

# Information Memorandum Transmittal Aging and People with Disabilities



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**Number:** APD-IM-24-027

**Issue date:** 3/13/2024

**Topic:** Other

**Due date:**

**Subject:** Provider Time Capture (PTC) - Miles in Whole Numbers 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 should enter whole numbers instead of decimals, and should always round **up** to the nearest whole number. This information is being shared with providers, but local office staff are encouraged to reinforce this guidance with providers.

Please note that 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 and cannot prevent them from using decimals. Providers are also encouraged to enter their actual authorized miles and not their odometer readings.

Rounding the mileage entry/entries to the nearest whole number in OR PTC DCI will become important after PTC Phase 2A Go-Live in July 2024.

For mileage entries worked prior to PTC Phase 2A Go-Live (including current entries, as well as all entries worked prior to Phase 2A but input into STIM after Phase 2A Go-Live):

- Mileage entries entered as a decimal amount (e.g., 10.1 miles, 5.4 miles, 8.7 miles, etc.) must be **rounded up to the next whole number** in STIM (e.g., 11 miles, 6 miles, 9 miles, etc.).

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.

### **Example:**

Provider enters the following mileage entries in OR PTC DCI for one pay period:

- 5 miles
- 4.3 miles
- 7 miles

If these mileage entries were worked prior to Phase 2A Go-Live:

1. The entries will be included in one or more payroll batches.
2. If included in one payroll batch, for example, the local office staff member adds all entries and gets 16.3. The local office staff member then rounds up to 17.
3. The local office staff member enters 17 miles as the mileage entry for that pay period in STIM.

If these mileage entries were worked after Phase 2A Go-Live:

1. Before the entries get to mainframe, they are rolled into one entry equaling 16.3.
2. Mainframe cannot accept decimal amounts for mileage.
3. The entry for 16.3 will go to the STIQ screen as a suspense error.
4. The local office staff member monitoring the STIQ screen views the entry details on the STSS screen.
5. The local office staff member logs into OR PTC DCI and selects “cancel” for **all three** mileage entries for that pay period.
6. The local office staff member creates one mileage entry in OR PTC DCI for 17 miles, has another local office staff member verify the entry, and then manually approves the entry so it can be pulled into the next payroll batch.

Local offices should inform new providers who are authorized mileage to always enter their mileage in whole numbers. The PTC Training Team is updating their training materials to reflect this.

Local offices must work the STIQ/STSS suspense errors as part of the regular time entry process after Phase 2A Go-Live. STIQ/STSS suspense errors will continue to occur indefinitely, not only for the first year after Phase 2A Go-Live, so each local office must have a well-established process to handle these errors. STIQ/STSS suspense errors may be rare, but they must be worked quickly to ensure timely payment. Mileage entries that are paid late may be eligible for late payment penalty fees.

**STSS will be a new screen and more information will be shared as we get closer to PTC Phase 2A Go-Live about STIQ errors and the STSS screen.**

Please stay tuned for more information about Phase 2A changes. Direct any questions about this transmittal to the PTC Support Team at [PTC.Support@odhsoha.oregon.gov](mailto:PTC.Support@odhsoha.oregon.gov).

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

Contact(s): Provider Time Capture	
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Email: <a href="mailto:PTC.Support@odhsoha.oregon.gov">PTC.Support@odhsoha.oregon.gov</a>	