

Select originating cluster

Deanna Hartwig
Authorized Signature

Number: SPD-IM-04-063
Issue Date: 07/22/04

Topic: Contact Information

Subject: SPD Provider Payments Unit Contact Information Changes

Applies to (check all that apply):

- | | | | |
|-------------------------------------|-------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> | All DHS employees | <input checked="" type="checkbox"/> | County Mental Health Directors |
| <input checked="" type="checkbox"/> | Area Agencies on Aging | <input checked="" type="checkbox"/> | Health Services |
| <input type="checkbox"/> | Children, Adults and Families | <input checked="" type="checkbox"/> | Seniors and People with Disabilities |
| <input checked="" type="checkbox"/> | County DD Program Managers | <input type="checkbox"/> | Other (please specify): |

Message: The SPD Provider Payments Unit has gone through some staff changes. Work assignments are outlined below:

This unit is responsible for Home Care Workers (HCW), Community Based Care and Personal Care including:

- Provider enrollment for SPD
- Adjustments to SPD provider payments
- CBC late pays
- Forced Payments
- Technical Assistance for SPD payment systems
- Replacement of lost provider checks
- Corrections to provider W2s and 1099s
- Replacements of provider W2s and 1099s
- Mental Health (MH)/Developmentally Disabled (DD) Personal care provider payments
- MH/DD Adult Foster Care payments

For SPD provider payment issues, mail should be directed to: PO Box 14960, Salem, OR 97309-5045.

For MH/DD personal care or foster care payment issues, mail should be directed to: PO Box 14990, Salem, OR 97309-5083.

Reception Line: (503) 947-1141

In-Watts Line: (800) 241-3013

Fax Number: (503) 947-5357

Duties	Contact Person	Phone Number
Provider Payments Unit Manager	Shiela Carter	(503) 945-5841
Adjustments, Forcing and Creating Vouchers	Janice Palmer	(503) 947-5346
CBC Late Payments	Linda Wiktorek	(503) 945-6741
CBC Provider Employment Verifications	Linda Wiktorek	(503) 945-6741
In-Home Service Provider Employment Verifications	Janice Palmer	(503) 947-5346
MH/DD Adult Foster Care Payments	Denise Henderson	(503) 947-5268
MH/DD 20 Hour Personal Care Payments	Teresa Snook Shannon Stamps	(503) 947-5427 (503) 945-5820
Provider Replacement Checks	Linda Wiktorek	(503) 945-6741
Provider Enrollment	Stakio Sam	(503) 947-1141
Provider Address Changes	Stakio Sam	(503) 947-1141
Replacement W2s and W2 corrections	Janice Palmer	(503) 947-5346
Replacement 1099s and 1099 corrections	Linda Wiktorek	(503) 945-6741
Returned Provider Checks	Stakio Sam	(503) 947-1141

Provider payment resources not in the SPD Provider Payment Unit:

Subject	Contact Person	Phone Number
Adult Day Care (AD)	William Forsell	(503) 945-6559
Enhanced Care Facilities (MS)	Lynda Crandall	(503) 945-5918
Home Delivered Meals (HM)	William Forsell	(503) 945-6559
In-Home Agency (IA)	William Forsell	(503) 945-6559
Mental Health Providers (MC)	Karl Reer	(503) 945-9738
Non-Medical Waivered Transportation	Dolores Miller	(503) 947-5162
Nursing Facilities (800000 - 800821)	Vivien VanHatten	(503) 945-5778
Nursing Facilities (800834 - ongoing)	Rose Laurente	(503) 945-5779
Nursing Facilities (New or ownership changes)	Tricia Zuniga	(503) 945-6397
OHP Providers	(800) 922-7295 or	(503) 282-3001
OMAP Provider Garnishments	Ricardo Rodriguez	(503) 945-6537
SPD Provider Garnishments	Janet Zook	(503) 945-6695
Transportation Provider Enrollment	Larry Daimler	(503) 945-6493

If you have any questions about this information, contact:

Contact(s):	Shiela Carter		
Phone:	503-945-5841	Fax:	503-947-5357
E-mail:	Shiela.A.Carter@state.or.us		