

# Information Memorandum Transmittal Aging and People with Disabilities



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**Topic:** Systems Issues

**Subject:** APD End of Year (2023) Processing Schedule and Updates

**Number:** APD-IM-23-108

**Issue date:** 12/13/2023

**Updated:** 12/20/2023

**Due date:**

**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 type="checkbox"/> Health Services   |
| <input checked="" type="checkbox"/> Aging and People with Disabilities    | <input checked="" 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:**

See the updated attached document covering topics for End of Year (2023)

- APD End of Year (2023) Processing Schedule
- Oregon Eligibility (ONE) End of Year Updates
- Oregon ACCESS End of Year Updates

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

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# APD End of Year (2023) Processing Schedule

Following is the end of year and holiday schedule. It includes systems availability and payment processing information for the dates listed:

## Friday, December 15<sup>th</sup>

### *Local Office Actions*

- All payroll batch entries for the HCW pay period ending 12/02/23 must be entered into Mainframe for payment processing by 7:00 PM on 12/15/23. Please remember to add your office's cost center when pulling a payroll batch from OR PTC DCI.

### *System Actions*

- State processing deadline for 12/02/2023 HCW pay processing cycle.

## Monday, December 18<sup>th</sup>

### *Local Office Actions*

- Review CBC suspended records on SCFP for any suspended service periods to prepare for the COLA; *SJD9055R-B Suspense Report by Branch* is a CA View report of all the suspended records.

### *Systems Actions*

- 12/02/2023 HCW service payment checks mailed.
- HCW Overtime (OT) payment run.

## Tuesday, December 19<sup>th</sup>

### *Systems Actions*

- CBC records updated with the SSI/SSB COLA and the new OSIPM standards.
- New 512 authorizations generated dated 01/01/2024 using the new amounts from ONE with narrative.
- HCW Overtime (OT) checks mailed.

## Wednesday, December 20<sup>th</sup>

### *Systems Actions*

- CBC 512 documents for 2024 mailed during this week reflecting new COLA amounts in ONE.

## **Monday, December 25<sup>th</sup>**

- State Holiday – No payment processing
- USPS Closed – No mail delivery

## **Tuesday, December 26<sup>th</sup>**

### ***Local Office Action***

- Last day to clear any CBC suspend records.
  - “Touch” the 512 to update with changes made in ONE.

### ***Systems Actions***

- This is the CMS end-of-month deadline
- Oregon ACCESS OSIPM standards and Community Spouse Allowance updated to reflect 2024 amounts.
- Mainframe is down at 8 pm.

## **Wednesday, December 27<sup>th</sup>**

### ***Systems Actions***

- Last CBC weekly checks run for December.

## **Thursday, December 28<sup>th</sup>**

### ***Systems Actions***

- Last CEP daily check run.
- Mainframe (HADJ/OADJ) disabled at 9 pm until the morning of January 2<sup>nd</sup>.

## **Friday, December 29<sup>th</sup>**

### ***Systems Actions***

- Mainframe closed at 7 pm
- CEP FICA Refund processed (checks dated 12/30/2023)
  - In this yearly run, all providers paid via check.

## **Monday, January 1<sup>st</sup>**

### ***Systems Actions***

- State Holiday
- First CBC monthly check run for 2024.

## **Tuesday, January 2<sup>nd</sup>**

### ***Local Office Action***

- Last day for local office to enter HCW timesheets for the 12/16/2023 HCW pay processing run.

### ***Systems Actions***

- State processing deadline for 12/16/2023 HCW pay processing cycle.
- CBC checks mailed.
- CEP FICA refund checks mailed.

### **Wednesday, January 3<sup>rd</sup>**

#### ***Systems Actions***

- First CEP daily check run.
- HCW OT payment run.
- 12/16/2023 HCW Pay processing cycle checks mailed.

### **Thursday, January 4<sup>th</sup>**

#### ***Systems Actions***

- CEP checks mailed.
- HCW OT mailed.

### **Monday, January 15<sup>th</sup>**

- State Holiday

### **Wednesday, January 31<sup>st</sup>**

#### ***Systems Action***

- W-2s and 1099s will be mailed by January 31, 2024

## **Oregon Eligibility (ONE) System End-of-Year Updates**

Please see [OEP-IM-23-060](#) for information on ONE system End of Year updates

# **Oregon ACCESS End of Year Updates**

## **COLA Overview**

In the past, as part of the End of Year process, the income types in Oregon ACCESS that are administered by the Social Security Administration were updated with the Cost-of-Living Adjustment. This process is being discontinued, beginning in 2023. Staff will need to manually update those income types for consumers whose financial records are not managed in the ONE system.

## **OSIPM Standard Update**

The OSIPM Standards and Community Spouse Allowance will change effective 01/01/2024. Oregon ACCESS will update these amounts the night of 12/26/2023.