential expires in OA, they will not be eligible for payment, and this will cause a hardship for consumers and HCWs.

Field/stakeholder review: ☒ Yes ☐ No
  If yes, reviewed by: Operations review.

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

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Email: traci.d.lerner@odhs.oregon.gov	