

# Policy Transmittal Aging and People with Disabilities



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**Authorized signature**

**Number:** APD-PT-23-024

**Issue date:** 11/9/2023

**Topic:** Other

**Due date:**

**Transmitting (check the box that best applies):**

- New policy   
  Policy change   
  Policy clarification   
  Executive letter  
 Administrative Rule   
  Manual update   
  Other:

**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 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                           |   |

<b>Policy/rule title:</b>	Mainframe STIM Entries Must Match PTC Entries		
<b>Policy/rule number(s):</b>		<b>Release number:</b>	
<b>Effective date:</b>		<b>Expiration date:</b>	
<b>References:</b>			
<b>Web address:</b>			

**Discussion/interpretation:**

The intent of this transmittal is to clarify the requirements for staff who download time and mileage entry data from OR PTC DCI and enter that data into the STIM screen in Mainframe. It is critical that staff enter time into the STIM screen exactly as it is reported by the provider in OR PTC DCI unless a rare exception applies as indicated in this transmittal.

The inconsistencies between OR PTC DCI and Mainframe have become a cause for concern from the Centers for Medicare & Medicaid Services (CMS). CMS can

administer penalties and remove federal match(es) when our programs do not meet their requirements.

Examples of inconsistencies include:

- More than one entry was made for one day in OR PTC DCI, but staff enters them as one entry per day in the Mainframe.
- The provider did not claim all their authorized time for the pay period, but staff input entries totaling the authorized hours into STIM. Example: provider claims 75 hours of their authorized 80, staff enters full 80 hours in STIM.
- The provider reports they will be entering their time into OR PTC DCI soon, so staff enter the entries into STIM ahead of time.
- The provider calls regarding a time entry or brings in handwritten time and staff enters the entries into STIM directly and not through OR PTC DCI.
- A provider does not enter mileage in OR PTC DCI, but a staff member enters miles into STIM.

**Implementation/transition instructions:** Staff must ensure each entry is entered into the STIM screen exactly as it appears on the OR PTC DCI payroll batch spreadsheet. There are rare and specific exceptions to entries matching exactly, and these have been shared by the PTC Support Team in detail. These exceptions are:

- Rounding up in STIM when the provider is a fraction of a minute short of authorized hours
- Changing midnight entries from 11:59PM to 12:00AM in STIM
- Daylight savings adjustments

If staff have questions about the exceptions, they should reach out to the PTC Support Team at [PTC.Support@odhsoha.oregon.gov](mailto:PTC.Support@odhsoha.oregon.gov).

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:** APD Policy & Ops Review

**Filing instructions:**

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

Contact(s): PTC Support Team	
Phone:	Fax:
Email: <a href="mailto:PTC.Support@odhsoha.oregon.gov">PTC.Support@odhsoha.oregon.gov</a>	