

The background is a solid green color with a subtle gradient. In the four corners, there are decorative white line-art patterns resembling circuit traces or neural network connections. These patterns consist of straight lines of varying lengths and thicknesses, ending in small white circles. The patterns are more dense in the top-left and bottom-left corners and more sparse in the top-right and bottom-right corners.

LIVE-IN VOUCHER PROCESSING AND PAYMENTS

PLEASE NOTE...

- Live-in vouchers can be properly processed as of January 25, 2016. If any January 2016 were entered in for payment, they will be set back to “30” status, meaning they have to be re-processed.
- If you enter in a live-in voucher into the system by Feb 2, they will still get paid on payday.

HATH for Live-in HCWs

Live-in: Y

Days per wk: Per the
546N

Days work: Not used at
this time

Mileage: Depends on what
is on the 546N

OC112 Live-in: Allow
system to auto populate
amount

ORSTC Sleep Time Capt:
Allow system to auto
populate amount

OT111 Mileage: Per 545N

```
HATH                               In-home Service Authorization                               01/22/2016
Trans Typ A                          Upd Date 01/22/2016  Upd RACF                               Not on file
Vch Nbr 00000000  Prcs Tran
Prim Id                               Recip
Prov Nbr                               Prov Name                               City/St PORTLAND, OR
Service Auth Beg 16/01/01  Auth End 16/01/15  Lst Work 00/00/00
Cat APD  Contact Br 3311  Auth Wkr 999  THE DALLES SPD
Hrly/Hrly Paid Leave (Y/N) N  Spousal Pay (Y/N) N
Live-In (Y/N) Y  Days per wk: 5  Days work: Su  M  T  W  Th  F  S
Live-in - Leave (hours) 0  Reg Live-in Prov Nbr
MHD/DD Pers Care Prov (Y/N) N  CIIS (Y/N) N  Behav Spt (Y/N) N
Mileage (Y/N) Y  Pub Trans Allowance (Y/N) N
Proc  Description  Units/Mil  Rate  Line Tot
OC112 Live-in ADL/IADL 15 9.2500 2,220.00
ORSTC Sleep Time Capt 2700 9.2500 416.25
OT111 Mileage/Pub Trans 20.00 0.4850 9.70
Tot Svc Units 285.00  Auth Clm 2,645.95
Err Code:                               Err Stat:
Msg:
QUES  ADD VCHR TO FILE? Y/N  ANSW N  PRNT 598? N 16/01/22  MAIL BR? N
PF4=Plan Cha  PF5=Hours Cha
```

HATH for Live-in HCWs

- OC112 Live-in now displays the number of days authorized, which is a change from displaying the hours.
- The new ORSTC Sleep time Capt displays in minutes.
- Don't be concerned about the amounts authorized, especially if the HCW is not a 7 day live-in.
- The HCWs do not see these amounts on their voucher.

```
HATH                               In-home Service Authorization                               01/22/2016
Trans Typ A                        Upd Date 01/22/2016  Upd RACF                               Not on file
Vch Nbr  00000000  Prcs Tran
Prim Id                               Recip
Prov Nbr                               Prov Name                               City/St PORTLAND, OR
Service Auth Beg  16/01/01  Auth End 16/01/15  Lst Work 00/00/00
Cat APD  Contact Br 3311  Auth Wkr 999  THE DALLES SPD
Hrly/Hrly Paid Leave (Y/N)  N  Spousal Pay (Y/N)  N
Live-In (Y/N) Y Days per wk: 5  Days work: Su  M  T  W  Th  F  S
Live-in - Leave (hours)  0  Reg Live-in Prov Nbr
MHD/DD Pers Care Prov (Y/N) N  CIIS (Y/N) N  Behav Spt (Y/N) N
Mileage (Y/N)  Y  Pub Trans Allowance (Y/N) N
  Proc  Description  Units/Mil  Rate  Line Tot
  OC112 Live-in ADL/IADL  15  9.2500  2,220.00
  ORSTC Sleep Time Capt  2700  9.2500  416.25
  OT111 Mileage/Pub Trans  20.00  0.4850  9.70
                                     Tot Svc Units  285.00  Auth Clm  2,645.95
Err Code:                               Err Stat:
Msg:
QUES  ADD VCHR TO FILE? Y/N  ANSW N  PRNT 598? N 16/01/22  MAIL BR? N
      PF4=Plan Cha  PF5=Hours Cha
```

A Correctly Completed Live-in Voucher:

- Days worked are clearly indicated and do not go over what is authorized.
- If an entire day off was taken, the day should **not** be indicated.
- If they took part of the day off, the should be indicated.
- Minutes of direct care correspond with the correct day.
- Time off, if any, is indicated.

*** Mark the calendar days that your SHIFT STARTED during the authorization period.

Days: 01 __X__ 02 __X__ 03 __X__ 04 __X__ 05 __X__ 06 _____ 07 _____ 08 __X__
09 __X__ 10 __X__ 11 __X__ 12 __X__ 13 __X__ 14 _____ 15 _____

*** If your client required direct assistance while you were sleeping and you had to get out of bed, mark the number of MINUTES care was provided next to the matching SHIFT START DAY.

Days: 01 __30__ 02 _____ 03 __10__ 04 __30__ 05 __15__ 06 _____ 07 _____ 08 __30__
09 _____ 10 __30__ 11 _____ 12 __30__ 13 _____ 14 _____ 15 _____

*** If you took time off, mark the HOURS next to the matching SHIFT START DAY.

Days: 01 _____ 02 _____ 03 _____ 04 _____ 05 __2__ 06 _____ 07 _____ 08 _____
09 _____ 10 _____ 11 _____ 12 _____ 13 _____ 14 _____ 15 _____

HPAY For Live-in HCW

- OC112 Live-in: Count the number of days worked from the voucher and enter it in.
- The system will not allow HCWs to claim more than the days available in the pay period.
- ORSTC Sleep Time: Add up the number of minutes worked by the HCW and enter it in. If sleep time care was provided, the minimum is 15 minutes.
- A HCW may accidentally write in hours instead of minutes, so watch for that.

```
HPAY 16000014                               In-home Service Payment                               01/22/2016
Trans Type C                               Upd Date 01/22/2016 Upd RACF
Vch Nnbr 16000014 Prcs Trans 30 EOB

Prime #                                     Prov Nnbr
Recip Name                                 Prov Name
                                           Prov Str
                                           Prov City/ST PORTLAND, OR
                                           Prov Zip 97236-0000

Forc Pay                                     Authorized | Adjudicated
Lst Work 00/00/00                           Beg 16/01/01 End 16/01/15 | Beg 16/01/01 End 16/01/15
Proc Desc                                     Units Rate Total | Units Rate Total
OC112 Live-in ADL/IAD                        15 9.2500 $2,220.00 | 11 9.2500 $1,628.00
ORSTC Sleep Time Capt                        2700 9.2500 $416.25 | 180 9.2500 $27.75
OT111 Mileage/Pub Tra                        20.00 .4850 $9.70 | 20.00 .4850 $9.70

Err Cd:                                     Tot Auth $2,645.95 | Tot Clm $1,665.45
Msg:
Msg:
QUES CHANGE VOUCHER TO PAY? Y/N           ANSW N PRNT NEW 598B? Y/N N
F3=Exit                                     F11=HINQ
```

****Please note: At this time, there is no edit against the “Days per week”! For example, if a 5 day live-in claims 7 days a week, and no other live-in voucher is turned in, the system will pay the entire claim.**

HINQ Screen View

For payment purposes, the system converts everything into hours. If you need to manually convert it back for verification purposes:

OC112: Units / 16 to see the days being paid

ORSTC: Units X 60 to see the number of minutes being paid.

Compl Zip 97236-0000							
		Authorized			Adjudicated		
		Beg 16/01/01	End 16/01/15		Beg 16/01/01	End 16/01/15	
Proc	Desc	Units	Rate	Total	Units	Rate	Total
OC112	Live-in ADL/IADL	240.00	9.2500	\$2,220.00	176.00	9.2500	\$1628.00
ORSTC	Sleep Time Capt	45.00	9.2500	\$416.25	3.00	9.2500	\$27.75
OT111	Mileage/Pub Trans	20.00	.4850	\$9.70	20.00	.4850	\$9.70

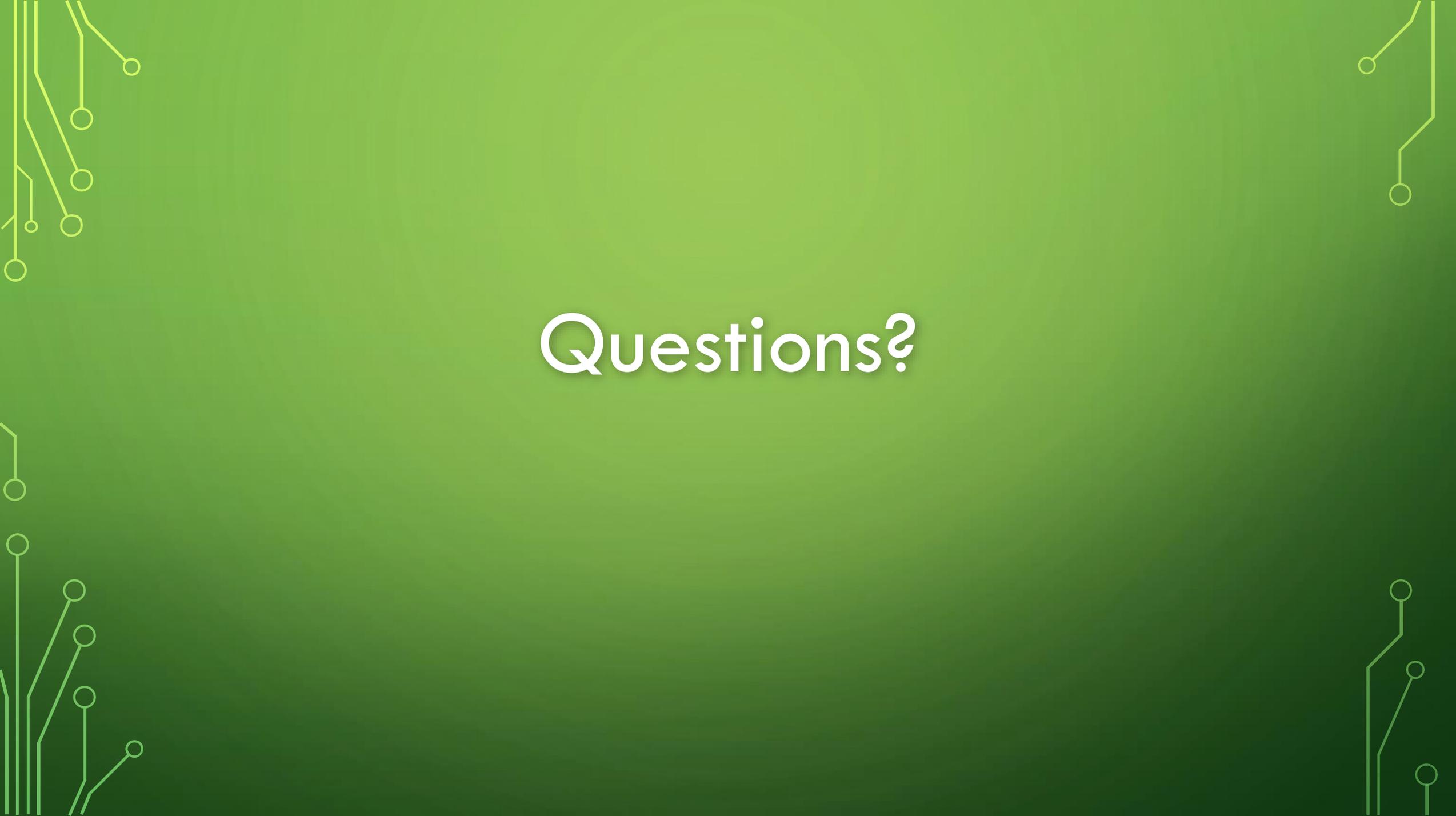
F3=EXIT F10=HSVC F11=HDTL F12=HINQ F21=AUTH F22=ADJ F23=PAY

RESPITE LIVE-IN VOUCHERS

- The process stays the same.
- Respite vouchers for 1-12 hours will automatically reduce the live-ins hours once the respite voucher is paid. Do not manually reduce the hours.
- Respite vouchers for 24 hours will **not** automatically reduce the live-in hours. The live-in HCW should simply not indicate they worked that day. If they do, the system will catch this when the vouchers are being processed for payment.

RESPIRE LIVE-IN VOUCHERS

- The reporting of time off on the live-in voucher is informational. Although it is not specifically data entered anywhere, it can be used for verification purposes.

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Questions?