

Jeanette Burket  
Authorized Signature

Number: SPD-IM-06-051  
Issue Date: 06/09/2006

Topic: Provider Information

Subject: Immediate Netlink Training on Homecare Worker Payment Changes

**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:** This Information Memorandum is to announce an immediate Netlink training specifically targeted for line managers and CEP program staff who enter data on Homecare Worker authorizations, payments and vouchers.

This training is in response to systems changes discussed in [SPD-IM-06-049](#). It will cover new screens in the payment system and the new format for Homecare Worker vouchers (598B), which takes effect June 19<sup>th</sup>.

Due to limited system availability, two Netlink sessions have been scheduled with enrollment of 30 slots each. Although it's critical that appropriate staff from each office obtain this information before the effective date, we will schedule subsequent sessions to accommodate additional staff if necessary. By necessity, subsequent training will occur after the effective date.

**Immediate Netlink sessions are scheduled as follows:**

- **Wednesday: June 14 from 1:00 – 4:00 PM**
- **Thursday: June 15 from 1:00 – 4:00 PM**

Registration is now available in the On-Line Training registration system. Here is a link to the site for easy access to registration:

<http://tinyurl.com/elbxg>

Procedures for Netlink training participation are available at the training registration web site: <http://www.dhs.state.or.us/training/>

Also, additional information about Netlink is sent by email when registration is confirmed.

Note: You do not need to register for both dates, as the same material is covered in each session.

*If you have any questions about this information, contact:*

<b>Contact(s):</b>	Mary Lang, In-Home Program Coordinator Naomi Sacks, Case Management Program Coordinator		
<b>Phone:</b>	Mary: (503) 945-5799 Naomi: (503) 945-6414	<b>Fax:</b>	(503)947-4245
<b>E-mail:</b>	<a href="mailto:Mary.L.Lang@state.or.us">Mary.L.Lang@state.or.us</a> <a href="mailto:Naomi.E.Sacks@state.or.us">Naomi.E.Sacks@state.or.us</a>		