

Dear Homecare Workers and Personal Support Workers,

There are some changes coming to In-Home Services Programs administered by Aging and People with Disabilities (APD), Office of Developmental Disability Services (ODDS) and Addictions and Mental Health (AMH). This packet covers information related changes with the voucher, the transition to twice monthly authorizations for all Homecare Workers (HCWs) and Personal Support Workers (PSWs), and important new payment cycle dates.

The transition to twice monthly authorizations and the new payment cycle will begin statewide **January 1st, 2016**. All HCWs and PSWs will receive two vouchers each month; one for the 1st – 15th and another for 16th through the end of the month. Only HCWs and PSWs who currently receive one voucher each month will see a change.

All HCWs/PSWs who turn in a voucher with services provided prior to **January 1st, 2016** will be paid within 2 business days.

See *HCW Payroll Calendar* on page 3

DHS will begin to use a new voucher to assist in meeting Department of Labor (DOL) enhanced record keeping requirements. Prior to implementing the new voucher the department completed a pilot with five offices across the state. After reviewing the results of the pilot the department decided to stagger the rollout of the new voucher to provide in-depth training to both HCW/PSWs and state staff. You will see more detailed information related to training dates and locations in a future mailing.

See *Overview of New Payment Voucher* on pages 4 – 6

Included in this packet is a copy of the ***Provider Time Tracking Sheet (pages 7 – 8)***. The sheet is for HCW/PSWs to keep track of time being logged on the voucher. Because you will only receive one copy of the voucher for each service period it is important that you keep a separate record of your time. You may make copies as necessary. Local offices will also have copies available upon request. This tool is not required for payment, only to help keep track of your time in / time out information. If you are using another tool to track time in / time out information continue to do so. Based on the HCW Guide you are required to keep a copy for your records in case of an audit.

During the pilot a list of frequently asked questions was gathered to give additional information to HCW/PSWs who are unclear about the new voucher.

See Frequently Asked Questions on pages 9 - 10

If you provide hourly services to someone who lives with you see the attachment titled *'Recording your time when you live with your consumer/employer'*.

Please keep your eyes open for the HCW/PSW training schedule to see dates and times near you!
Thank you for taking the time to review this material.

Sincerely, Provider Time Capture Project team!