Information Memorandum Transmittal
Aging and People with Disabilities

DHS | Oregon Department of Human Services

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Authorized signature

Number: APD-IM-23-094
Issue date: 10/4/2023

Topic: Other

Due date:

Subject: Provider Time Capture (PTC) - Webinar and Learning Lab Series - Fall 2023 - Winter 2024

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*): Comagine

Message:
The PTC Team is holding a series of Webinars and accompanying Learning Labs in Fall 2023 and Winter 2024. Each month will feature a webinar followed by a Learning Lab one to two weeks later. Each session will be held on a Wednesday afternoon, and the recordings, PowerPoint, and other materials will be linked on Staff Tools shortly after each session.

Participation in these events is optional. Registration for the webinars is not needed. However, staff who wish to attend the Learning Lab must register and either attend the webinar the same month or watch the recording before attending the Learning Lab.

Links to join:

The webinars will all use this Zoom link.
Please create appointments to save the time on your calendar and include the Zoom link in your appointments.
Videos and materials will be posted to Staff Tools after the sessions.

Each Learning Lab requires pre-registration here: [Workday - OR PTC DCI Learning Labs](#)
Videos will be posted to Staff Tools after the sessions.

Webinar/Learning Lab Series Fall 2023 and Winter 2024	
Webinar	**Learning Lab**
10/18/2023 2:05-2:55PM	10/25/2023 2:05-3:25PM
11/15/2023 2:05-2:55PM	11/29/2023 2:05-2:55PM
12/6/2023 2:05-2:55PM	12/13/2023 2:05-2:55PM
1/10/2024 2:05-2:55PM	1/24/2024 2:05-2:55PM

Topics by Month	
October	- Overview of Phase 2A changes coming in July 2024 (webinar only) - Useful reports for staff - Time entry into STIM (essentials and tips & tricks) - Payroll batches (essentials and tips & tricks)
November	- New profiles and links in OR PTC DCI – how providers get started using OR PTC DCI - How to edit profiles when changes are needed - Tips for troubleshooting common issues in mobile app, landline, and fob
December	- Authorization updates – when they are needed and how to update them (more details in the Learning Lab) - Branch transfers – how and when to request them and important reminders
January	- Why unlinking is important - How to unlink a consumer and provider in OR PTC DCI - Why relinking is important - How to know if a relink is needed - How to relink a consumer and provider in OR PTC DCI

The webinars will share high-level information, reminders, helpful tips, etc. The Learning Labs will have more of a hands-on approach and will involve more demonstration. Both types of sessions will have opportunities for discussion and questions.

Specific case questions should **not** be brought to these sessions and should instead be sent to PTC.Support@odhsoha.oregon.gov.

If you have any questions about the webinars or Learning Labs, please reach out to PTC.Support@odhsoha.oregon.gov.

If you have any questions about this information, contact:

Contact(s): Provider Time Capture	
Phone:	Fax:
Email: PTC.Support@odhsoha.oregon.gov	