

Lilia Teninty

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Number: APD-AR-15-046

Issue date: 7/10/2015

Topic: Developmental Disabilities

Due date: 8/14/2015

Subject: ODDS Invoice Deadlines for 2013-2015 Biennium

Applies to (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input checked="" type="checkbox"/> Office of Developmental Disabilities Services(ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input checked="" type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input checked="" type="checkbox"/> County DD Program Managers | <input checked="" type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input checked="" type="checkbox"/> ODDS Children's Residential Services | <input type="checkbox"/> Other (<i>please specify</i>): |
| <input type="checkbox"/> Child Welfare Programs | |

Action required:

The end of the 2013-2015 Biennium (BI) is quickly approaching. The Office of Developmental Disability Services (ODDS) would like to take this time to provide end of the biennium information and deadlines regarding invoicing.

Fully completed and accurate DHS Contractor Invoices with supporting documentation for Personal Service Contracts (PSKs), DD 56 Rent Subsidy (DD 56), DD 57 Special Projects (DD 57) or DD 156 Room & Board (DD 156) for services rendered during the 2013-2015 BI (7/1/2013 to 6/30/2015) must be submitted to CAU.Invoice@state.or.us no later than Friday, August 14, 2015.

Please submit invoices as soon as possible to allow time for corrections to be made by the contractor/provider and the invoice to be resubmitted.

Please review your records to see if invoices for services rendered from July 1, 2013 to June 30, 2015 have been submitted and payment has been received from DHS. If you have a record of submitting an invoice but have not received payment and the invoice was not denied payment, please email CAU.Invoice@state.or.us with the details.

If you are a provider for DD 57 or DD 156 services, submit your provider invoice to the

proper Community Developmental Disability Program (CDDP) or Brokerage to request payment for services. The CDDP/Brokerage will then take the provider invoice and submit it with a DHS Contractor Invoice to CAU.invoice@state.or.us for processing and payment. Payment will be issued from DHS to the CDDP/Brokerage. The CDDP/Brokerage will then pay the Provider.

All DHS Contractor Invoices are to be emailed to CAU.Invoice@State.OR.US for processing and payment. All questions regarding invoices/payments are to be submitted to this email address as well.

Please forward this Action Request to any Provider or Contractor who may need this information.

Reason for action:

To inform providers of the end of the biennium deadlines for invoices for Developmental Disability services.

Field/stakeholder review: Yes No

If yes, reviewed by:

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

| | | | |
|--------------------|--|-------------|--------------|
| Contact(s): | Kristina DiMatteo | | |
| Phone: | 503-947-5180 | Fax: | 503-373-7274 |
| Email: | Kristina.M.DiMatteo@state.or.us | | |