

Information Memorandum Transmittal Aging and People with Disabilities



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Number: APD-IM-24-027

Issue date: 3/13/2024

Updated date: 6/13/2025

Due date:

Topic: Other

Subject: Provider Time Capture (PTC) - Decimal Miles in OR PTC DCI

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:

When entering mileage in OR PTC DCI, providers can now enter decimals and the mainframe will process them.

Other changes related to decimal mileage entries:

- All mileage (including decimal) entries for a single pay period will be rolled up into one entry.
- Decimal mileage entries will now go through for payment in STIM.
- The decimal mileage entries will no longer go to the STIQ screen as a suspense error.
- The local office staff member no longer needs to cancel the decimal mileage entries in OR PTC DCI.

Providers are encouraged to enter **one** mileage entry per pay period in order to simplify the process. However, the system will let them enter multiple mileage entries. Providers are also encouraged to enter their actual authorized miles and not their odometer readings. These changes will be effective Saturday, June 14th.

Previous Process-

When entering mileage in OR PTC DCI, providers should enter whole numbers instead of decimals, and should always round up to the nearest whole number.

For mileage entries worked after PTC Phase 2A Go-Live:

- All mileage entries for a single pay period will be rolled up into one entry.
- Any mileage entries entered as a decimal amount will not come through for payment in STIM.
- The decimal mileage entry will show on the STIQ screen as a suspense error and the entry details will be viewed on the STSS screen.
- The local office staff member must cancel all mileage entries in OR PTC DCI for that pay period.
- The local office staff member must then recreate one mileage entry that equals the total mileage claimed rounded up to the nearest whole number.

Direct any questions about this transmittal to the PTC Support Team at PTC.Support@odhsoha.oregon.gov.

If you have any questions about this information, contact:

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