

# Information Memorandum Transmittal Aging and People with Disabilities



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**Number:** APD-IM-21-013  
**Issue date:** 2/10/2021

**Topic:** Other

**Due date:**

**Subject:** Provider Time Capture (PTC) - Staff Webinars (March 2021)

**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: 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                           |   |

**Message:**

The Provider Time Capture (PTC) Team is holding interactive webinars for AAA/APD, CMHP, and Comagine staff who will be impacted by the PTC Project. This includes staff who serve as voucher clerks, case managers, local office supervisors, and any team members that work with consumers and providers on in-home services through the Client Employed Provider program, Personal Care 20 (State Plan Personal Care), and Oregon Project Independence (OPI).

These one-hour webinars will be held from 9:00am-10:00am and 2:00pm-3:00pm on March 9, 10, and 11. The purpose of the webinars is to provide project updates and to discuss feedback and questions.

These webinars are informational and interactive but are NOT considered training. Training for staff, consumers and providers will be provided by the PTC Project in the summer of this year.

Please see the PTC Staff Webinar announcement which includes Zoom meeting invitations. Although discussions may vary slightly depending on staff engagement, the

agenda and materials will be the same for each webinar occurrence, and *staff are only expected to attend one of the one-hour sessions.*

Zoom Meeting Links:

- **March 9, 10, 11 from 9:00AM-10:00AM**

*The same Zoom meeting link is used for all morning sessions.*

<https://www.zoomgov.com/j/1613403613?pwd=SG9Db2FhNnNzVU5RM3FFTERpcWxkQT09>

- **March 9, 10, 11 from 2:00PM-3:00M**

*The same Zoom meeting link is used for all afternoon sessions*

<https://www.zoomgov.com/j/1610010538?pwd=UFppeEZ2ZzZST1JwWmg4dGE0TzhMUT09>

For more information on the PTC Project, please visit [PTC.Oregon.gov](http://PTC.Oregon.gov).

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

Contact(s): Provider Time Capture (PTC) Project Team	
Phone:	Fax:
Email: <a href="mailto:PTCProject.Info@dhsoha.state.or.us">PTCProject.Info@dhsoha.state.or.us</a>	

# Provider Time Capture (PTC) Project: *Staff Webinars*

*Audience: APD, AAA and HSD staff impacted by the PTC Project*

## WHAT

- One-hour interactive webinar to provide staff with updates on the PTC Project and discuss feedback and questions.
- The webinars are intended for staff who process paper vouchers and for staff who work with Providers/Consumers who use paper vouchers for in-home care time capture.
- We are offering several Zoom appointments, but you only need to attend one. Discussions may vary slightly in each webinar depending upon staff engagement, but the agenda and materials will be the same for each.
- The webinars are NOT training and are optional. Training for staff, consumers and providers will be provided by the PTC Project in the summer of this year.

## WHY

The PTC Project is rolling out OR PTC DCI (formally called the “DCI EVV Solution”) in late summer this year, 2021! We want to stay transparent and support you throughout this process.

The purpose of the webinars is to discuss PTC Project updates, gather feedback on upcoming changes, and address questions from staff.

## HOW

Create an appointment in your calendar during your preferred Webinar time. Copy this announcement into the calendar appointment. Select the Zoom link below for your scheduled meeting. *You only need to attend one webinar.*

## WHEN + WHERE

### APD/AAA/HSD Staff Webinars

Date	Time	Zoom Meeting Link
Tuesday, March 9	9:00 AM – 10:00 AM	<a href="#">Tuesday 9am Webinar</a>
	2:00 PM – 3:00 PM	<a href="#">Tuesday 2pm PTC Webinar</a>
Wednesday, March 10	9:00 AM – 10:00 AM	<a href="#">Wednesday 9am Webinar</a>
	2:00 PM – 3:00 PM	<a href="#">Wednesday 2pm PTC Webinar</a>
Thursday, March 11	9:00 AM – 10:00 AM	<a href="#">Thursday 9am Webinar</a>
	2:00 PM – 3:00 PM	<a href="#">Thursday 2pm PTC Webinar</a>

## AGENDA

#	Topic	Topic Time ( <i>estimated</i> )
1	Introductions	5 minutes
2	Purpose and Expected Outcomes	<5 minutes
3	Interactive Ice Breaker	<5 minutes
4	Discussion Topic: What makes it hard to focus on PTC?	5 minutes
5	PTC Project Updates <ul style="list-style-type: none"><li>• PTC Solution Naming Update</li><li>• Highlights and Critical Information</li><li>• Project Timeline</li><li>• Authorizations and Service Plans</li><li>• Tech Support/Customer Service for Go-Live</li><li>• Language Accessibility</li></ul>	10-15 minutes
6	EVV Scenarios Activity	10 minutes
7	Soliciting Staff Feedback	10 minutes
8	Q&A and Resources	5 minutes

## RESOURCES

The PTC Project Team is excited to share updates as more information becomes available.

Please see [PTC.Oregon.gov](https://www.ptc.oregon.gov) for the most up to date information, and send any questions about PTC to [PTCProject.Info@dhsosha.state.or.us](mailto:PTCProject.Info@dhsosha.state.or.us)

**Note:** The Oregon Department of Human Services is committed to protecting the health and well-being of our staff and the people we serve. It's central to our mission. We're doing our part to slow the spread of Coronavirus by acting on guidance from our Governor to limit exposure through social distancing measures. To support the health of our community, we are hosting webinar engagement sessions instead of in-person sessions for these engagements. The PTC Project Team is actively monitoring the situation and will continue to communicate updates as they become available. We appreciate your understanding and support as we navigate this public health experience together. Get the latest information on the Oregon Health Authority's Coronavirus [website](#).