

Aging and People with Disabilities

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Number: APD-IM-15-105

Issue date: 12/14/2015

Topic: Long Term Care

Subject: Service Plan Form Changes (including the 2016 HCW wage rate) and Voucher Issuance

Applies to (check all that apply):

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

Message:

Service plan form changes for those authorizing service plans:

- To meet US Department of Labor requirements, all live-in HCW’s must be paid at least 16 hours a day because they are not allowed to leave the home (Per [OAR 411-030-0068 \(2\)\(a\)](#), the HCW must be available to address the service needs of an eligible individual throughout an entire 24-hour period). We must also pay state minimum wage and allow live-in HCWs to bill for up to three additional hours during that 24-hour period of time when the HCW has to provide direct care during the HCW’s normal sleep time.
 - This is a change from the current program where we pay for 9-13 hours per day.
- Effective January 1, 2016, the 2015-2017 Homecare Worker Collective Bargaining Agreement (CBA) has established new hourly rates that will display on the 546N:
 - Hourly HCW Base Rate: \$14.00
 - Live-in HCW Base Rate: \$9.25 (state minimum wage.)

- Please note that ADL, IADL, and Live-in Service rates for a live-in HCW are all set at \$9.25 an hour. Regardless of the number of hours printed on the 546N, the authorization for a live-in service plan will be 16 hours a day for the number of days each week the HCW is authorized to work (as stated in the “Remarks” section of the 546N).
 - Any additional days must be prior-authorized.
 - HCWs may also bill up to three additional hours per day worked as previously described. The additional hours for this purpose don’t require prior-authorization.
- The rates that display on the 546N may be higher if the HCW is eligible to receive the enhanced rate or other approved differentials.
- The 546N still provides the option of selecting either once or twice a month vouchers. Per [APD-IM-15-087](#), all pay periods will be twice a month (1st through the 15th and the 16th through the last day of the month). Twice a month should be selected for any 546N that crosses an effective date of January 1, 2016 or later. Do NOT select the monthly pay period option.
 - When previewing or viewing the printed copy of the In-Home Services Plan form (546N) in the month of December 2015 or January 2016, a live-in services plan may not accurately report the total amount of hours under the Self-Management or Live-in Services categories with an effective date of date of January 1, 2016 or later. This issue should be resolved in February 2016.

Changes for those that issue and pay live-in vouchers:

- Effective January 1, 2016, a 546N is received that authorizes a live-in HCW voucher, the HATH screen in the mainframe will still ask for the number of hours being authorized. Please continue to use the “Total Service Hours” for data entry purposes under the “Live-in ADL” line. The other line items (Self-Management and Live-in Services) will be deleted. The mainframe will automatically authorize 16 hours per day for each day the live-in HCW is authorized to work.
- HCWs will also have the opportunity to claim up to three additional hours per day that is worked when the HCW has to provide care during the HCW’s normal sleep time. These additional hours do not have to be prior-authorized.
- These changes will automatically occur for live-in vouchers that were previously authorized prior to January 1, 2016. New 546N’s for this purpose are not required.

- The HATH and HPAY screens will be updated to no longer request a number of authorized hours for the live-in HCW. We do not have an estimate of when the change will be made.
- For the January 1st-15th pay period, completed live-in vouchers received on or before January 15 may not be entered until on or after January 19, 2016.
- Additional training on issuing and paying vouchers will be provided in a recorded webinar. A link to this webinar will be provided at a later date.

Automatic voucher issuance:

- All monthly vouchers that have been created for January 2016 will be voided in the system and will be replaced by two vouchers (1st – 15th and 16th – 31st). The hours will be split and half the hours will be assigned to each of the new vouchers. The mainframe will not permit vouchers to be issued on dates that cross the 15th of each month any longer.
- We are currently working toward a voucher authorization that will be valid for up to 1 year. Staff will not need to create vouchers for each pay period. The system will **automatically generate** and print a voucher prior to each pay period if the authorization is still valid. We anticipate this coming out in January 2016 and will provide additional information prior to the release.

If you have any questions about this information, contact:

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