

Aging and People with Disabilities

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Number: APD-IM-16-031

Issue date: 3/23/2016

Topic: Long Term Care

Subject: Automated Voucher Creation

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 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 (<i>please specify</i>): |
| <input type="checkbox"/> Child Welfare Programs | |

Message:

In order to streamline local office work and reduce problems with homecare workers not receiving their vouchers timely, the CEP system will begin automatically sending out payment vouchers six business days prior to the beginning of each pay period. This will go into effect on March 24, 2016. These vouchers will be automatically issued out when the following criteria is met:

1. The individual remains eligible for In-Home Services, Oregon Project Independence, or State Plan Personal Care.
2. The homecare worker continues to have an active provider number.
3. An ongoing authorization has been created for that specific provider/individual (see training material)
4. A partial voucher does not exist for that specific provider/individual for the time period trying to be automatically authorized.

It is important for Case Managers to note that a new 546N or 546PC is needed in the following situations:

1. In-Home service benefit in Oregon Access starts (including when a new assessment and benefit is completed).
2. In-Home service benefit in Oregon Access ends.

3. A homecare worker begins or ends employment with the individual.

When a 546N or 546PC is not issued and processed timely, homecare workers will receive inappropriate or inaccurate vouchers.

Staff that issue or authorize payment vouchers must review the following training for additional details:

<http://www.dhs.state.or.us/spd/tools/cm/ONGO%20ONIQ%20SVCH%20Training%20Packet%20v1%201.pdf>

The material is also located within the homecare worker and Provider Time Capture pages within CM tools.

If you have any questions about this information, contact:

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