

**Aging and People with Disabilities**

APD-IM-15-097

Rebecca Henson

Authorized signature
**Number:** corrected

**Issue date:** 12/1/2015

**Topic:** Other

**Subject:** Client Employed Provider (CEP) System Modifications

**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<br>Disabilities Services(ODDS) |
| <input type="checkbox"/>            | Self Sufficiency Programs               | <input checked="" type="checkbox"/> | ODDS Children's Intensive<br>In Home Services          |
| <input type="checkbox"/>            | County DD Program Managers              | <input type="checkbox"/>            | Stabilization and Crisis Unit (SACU)                   |
| <input type="checkbox"/>            | ODDS Children's<br>Residential Services | <input type="checkbox"/>            | Other ( <i>please specify</i> ):                       |
| <input type="checkbox"/>            | Child Welfare Programs                  |                                     |  |

**Message:**

Per contracts between DHS and SEIU for Homecare Workers and Personal Support Workers, DHS is required to pay the Oregon Homecare Workers Benefit Trust and Oregon Homecare Supplemental Trust a per hour rate. These trust payments are used to pay for HCW/PSW benefits. The benefits are administered by a trust administrator and not the state.

Since September 2013, DHS has been making the payments to the benefit trust using a manual process. At this time, however, the system has been modified to make the trust payments automatically. As part of this change, trust payment amounts will be displayed on the system.

In order to display the trust payments that were made manually for past periods, paid claims will be adjusted (with a zero dollar amount). The system will perform a mass adjustment in the Client Employed Provider (CEP) payment system on December 11<sup>th</sup> 2015. On Monday December 14<sup>th</sup> 2015 users will see following changes:

Workers that use the In-Home Service Claim List (HINQ) will see a back out adjustment process transaction type 27 and paid adjustment transaction type 46 for every voucher that the HCW or PSW was issued back to 09/01/2013. This will

increase the length of the list and workers may need to page down to find vouchers.

Benefit trust information has been added to the In-Home Service Wage Detail and In-home Service Detail screens (HDTL & HSVC).

**1 - DHR.HEP (127.0.0.1)**  
 File Edit Transfer Fonts Options Macro View Window Help  
 HDTL In-home Service Wage Detail 10/14/2015

Vch Nmbr	Prchs Trans	Prms	Trans	Recip Name	Prov Name
Auth 20150101	20150115	87.50	\$1203.13		
Paid 20150101	20150115	53.50	\$735.63		

Calculated

Wages	Mileage	Fd/shlt	Gross Pay
\$735.63	\$0.00		\$735.63

Federal Tax	State Tax	Empl FICA	Epml WCD	Total Taxes	Gross Wages	Total Taxes	Vol Ded	Mileage	Net Pay	Gross Pay	Empr FICA	Empr WCD	Bene Trust	Bill Total
\$58.34	\$44.83	\$56.28	\$0.87	\$160.32	\$735.63	\$160.32	\$13.37	\$0.00	\$561.94	\$735.63	\$56.28	\$0.89	\$89.35	\$882.15

MSG: F3=EXIT F11=HSVC F12=HINV

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**1 - DHR.HEP (127.0.0.1)**  
 File Edit Transfer Fonts Options Macro View Window Help  
 HSVC In-home Service Detail 10/14/2015

Vch Nmbr	Serv Beg	Serv End	Prchs Trans	Svc Hours	Miles
	2015/01/01	2015/01/15		53.50	0.00

Summary of Services

Federal Tax	State Tax	Empl FICA	Empl WCD	Total Taxes	Gross Wages	Total Taxes	Vol Ded	Mileage	Net Pay	Gross Pay	Empr FICA	Empr WCD	Bene Trust	Bill Total
58.34	44.83	56.28	0.87	160.32	735.63	160.32	13.37	0.00	561.94	735.63	56.28	0.89	89.35	882.15

Detail for each Service:

Proc/Mod	Units	Rate	Gross Wge	Fed Tax	St Tax	FICA	WCD	Amt Paid
OC111 TF	32.50	13.7500	446.88	35.44	27.23	34.19	0.53	349.49
OC111 SM	21.00	13.7500	288.75	22.90	17.60	22.09	0.34	225.82

MSG: F3=EXIT F10=SVDD F11=HDTL F12=HINV

4-© 1 Sess-1 127.0.0.1 HTCPWH8K 1/7

Union Deduction Authorization Update (SUDU), Union Exclusions Authorization Update (SUEU) and Creditor's type and Rate Update (SCRU) have been removed

from the Voluntary Deduction Menu (SVDM)

Workers that use the Union Deduction Authorization Inquiry (SUDI) screen will see up to 4 additional code types:

Workers Benefit Trust – (WBPTO)

Workers Benefit Trust – (WBWCD)

Workers Benefit Trust – (WBSCK)

Supplemental Trust - (SUPPL)

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

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