

Information Memorandum Transmittal Aging and People with Disabilities



Bob Davis

Authorized signature

Number: APD-IM-21-071

Issue date: 8/4/2021

Topic: Other

Due date:

Subject: Provider Time Capture (PTC) - Statewide Go-Live Announcement

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 checked="" 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 checked="" type="checkbox"/> Other (<i>please specify</i>): Comagine |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Message:

The purpose of this transmittal is to inform of upcoming learning opportunities related to the Provider Time Capture (PTC) Project. Background information on the PTC project can be found at the end of this transmittal.

- Staff members statewide can begin signing up for OR PTC DCI trainings in Workday. Staff training sessions begin August 6, and staff only need to attend one session.
- Consumers, providers, and consumer employer representatives can begin registering for orientations on OR PTC DCI soon. Orientations begin August 13 and are offered in various languages.
- Staff, consumers, providers and consumer employer representatives participating in the PTC pilot should have already completed their trainings and orientations. However, pilot users are welcome to join these upcoming learning opportunities if desired.
- **Goal:** All impacted staff, consumers, providers and consumer employer representatives attend a training/orientation to learn how to use OR PTC DCI prior to statewide go-live on Sept. 12.

Statewide Staff Trainings on OR PTC DCI:

Training for staff begins on August 6! All staff currently serving in-home consumers, consumer employer representatives, homecare workers, personal care attendants, and working with paper vouchers should register for a training session to learn how to use OR PTC DCI.

- These are interactive, all-day trainings on the OR PTC DCI solution and related local office business processes.
- Multiple sessions are available from Aug. 6 through Sept. 10.
- Each session is from 8:30am-5:00pm PST.
- Staff members only need to attend one session.
- **Action:** [Register for OR PTC DCI staff training](#)

Note for AAA staff: Even if you had an iLearn account, you did not automatically receive access to Workday Learning when learning platforms transitioned. There are a few extra steps to take to make sure you can register for staff training. You will need to register for an Extended Enterprise Learner account if you have not done so already. The Job Aid for creating these accounts is attached.

Statewide Orientations for Consumers, Providers, Consumer Employer Representatives on OR PTC DCI:

Orientations begin for consumers, providers and CERs on Aug. 13.

- These are interactive Zoom meetings on how to enter time worked into OR PTC DCI for providers, and how to optionally sign off on time worked for consumers and their representatives.
- Multiple sessions and languages are offered from Aug. 13 through Sept. 11.
- Providers, consumers and their representatives are highly encouraged to attend one of these sessions.
- Registration links in English and other languages will soon be available on PTC.Oregon.gov and CarewellSEIU503.org.
- Registration links in English are attached to this transmittal.
- **Action:** Staff should share this information with individuals currently using paper vouchers and encourage them to register and join a session on how to use OR PTC DCI before paper vouchers go away on Sept. 12.

If you need assistance, please speak with the PTC Readiness Coach supporting your Local Office, or contact the PTC Project Team directly at PTCProject.Info@dhsosha.state.or.us.

Background:

Paper vouchers for in-home services are being replaced by a new electronic solution on September 12, 2021. This new solution is called OR PTC DCI – Oregon Provider Time Capture Direct Care Innovations. This means the Local Office where you work – along with the Consumers you serve from that office and the homecare workers and

personal care attendants who work for them – will switch from using paper vouchers to OR PTC DCI on Sept. 12.





The last paper voucher that most providers will receive is for the pay period 8/29/21 through 9/11/21. On September 12th, Providers will need to start clocking in and clocking out by using one of the OR PTC DCI options. Consumers have the option of signing off on their Provider's time worked.

For more information on the PTC Project, please visit PTC.Oregon.gov. Please send any questions to PTCProject.Info@dhsosha.state.or.us.

If you have any questions about this information, contact:





Contact(s): Provider Time Capture	
Phone:	Fax:
Email: PTCProject.Info@dhsosha.state.or.us	

OR PTC DCI Statewide **Consumer/Consumer Employer Representative (CER)** Orientation Sessions

	COURSE	LOCATION	DATE	TIME (PST)	LANGUAGES	REGISTRATION LINKS:
	Statewide Consumer/ CER Orientation	Zoom	Friday, August 13, 2021	1:00 pm – 3:00 pm	English	Click Here to Register To Join via telephone: US: +1 669 254 5252 Meeting ID: 161 427 5631 Passcode: 224601
	Statewide Consumer/ CER Orientation	Zoom	Saturday, August 14, 2021	5:30 pm - 7:30 pm	English	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 161 920 0059 Passcode: 104326
	Statewide Consumer/ CER Orientation	Zoom	Monday, August 16, 2021	8:30 am – 10:30 am	Russian/Русский	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 161 928 8918 Passcode: 622913
	Statewide Consumer/ CER Orientation	Zoom	Wednesday, August 18, 2021	5:30 pm - 7:30 pm	Spanish/Español	Click Here to Register To Join via telephone: US: +1 669 254 5252 Meeting ID: 161 331 0782 Passcode: 183632





Click on the **BLUE** “Click Here to Register” next to the date, time & language that best fits your schedule to register for the session.

OR PTC DCI Statewide **Consumer/Consumer Employer Representative (CER)** Orientation Sessions

	COURSE	LOCATION	DATE	TIME (PST)	LANGUAGES	REGISTRATION LINKS:
	Statewide Consumer/ CER Orientation	Zoom	Friday, August 20, 2021	1:00 pm – 3:00 pm	Vietnamese/tiếng Việt	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 160 164 7245 Passcode: 252658
	Statewide Consumer/ CER Orientation	Zoom	Sunday, August 22, 2021	8:30 am – 10:30 am	English	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 160 971 2511 Passcode: 892874
	Statewide Consumer/ CER Orientation	Zoom	Tuesday, August 24, 2021	1:00 pm – 3:00 pm	English	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 160 406 5238 Passcode: 758235
	Statewide Consumer/ CER Orientation	Zoom	Thursday, August 26, 2021	5:30 pm - 7:30 pm	English	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 160 979 3493 Passcode: 307779

Click on the **BLUE** “Click Here to Register” next to the date, time & language that best fits your schedule to register for the session.

OR PTC DCI Statewide **Consumer/Consumer Employer Representative (CER)** Orientation Sessions

	COURSE	LOCATION	DATE	TIME (PST)	LANGUAGES	REGISTRATION LINKS:
	Statewide Consumer/ CER Orientation	Zoom	Saturday, August 28, 2021	1:00 pm – 3:00 pm	Spanish/Español	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 161 322 4992 Passcode: 492242
	Statewide Consumer/ CER Orientation	Zoom	Tuesday, August 31, 2021	5:30 pm - 7:30 pm	Russian/Русский	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 161 343 0063 Passcode: 568636
	Statewide Consumer/ CER Orientation	Zoom	Thursday, September 2, 2021	8:30 am – 10:30 am	Mandarin/ 普通话	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 161 627 5122 Passcode: 411216
	Statewide Consumer/ CER Orientation	Zoom	Friday, September 3, 2021	1:00 pm – 3:00 pm	English	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 160 536 2515 Passcode: 604732

Click on the **BLUE** “Click Here to Register” next to the date, time & language that best fits your schedule to register for the session.

OR PTC DCI Statewide **Consumer/Consumer Employer Representative (CER)** Orientation Sessions

	COURSE	LOCATION	DATE	TIME (PST)	LANGUAGES	REGISTRATION LINKS:
	Statewide Consumer/ CER Orientation	Zoom	Tuesday, September 7, 2021	8:30 am – 10:30 am	Spanish/Español	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 160 919 1798 Passcode: 861985
	Statewide Consumer/ CER Orientation	Zoom	Thursday, September 9, 2021	1:00 pm – 3:00 pm	Russian/Русский	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 160 583 0414 Passcode: 220096
	Statewide Consumer/ CER Orientation	Zoom	Saturday, September 11, 2021	5:30 pm - 7:30 pm	English	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 160 628 2267 Passcode: 876445

Click on the **BLUE** “Click Here to Register” next to the date, time & language that best fits your schedule to register for the session.



Extended Enterprise Learner – Account Creation and Update

This job aid provides step-by-step instructions on how a State of Oregon partner can create and update an Extended Enterprise Learner account in Workday.

Why this is important to Partners of the State of Oregon

Workday Learning replaced iLearnOregon on June 16, 2021. To continue taking required state trainings for licensure, continuing education, job requirements and more, partners and other affiliates of the state need to create a Workday Learning account as described.

Create an Extended Enterprise Learner Account in Workday

1. Access the Workday Learning External Portal at the following link:
<https://workdaylearning.dasapp.oregon.gov/>
2. From the Register screen, fill-in the fields to create a Workday Learning account:

Workday Learning External Portal

Register
Create a Workday Learning account or [Log In](#) to Workday

First Name*

Middle Name / Initial

Last Name*

Email Address*

Confirm Email Address*

Phone Number*

Affiliation*

*** Required**

[Register](#)

When creating your account, select the affiliation for the agency that is **providing** the training you need to take. Here you can find step-by-step [instructions](#) for creating your account, start at step 2. If you do not see the agency listed or you are unsure which agency is providing the training, select State of Oregon.

Please notice that if you already have [Workday Oregon](#) account then you do not need to register here.

- a. All fields with an asterisk (*) are required
- b. Though not required, a middle name will help identify your account faster when needing support.
- c. Email address can only connect to one Workday account.
- d. For the *Affiliation* box, choose the agency you primarily work with. In most cases, that will be the Oregon Health Authority (listed as *Health Authority*) or the Oregon Department of Human Services (listed as *Human Services*). Despite the instructions on the form, please do NOT choose *State of Oregon* without first speaking with your primary contact person at the State.

Workday Learning External Portal

Affiliation*

State of Oregon

Department of Revenue

Education

Forestry

Health Authority

Judicial Department

Office of Emergency Management

Department of Consumer

Department of Justice

Fish and Wildlife

Higher Education

Human Services

Parks and Recreation Department

Public Safety Standard and Training

Board of Nursing

Office of State Fire Marshal

Public Employees Retirement System

Youth Authority

Affiliation*

* Required

Register

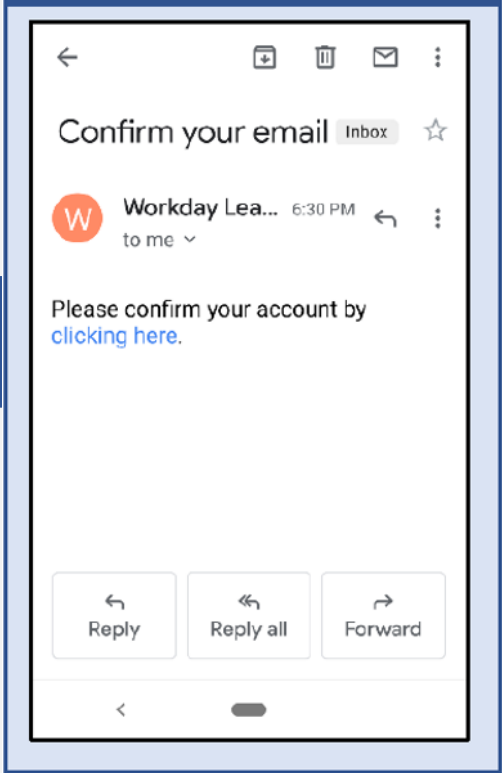
When creating your account, select the affiliation for the agency that is **providing** the training you need to take. Here you can find step-by-step [instructions](#) for creating your account, start at step 2. If you do not see the agency listed or you are unsure which agency is providing the training, select State of Oregon.

Please notice that if you already have [Workday Oregon](#) account then you do not need to register here.

3. When finished, click the *Register* button.
4. Confirm and finalize your registration. Check your email. You will receive 3 emails as you finish this process. All emails will be sent to the email address used to register your account.

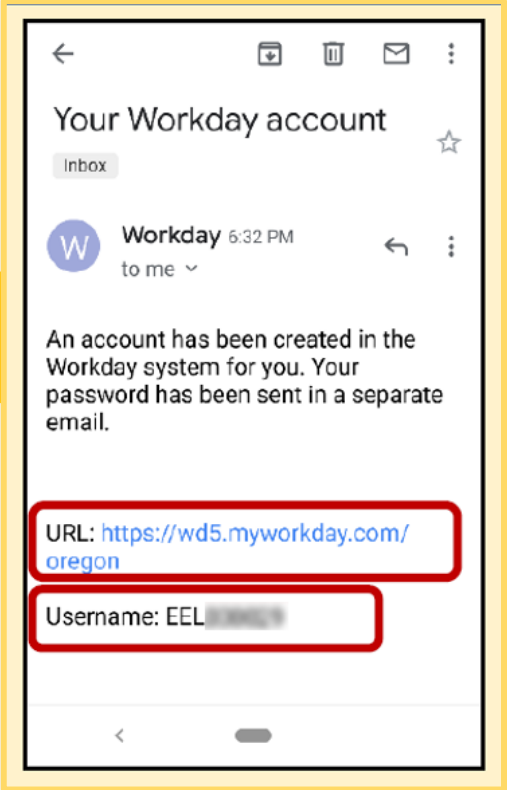
- a. After you submit your registration, you will receive an email (#1) to confirm your request to create a Workday account. Click the hyperlink in this email to confirm your registration.

#1



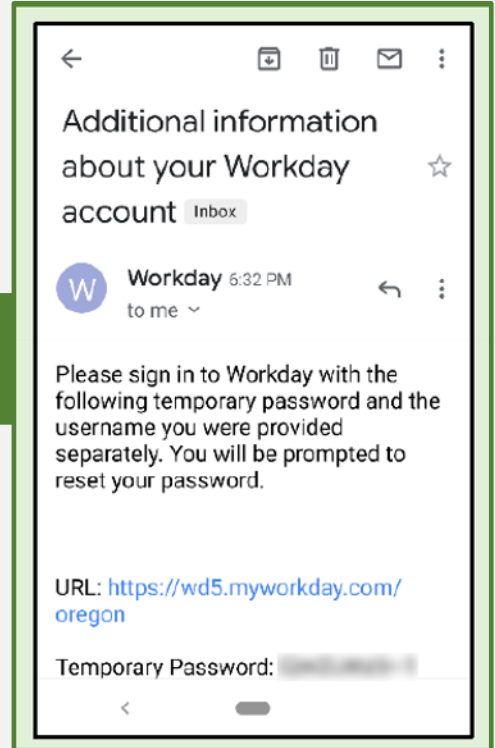
- b. After you confirm your registration in the first email, you will receive another email (#2) providing your Workday username. Your username is also referred to as your EEL number. It is **important that you remember this username**, as you will use it to log into your Workday Learning account.

#2

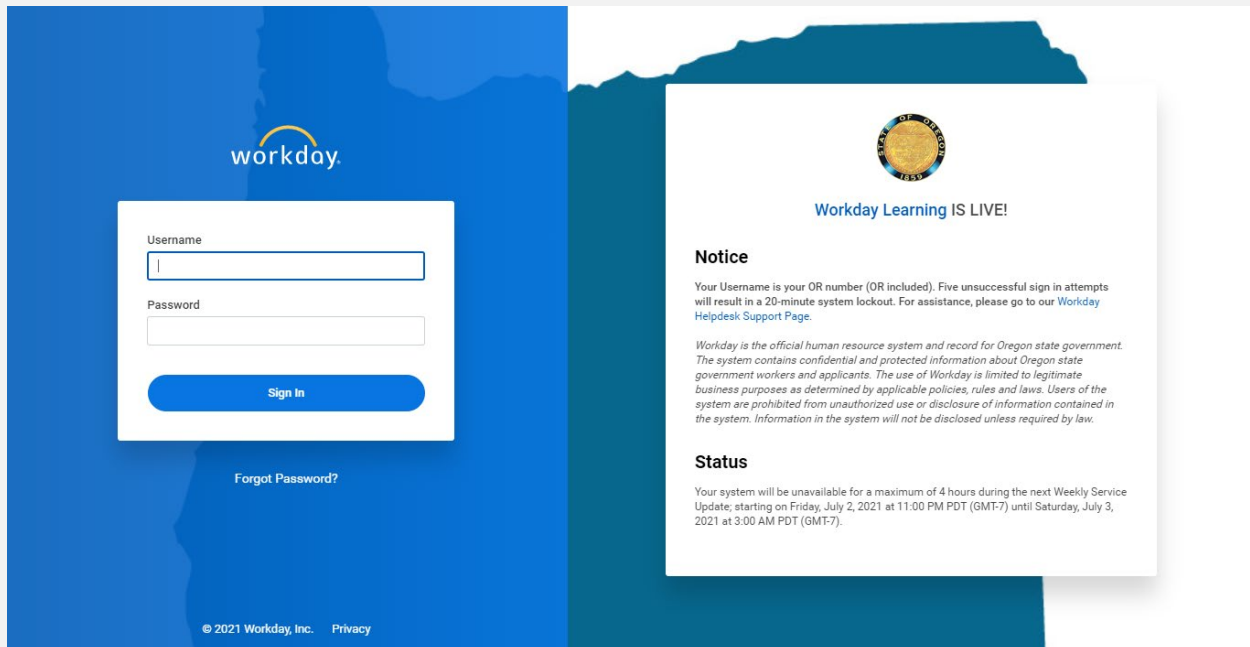


- c. At about the time you get email #2, you will receive a final email. This email (#3) will contain your temporary password.

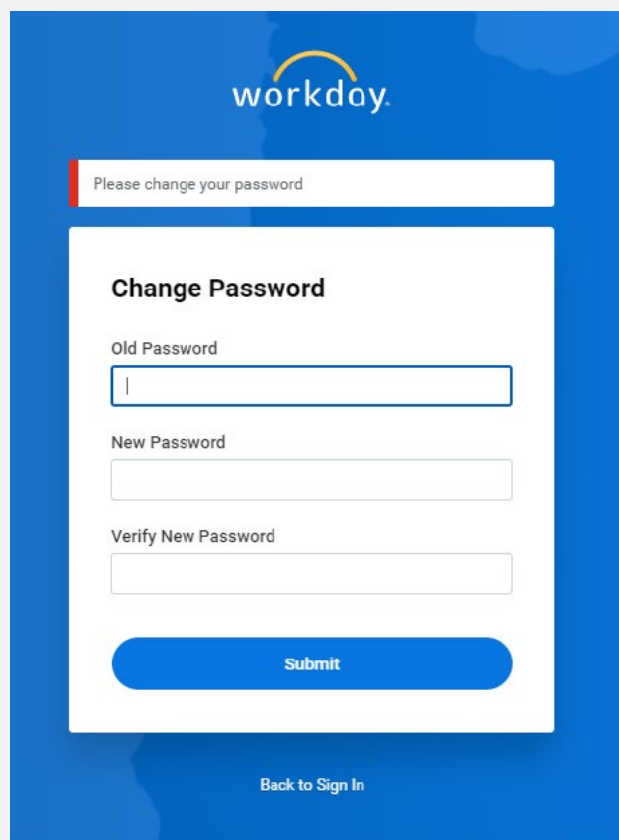
#3



- 5. Log into your Workday account with your username (from email #2) and temporary password (from email #3). Use the URL provided in either email to access the Workday login page.

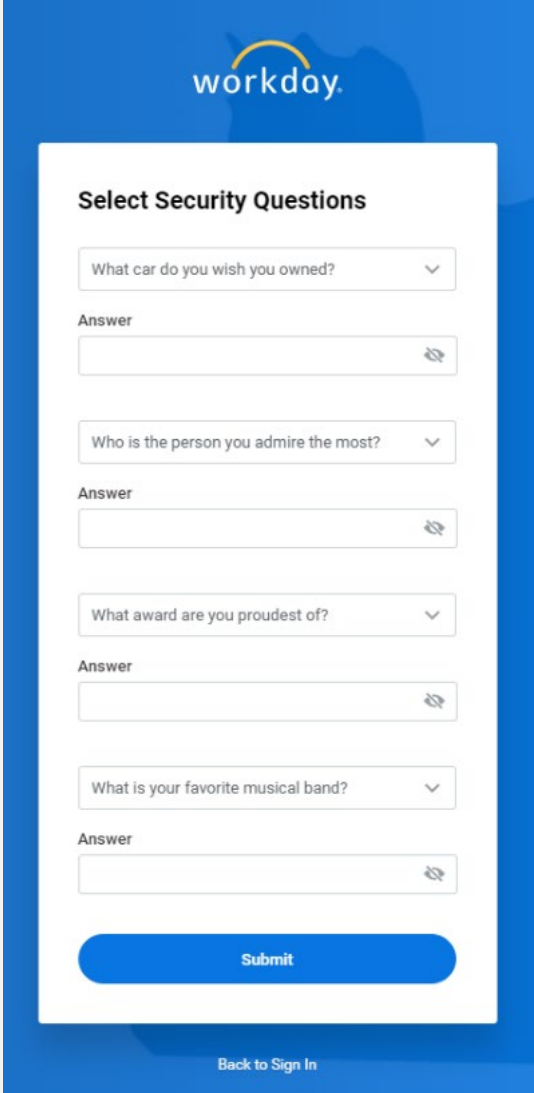


6. Reset your password:
 - a. Enter your temporary password from email #3 as your *Old Password*.
 - b. Enter a new password of your choice. It is **important that you remember this password**, as you will use it to log into your Workday Learning account.



The screenshot shows the Workday 'Change Password' interface. At the top, the Workday logo is displayed. Below it, a message reads 'Please change your password'. The main form area is titled 'Change Password' and contains three input fields: 'Old Password', 'New Password', and 'Verify New Password'. A blue 'Submit' button is located at the bottom of the form. A link for 'Back to Sign In' is positioned at the bottom right of the page.

7. Choose your security questions and provide answers.
 - a. Click on the drop-down arrow to select each of your four security questions.
 - b. Provide an answer for each question. It is **important that you remember the exact answers to these questions**. You will use answers to two of these questions every time you log into your Workday Learning account.
 - c. Press the *Submit* button.

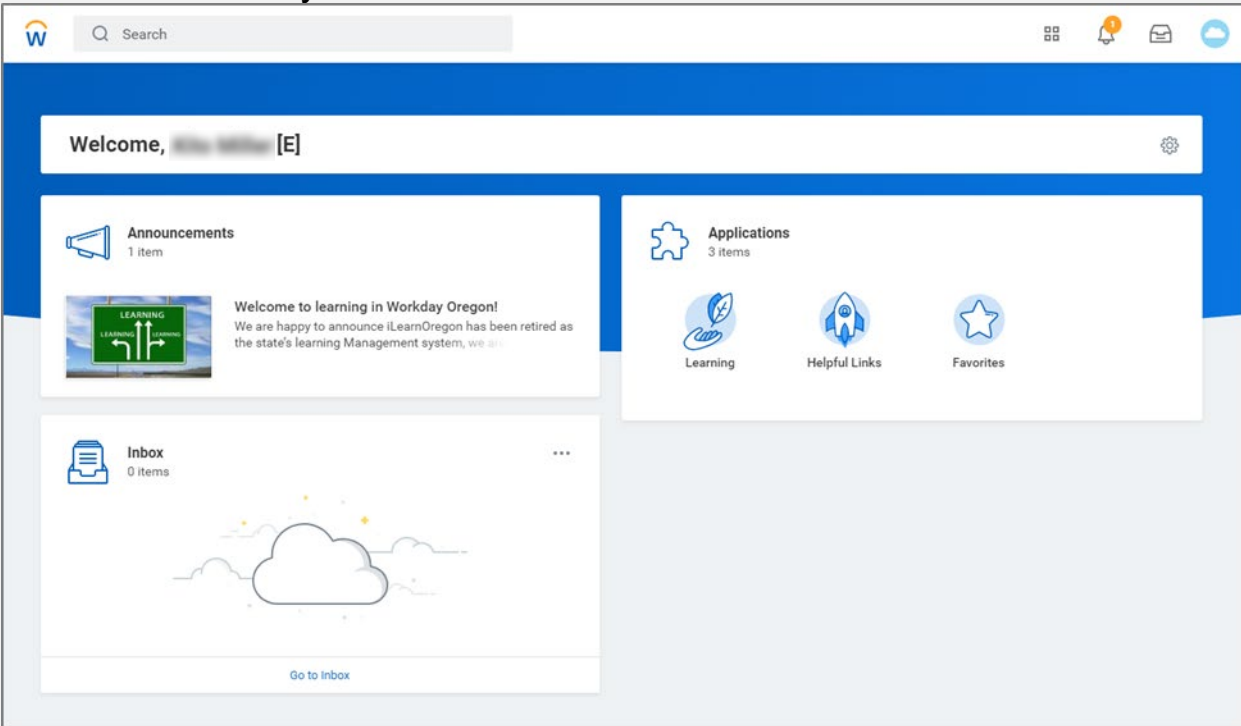


The screenshot shows the 'Select Security Questions' form on the Workday platform. The form is titled 'Select Security Questions' and is set against a blue background with the Workday logo at the top. It contains four questions, each with a drop-down menu for selection and a text input field for the answer. The questions are: 'What car do you wish you owned?', 'Who is the person you admire the most?', 'What award are you proudest of?', and 'What is your favorite musical band?'. Each question has a corresponding 'Answer' field with a small icon on the right. At the bottom of the form is a blue 'Submit' button and a link for 'Back to Sign In'.

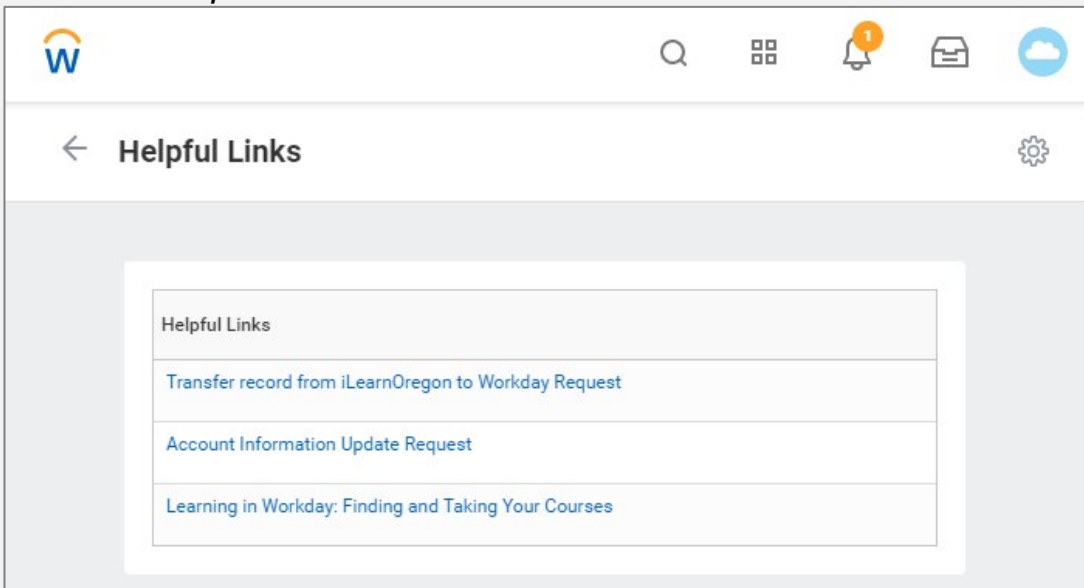
8. You have successfully created your Workday Learning account as an Extended Enterprise Learner.

Update Your Workday Learning Account

1. When you log into Workday, you will arrive at the Workday homepage – also called the Workday dashboard.



2. Click the *Helpful Links* icon on the dashboard to reveal the following:



- a. Click the link *Transfer records from iLearnOregon to Workday Request* to have your training records from iLearn transferred to your new Workday account.
- b. Click the link *Account Information Update Request* to open a form and request any changes to your account information.
- c. Click the link *Learning in Workday: Finding and Taking Your Courses* to take a course in Workday on the topic.



***** END OF JOB AID *****

OR PTC DCI Statewide **Provider** Orientation Sessions

	COURSE	LOCATION	DATE	TIME (PST)	LANGUAGE	REGISTRATION LINKS:
	Statewide Provider Orientation	Zoom	Friday, August 13, 2021	8:30 am – 11:00 am	English	Click Here to Register To Join via telephone: US: +1 669 254 5252 Meeting ID: 160 115 3551 Passcode: 260645
				5:30 pm – 8:00 pm	Russian/Русский	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 160 900 9303 Passcode: 220305
	Statewide Provider Orientation	Zoom	Saturday, August 14, 2021	8:30 am – 11:00 am	Spanish/Español	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 160 398 6434 Passcode: 858955
				1:00 pm – 3:30 pm	English	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 161 820 5784 Passcode: 080927



Click on the **BLUE** “Click Here to Register” next to the date, time & language that best fits your schedule to register for the session.

OR PTC DCI Statewide **Provider** Orientation Sessions

	COURSE	LOCATION	DATE	TIME (PST)	LANGUAGE	REGISTRATION LINKS:
	Statewide Provider Orientation	Zoom	Tuesday, August 17, 2021	8:30 am – 11:00 am	English	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 161 345 1925 Passcode: 726208
				1:00 pm – 3:30 pm	Mandarin/ 普通话	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 160 499 9817 Passcode: 379987
				5:30 pm – 8:00 pm	English	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 161 763 1336 Passcode: 805368
	Statewide Provider Orientation	Zoom	Thursday, August 19, 2021	8:30 am – 11:00 am	Russian/Русский	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 161 595 4813 Passcode: 926517



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OR PTC DCI Statewide **Provider** Orientation Sessions

	COURSE	LOCATION	DATE	TIME (PST)	LANGUAGE	REGISTRATION LINKS:
	Statewide Provider Orientation	Zoom	Thursday, August 19, 2021	1:00 pm – 3:30 pm	English	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 161 349 3061 Passcode: 193461
	Statewide Provider Orientation	Zoom	Friday, August 20, 2021	5:30 pm - 8:00 pm	Spanish/Español	Click Here to Register To Join via telephone: US: +1 669 254 5252 Meeting ID: 161 817 8063 Passcode: 396539
	Statewide Provider Orientation	Zoom	Sunday, August 22, 2021	1:00 pm – 3:30 pm	Russian/Русский	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 160 151 1670 Passcode: 673320
				5:30 pm - 8:00 pm	English	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 161 911 0554 Passcode: 296987




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OR PTC DCI Statewide **Provider** Orientation Sessions

	COURSE	LOCATION	DATE	TIME (PST)	LANGUAGE	REGISTRATION LINKS:
	Statewide Provider Orientation	Zoom	Monday, August 23, 2021	8:30 am – 11:00 am	English	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 160 997 1620 Passcode: 366512
				1:00 pm – 3:30 pm	Spanish/Español	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 160 277 1440 Passcode: 119634
	Statewide Provider Orientation	Zoom	Wednesday, August 25, 2021	8:30 am – 11:00 am	Vietnamese/tiếng Việt	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 160 804 8820 Passcode: 311112
				1:00 pm – 3:30 pm	English	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 160 551 3585 Passcode: 745365



Click on the **BLUE** “Click Here to Register” next to the date, time & language that best fits your schedule to register for the session.

OR PTC DCI Statewide **Provider** Orientation Sessions

	COURSE	LOCATION	DATE	TIME (PST)	LANGUAGE	REGISTRATION LINKS:
	Statewide Provider Orientation	Zoom	Wednesday, August 25, 2021	5:30 pm - 8:00 pm	Mandarin/ 普通话	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 160 585 5416 Passcode: 395746
	Statewide Provider Orientation	Zoom	Saturday, August 28, 2021	8:30 am – 11:00 am	English	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 161 711 4025 Passcode: 245299
				5:30 pm - 8:00 pm	English	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 160 775 1724 Passcode: 810215
	Statewide Provider Orientation	Zoom	Tuesday, August 31, 2021	8:30 am – 11:00 am	Vietnamese/tiếng Việt	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 160 336 4362 Passcode: 769506



Click on the **BLUE** “Click Here to Register” next to the date, time & language that best fits your schedule to register for the session.

OR PTC DCI Statewide **Provider** Orientation Sessions

	COURSE	LOCATION	DATE	TIME (PST)	LANGUAGE	REGISTRATION LINKS:
	Statewide Provider Orientation	Zoom	Tuesday, August 31, 2021	1:00 pm – 3:30 pm	English	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 161 994 4427 Passcode: 737755
	Statewide Provider Orientation	Zoom	Thursday, September 2, 2021	1:00 pm – 3:30 pm	English	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 160 929 0906 Passcode: 014441
				5:30 pm - 8:00 pm	Spanish/Español	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 160 382 0716 Passcode: 159844
	Statewide Provider Orientation	Zoom	Friday, September 3, 2021	5:30 pm - 8:00 pm	Russian/Русский	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 161 209 8332 Passcode: 025549



Click on the **BLUE** “Click Here to Register” next to the date, time & language that best fits your schedule to register for the session.

OR PTC DCI Statewide **Provider** Orientation Sessions

	COURSE	LOCATION	DATE	TIME (PST)	LANGUAGE	REGISTRATION LINKS:
	Statewide Provider Orientation	Zoom	Tuesday, September 7, 2021	5:30 pm - 8:00 pm	English	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 160 713 6429 Passcode: 583871
	Statewide Provider Orientation	Zoom	Wednesday, September 8, 2021	8:30 am – 11:00 am	English	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 160 603 1259 Passcode: 187145
				1:00 pm – 3:30 pm	Vietnamese/tiếng Việt	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 160 757 6018 Passcode: 203767
				5:30 pm - 8:00 pm	Russian/Русский	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 160 909 2108 Passcode: 036908

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OR PTC DCI Statewide **Provider** Orientation Sessions

	COURSE	LOCATION	DATE	TIME (PST)	LANGUAGE	REGISTRATION LINKS:
	Statewide Provider Orientation	Zoom	Friday, September 10, 2021	8:30 am – 11:00 am	English	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 161 163 7272 Passcode: 228458
				1:00 pm – 3:30 pm	Spanish/Español	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 160 754 2292 Passcode: 098686
	Statewide Provider Orientation	Zoom	Saturday, September 11, 2021	8:30 am – 11:00 am	Mandarin/ 普通话	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 161 058 5401 Passcode: 510101
				1:00 pm – 3:30 pm	English	Click Here to Register To join via telephone: US: +1 669 254 5252 Meeting ID: 161 1414 9186 Passcode: 791001

Click on the **BLUE** “Click Here to Register” next to the date, time & language that best fits your schedule to register for the session.