

Seniors and People with Disabilities

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Authorized Signature

Number: SPD-IM-06-035

Issue Date: 04/17/2006

Topic: Systems Issues

Subject: Spousal Pay Providers Paid Leave

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): |

Message:

Background

Until now, the system did not support paid leave for Spousal Pay providers. The paid time off (previously called respite) had to be manually calculated for them.

Local Office staff had to manually:

- Check for available paid leave hours
- Add and deduct hours
- Monitor maximum 144

System Changes

A system change was made to support paid leave for the Spousal Pay providers. Effective 3/1/2006, the system began automatically adding accrued leave hours to the HRSP screen for Spousal Pay providers. Any vouchers paid prior to 3/1/2006 did not add leave hours to the HRSP screen. Provider Payment Unit staff will manually update the HRSP screen to reflect the correct amount of hours accrued. If you have a spousal pay provider that has accrued more hours than are reflected on the HRSP screen, you may contact the SPD Provider Payment Unit. They will be able to correct the hours through a nightly process. The corrected hours will not show on HRSP until the day after the correction has been made.

The ongoing process for Spousal Pay will now be the same as the process for Live-In/24 hour care providers.

- The system accrues hours based on the vouchers being issued under the SP111 code
- Issuing an OC115 voucher for the relief worker deducts the hours from the HRSP screen

If you have any questions about this information, contact:

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