

Cathy Cooper
Authorized Signature

Number: SPD-AR-10-031
Issue Date: 5/11/2010

Topic: Long Term Care

Due Date: 5/11/2010

Subject: Homecare Worker gloves and masks- clarification of billing process

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 | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify): |

Action Required:

The purpose of this transmittal is to clarify the billing process related to the submission of invoices to DHS Accounting for gloves and masks for homecare workers. Before submitting paper invoices to DHS Accounting, please ensure there is a signature authorizing payment on the invoice, along with the following codes:

PCA code: 45113
Index code: 30050
AOBJ code: 4706

For those using SPOTS Visa cards to order gloves and masks, please document the above codes on the SPOTS Card Activity Log.

Additional information about gloves and masks for homecare workers can be found in the [Homecare Worker Procedures Guide](#) on the SPD Case Management Tools website, [SPD-PT-06-038](#), [SPD-AR-07-019](#), and the [2009-2011 collective bargaining agreement](#) with the Home Care Commission and SEIU.

Reason for Action: To ensure invoices for homecare worker gloves and masks are correctly coded before sending to DHS Accounting.

Field/Stakeholder review: Yes No

If yes, reviewed by: Operations Committee/Policy Workgroup

If you have any questions about this action request, contact:

Contact(s):	Jenny Cokeley, In-Home Services Program Coordinator		
Phone:	503-945-5799	Fax:	503-947-4245
E-mail:	jenny.e.cokeley@state.or.us		