

Information Memorandum Transmittal Aging and People with Disabilities



Bob Davis

Authorized signature

Number: APD-IM-23-102

Issue date: 11/13/2023

Updated date: 8/12/2024

Due date:

Topic: Other

Subject: Provider Time Capture (PTC) - Process for Splitting Vouchers

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

Message:

This transmittal has been updated to align with the PTC Phase 2A changes.

If a voucher needs to be split due to a mid-pay period change, certain steps must be completed in Mainframe and OR PTC DCI.

Following the below steps in order will ensure the provider is able to claim time/mileage in OR PTC DCI when there is a split voucher.

Steps for splitting vouchers:

- 1) The voucher specialist (VS) receives the 546N, 546PC, 546SF, or 531 indicating the need for a split voucher.
- 2) In the UATH screen in Mainframe, edit the voucher for the current pay period.
The end date, hours, and miles must be edited. *If any OR PTC DCI entries were already created past the end date, or that exceed the prorated hours, those

entries must be canceled, rejected, or edited, depending on the situation. See Managing entries on split vouchers below for more information.

- If this is a temporary change for one pay period (PP), skip to step 4.
 - If this is a permanent change, go to step 3.
- 3) End the current ONGO and create a new ONGO, and edit the future/outstanding vouchers in UATH.
 - 4) Create a second voucher starting with **the day after the first voucher's end date**, and ending with the last day of the PP. If this is set up correctly, an authorization will pull through into OR PTC DCI. The start date must not overlap with the end date of the previous voucher.
 - 5) If the authorization for the second voucher has not pulled over into OR PTC DCI after a few minutes, please double check that the end date of the first voucher does not overlap with the start date of the second voucher. If it does not but is still not showing in OR PTC DCI, please contact the PTC Support Team at PTC.support@odhsoha.oregon.gov for assistance.

***Managing entries on split vouchers**

If any time/mileage entries were made on an authorization for after the date that voucher needs to be ended, you must follow the below instructions before changing the end date on the voucher.

Please note that there is a wide variety of scenarios that may occur with entries on split vouchers. Use this guidance to fit your scenario and reach out to PTC Support if you need additional guidance. The goal is to ensure the vouchers/authorizations are accurate and all entries are paid.

Entries in OR PTC DCI with a split voucher:

If there are entries in OR PTC DCI against an authorization for after the new end date, you must reject or cancel the entries. If there is time claimed after the new end date and you attempt to make the edit in UATH, you will receive the error: "Entries exist after requested end date."

The local office staff should take the following steps:

1. In OR PTC DCI, reject or cancel any entries that were claimed after the new end date. Take note of which entries you are rejecting or canceling.
2. If the entries are not after the new end date, but the hours do exceed the new prorated hours for the authorization, then staff may choose to edit an entry to bring the claimed amount within the new prorated amount.

3. Once the corrections are made in OR PTC DCI, staff can edit the first voucher in UATH.
4. Staff can then create a new second voucher with a start date of one day following the first voucher's end date. Ensure the new authorization is in OR PTC DCI by checking the Authorizations Widget.
5. Staff can now recreate any canceled/rejected entries . If an entry on the first authorization was edited down, staff can add or edit an entry for the timeframe of the second voucher to ensure the provider is able to claim all their authorized hours.

Example of a split voucher with entries in OR PTC DCI:

A consumer and provider have a voucher for 8/25/24-9/7/24 10/22/23-11/4/23 for 60 hours under MAGI. The consumer switched from MAGI to OSIPM, and OSIPM became active on 8/31/24. Before the voucher update was completed, the provider made entries in OR PTC DCI for 8/27/24, 8/30/24, 9/2/24, and 9/3/24 for 8 hours each shift.

Local office staff must complete the below steps **in this order**:

1. Reject or cancel the OR PTC DCI time entries for 9/2/24 and 9/3/24.
2. In Mainframe, edit the voucher for pay period 8/25/24-9/7/24. The new end date should be changed to 8/30/24, and hours should be changed to the prorated amount of 26.
3. Create a new voucher for the provider in Mainframe for 8/31/24-9/7/24 with appropriate proration of hours/miles for the remainder of the pay period. For this example, the hours should be 35*. This new voucher should automatically come through to OR PTC DCI.
4. Create time entries in OR PTC DCI for 9/2/24 and 9/3/24 that match what the provider previously entered. Use the reason code Staff-Other and add an explanation in the Notes field.

***Notes on proration**

The standard proration calculation is:

- Take the number of authorized hours and divide it by the number of days in the pay period.

- Multiply this number by the number of days remaining in either the first or second portion of the split voucher pay period. Round this number up to the nearest whole number.
- Repeat for each portion of the split pay period.

In the example, 60 hours divided by 14 days equals 4.29 hours per day. For 8/25/24-8/31/24, there are 6 days. 4.29 multiplied by 6 equals 25.74 (rounded up to 26).

For the second portion of the pay period, there are 8 days. 60 hours divided by 14 days equals 4.29 hours per day. 4.29 multiplied by 8 equals 34.32 (rounded up to 35).

You will need to reduce either the first portion or second portion of the split voucher by one hour since both calculations have been rounded up, with the total now equaling 61 hours. Which portion to reduce by one hour is up to your discretion. Alternatively, you may need to redistribute the hours between the two portions of the voucher depending on when the provider reported working.

If you have any questions about this information, contact:

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