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Topic: Developmental Disabilities

Subject: PSW-IC Transition UPDATED

Number: APD-AR-15-067

Issue date: 12/11/2015

CORRECTED

Due date: 02/09/2016

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 type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> ODDS Children's
Residential Services | <input checked="" type="checkbox"/> Other (<i>please specify</i>): Brokerage
Directors; Service Coordinators;
Personal A; OLRO |
| <input type="checkbox"/> Child Welfare Programs | |

Action required:

All PSW-ICs must transition to another provider classification no later than March 31, 2016. This means that each individual who currently has a PSW-IC hired to support them may need support in making decisions on who provides support to them, prior to March 31, 2016.

Any existing PSW-IC who has not completed the transition to a new classification (PSW or Medicaid Agency provider organization) may not work in April 2016. After the March 31, 2016 deadline, the PSW/Medicaid Agency provider organization that did not file the required paperwork will have their IC-PSW provider number terminated and must apply as if they are a new PSW/Medicaid Agency provider organization in order to resume work.

In order to ensure appropriate registration as an employee, all FI paperwork must be submitted to the CDDP or Brokerage no later than February 2, 2016. In an effort to assure timely enrollment/processing of PSW Specialists, CDDPs and Brokerages

should forward information to both TNT and ODDS as the documentation is submitted to them, rather than waiting until the deadline.

CDDPs and Brokerages must date stamp receipt of all PSW required paperwork to support receipt date.

The following is the Office of Developmental Disabilities Services (ODDS) schedule of events:

Deadline for activity	Activity	Responsible party
11/16/2015	PowerPoint Training available the Provider Tools website at the ODDS provider/partner Resources web page.	ODDS
11/19/2015	Letters mailed to all active PSW-IC informing them of PowerPoint and including a 'designation' letter to return	ODDS
11/24/2015	Lists of PSW-IC sent to CDDP/Brokerages	ODDS
12/14/2015	Lists of EOR relationships sent to CDDP/Brokerages	ODDS
12/10/2015 1:00PM – 2:00PM	Conference call for PSW-IC questions/answers	ODDS
12/21/2015 9:00AM–10:00AM	Conference call for PSW-IC questions/answers	ODDS
12/31/2015	Designation letter must be returned	PSW-IC
01/22/2016	Lists of new designation sent to CDDP/Brokerages informing them of the new classification choice of PSW-IC	ODDS
January - February 2016	SC/PA offer choice counseling to each individual impacted by the PSW-IC transition: <ul style="list-style-type: none"> • Do they choose to continue working with the PSW-IC in the new classification? • Do they choose to hire a new agency provider? • Does an Employer of Record need to be identified? 	CDDP/Brokerage
02/02/2016	<i>For transition to PSW = New PEAA and CHC deadline for assurance of working as a PSW 04/01/2016 (if</i>	PSW-IC

	existing credentials expire prior 06/30/2016)	
02/02/2016	<i>For transition to PSW</i> = submission of Fiscal Intermediary (Employee Enrollment Packet) paperwork to CDDP or Brokerage	PSW-IC and CDDP/ Brokerage
02/09/2016	<i>For transition to PSW</i> = submission of PEAA and CHC deadline to psw.enrollment@state.or.us . Include cover letter or write on the top of the PEAA "PSW-IC to PSW Specialist conversion."	CDDP/ Brokerage
March	New Service Agreements written, amended ISPs, (if choosing a PSW) and updated eXPRS POC lines (<i>if applicable and necessary</i>)	CDDP/ Brokerages
03/31/2016	<i>For transition to Medicaid Agency provider organization</i> = certification and endorsement must be completed and Direct Deposit forms submitted to State	PSW-IC
03/31/2016	PSW-IC provider numbers are inactivated for all work delivered after this date	Provider Relations Unit (PRU)
04/01/2016	Any PSW-IC who has not completed the process, or submit completed paperwork by 02/02/2016 is not eligible to work or be reimbursed if work is delivered	

*If PSW's existing PEAA and CHC expires *after* June 30, 2016, a new PEAA and CHC is not necessary. The documents for renewing PEAA and CHC must be submitted at least 55 days prior to the current credentials expiring.

Service Coordinator/Personal Agent required Actions:

SC/PAs must discuss the change of PSW-IC classification with each individual who currently employs a PSW-IC to support them and offer choice advising.

Following the selection of who the individual will hire to support them, changes may need to be made to the individual's ISP and applicable Service Agreements (otherwise known as job descriptions or contracts).

For all PSWs who are selected to work with the individual, employee and employer fiscal intermediary (TNT FI) packets (Employee and Employer enrollment packets) must be submitted no later than February 2, 2016 to the CDDP or Brokerage.

eXPRS Plan of Care lines must be amended no later than March 31, 2016 as required for prior authorization of services for any service delivered April 1, 2016 forward.

If a PSW-IC informs the SC/PA that they are choosing to no longer provide services as of April 1, 2015, send the name of the PSW-IC to ODDS.Questions@state.or.us. ODDS will communicate with the PSW-IC prior to inactivating their provider record.

Questions & Answers:

1. **Q-** Will PSW-ICs who become PSW Specialist be able to retain their existing pay rate?
A - Yes, PSW Specialist will be able to retain their pay rate with current and future individuals.
2. **Q-** Will PSW-ICs who have a current CHC/PEAA expiring after June 30, 2016 automatically be assigned a new SPD #/PSW Specialist Record in eXPRS upon the State's receipt of a Designation letter indicating the PSW-IC would like to transition to a PSW Specialist?
A- Yes
3. **Q-** Will the CDDPs/Brokerages be notified of the new PSW Provider # on the Designation list that we are to receive from the state?
A- ODDS will share this information with CDDP and Brokerage managers via a spreadsheet on a weekly basis through March 2016.
4. **Q-** If the current CHC indicates the job is 'independent contractor' will a new CHC be required with the designation of 'PSW'?
A- No. If the CHC indicates 'independent contractor' or 'PSW IC' it will be accepted until the next CHC is completed, at which time the CHC must indicate that the job is for 'PSW'.
5. **Q-** Will the State be providing current PSW-ICs with this TNT paperwork, or are the CDDP/Brokerages expected to provide it to the provider?
A- Each CDDP/Brokerage will need to provide the TNT packets.
6. **Q-** What is the plan for PSW-ICs who chose to go the Medicaid Agency Provider Organization route, but are not fully certified and endorsed by April 1, 2016? Will they be able to choose to work as a PSW Specialist while their Medicaid Agency application is being processed? Or will there be another process so that they can continue working in the interim?

A- They could work as PSW Specialists, but will need to have completed the required paperwork (FI package and PEAA/CHC, if applicable). The State recommends that if the PSW-IC wants to become a Medicaid Agency, that they pursue both routes in the event that their Agency is not fully endorsed by April 1, 2016.

7. **Q-** How will the CDDPs/Brokerages be informed of the status of the Medicaid Agency Provider Organizations (name of Medicaid Agency, Agency qualification date, etc.) for PSW-ICs that choose to go this route?

A- ODDS will work with OLRO on this, but also recommends that each pending Agency keep the CDDP/ Brokerages updated on their status.

8. **Q-** What happens if a PSW-IC returns a CHC form to their local office by the required February 2, 2016 date, but the CHC is not approved by April 1, 2016?

A- The CDDP/ Brokerage should send an email to psw.enrollment@state.or.us indicating the CHC form was completed and the name of the PSW-IC who is transitioning to a PSW Specialist. This will indicate to ODDS and PRU that the task was completed. If the PEAA is also needed, then this communication must come in at the same time as the updated CHC. PSW-ICs who completed all required activities by February 2, 2016 may be eligible to continue working during this transition period. This process is only applicable and appropriate for this transition period of PSW-IC to PSW Specialists.

9. **Q-** If the PSW-IC gets all required documentation to the CDDP/Brokerage after the required deadline, can they work on April 1, 2016?

A- ODDS cannot guarantee eligibility to work after March 31, 2016 if required documentation is not received by February 2, 2016. However, every effort will be made to have all providers enrolled by the March 31, 2016 deadline.

10. **Q-** What will happen if an IC-PSW does not return the Designation letter to the state by the required date?

A- It is likely that they will not be enrolled as a PSW Specialist. ODDS is using the Designation letter to work with the Provider Relations Unit (PRU) on creating new provider numbers. If ODDS does not hear from a PSW-IC indicating that they wish to be a PSW Specialist, ODDS will assume that they are not interested in continuing to work as a PSW. Action to convert providers will ONLY be taken on providers who respond to the designation letter by the December 31, 2015 deadline.

11. **Q-** If the PSW-IC does not return the Designation letter and does not communicate with the CDDP/Brokerage by February 2, 2016 can they continue to work in April 2016?

A- The PSW-IC number will be inactivated and ODDS/PRU will not enroll the provider into a new category without the information from the PSW-IC

indicating the choice that they are making. The PSW Specialist will not be eligible to work after March 31, 2016 until they have been enrolled as a PSW Specialist with a new provider number and completed the TNT paperwork.

12. **Q** - If the service agreement template and ISP are broad enough to encompass Personal Support Workers and/or Provider Organization does the ISP or Service Agreement need to be revised/amended?

A- No – this will be based on each individual and each individual’s Service Agreement and ISP depending on the language used.

13. **Q**- Is updating the eXPRS POC line going to require a manual update or will this be handled on the back end?

A- At this point, all changes will require manual updates. If this changes, additional communication will be shared.

14. **Q**-The transmittal notes that for all PSWs selected to work with the individuals, the TNT FI packets must be completed by February 2, 2016. Can CDDPs/Brokerages receive information from ODDS regarding whether the PSW-IC chose to be a PSW Specialist or a Medicaid Agency on a regular basis or at least at the beginning of January 2016 to help us meet the February 2, 2016 deadline?

A- ODDS will share information on a weekly basis with all CDDP and Brokerage managers.

15. **Q**- What if a PSW-IC is also a Behavioral Consultant or a Discovery provider, will their Behavioral Consultant or Discovery provider numbers be impacted by this transition?

A- No – this transition does not impact Behavioral Consultation or Discovery provider numbers. PSW-IC providers are part of the Collective Bargaining unit and this only applies to those provider types

Reason for action:

The PSW-IC classification was removed in the 2015-17 Home Care Commission Collective Bargaining Agreement between the Department and Personal Support Workers (PSW). No later than March 31, 2016, all required fiscal intermediary activities must be completed.

Field/stakeholder review: Yes No

If yes, reviewed by: Brokerage Directors; CDDP managers

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

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