

Aging and People with Disabilities

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Issue date: 8/6/2015

Topic: Long Term Care

Subject: Homecare Workers' Credential Expiration

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 checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental |
| <input type="checkbox"/> Children, Adults and Families | Disabilities Services (ODDS) |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (<i>please specify</i>): |

Message:

Homecare Workers (HCWs) receive either a check stub or an Electronic Funds Transfer (EFT) stub each time they are paid. Recently, these stubs have displayed language reminding HCWs to be aware of when their provider enrollment credentials expire so that they can renew them before they expire. The message reads:

“It is the responsibility of Homecare Workers (HCWs) to ensure that they have a valid Medicaid Provider Number and that their criminal history check is current. HCW's may not be paid if their provider number has expired. HCW's can find the date their provider number is due to expire on the Homecare Commission Registry. The criminal history check process should be initiated by the provider 90 days prior to the expiration date.”

The message is intended to ensure that HCWs do not lose their provider numbers and that they have sufficient time to have their background checks processed.

HCWs can check their credential status in the Credential Information section on their Personal Info tab by logging into the Home Care Commission's Registry, located at <https://or-hcc.org/>.

Some HCWs are unable to access the Registry and contact the local office to find out their expiration date. When these HCWs contact the local office, staff may look up the HCWs' provider enrollment information on either Oregon ACCESS or PRV8 and tell the HCW when their provider enrollment expires and send the HCW any required forms.

If you have any questions about this information, contact:

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