

Lilia Teninty

**Authorized Signature**

**Number:** APD-AR-14-073

**Issue Date:** 8/4/2015

**Topic:** Developmental Disabilities

**Due Date:** 1/1/2015

**Subject:** PSW Timesheets **CORRECTED**

**Applies to (check all that apply):**

- |  |  |
|--|--|
| <input type="checkbox"/> All DHS employees                     | <input type="checkbox"/> County Mental Health Directors  |
| <input type="checkbox"/> Area Agencies on Aging                | <input type="checkbox"/> Health Services   |
| <input type="checkbox"/> Aging and People with Disabilities    | <input type="checkbox"/> Office of Developmental Disabilities Services(ODDS)   |
| <input type="checkbox"/> Children, Adults and Families         | <input checked="" type="checkbox"/> Other ( <i>please specify</i> ): Service Coordinators/Personal Agents; PSWs; Brokerage Directors; SEIU |
| <input checked="" type="checkbox"/> County DD Program Managers |  |

**Reason for Action:**

As ODDS, CDDPs and Brokerages transition to Plan of Care, Personal Support Workers (PSWs) who provide services to individuals with Intellectual and Developmental Disabilities in their home or community must use the Plan of Care Services Delivered Report (DHS timesheet) or other Department-approved timesheet to bill for services provided in Plan of Care (POC).

Use of a standardized form for reporting dates and times worked delivering authorized services is critical for consistent and accurate data entry, claims processing and payment to providers for work performed.

Use of the ODDS-designated form for reporting date and time worked information will be required for the following providers authorized to deliver services via eXPRS Plan of Care (POC):

- DD Personal Support Worker (DD PSW) providers
- DD Independent Contractor-Personal Support Worker (DD IC-PSW) providers
- Other client-employed domestic employees (DE)

The designated forms whose use is being required are currently titled:

- **Plan of Care (POC) Services Delivered Report** form (to be used to report services delivered).
- **Plan of Care (POC) Mileage Driven Report** form (to be used to report mileage incurred by the provider, as authorized by the individual's plan of care).

**Action Required:** CDDPs and Brokerages must accept the Plan of Care Services Delivered Report and Plan of Care Mileage Driven Report from PSWs to serve as the timesheet provided in POC, or a CDDP/Brokerage may provide PSWs with a timesheet which captures all elements of the Plan of Care Services Delivered Report and Plan of Care Mileage Driven Report including:

- the date the PSW provides service;
- the time the PSW begins providing the service;
- the time the PSW ends providing the service;
- total hours of service provided;
- service provided;
- the language provided on the POC timesheet which indicates if a PSW would like to allow for 3<sup>rd</sup> party time sheet entry; and
- paper timesheets must be consistently submitted with customer or Employer of Record (EOR) signature, verifying service provided and authorizing payment; and
- the signature statement/verification language

ODDS strongly recommends that the CDDP/Brokerage use the Plan of Care Services Delivered Report as the service/individual/provider information is pre-printed on that timesheet. Further, there is clear indication in the event that a PSW is requesting that a 3<sup>rd</sup> party complete timesheet entry and allow corrections to be made, if required.

PSWs must use the timesheet provided by their CDDP or Brokerage to report time outside of POC.

Corrected to remove "and correction to time if required" in the listing of required elements for PSW Timesheets

**Field/Stakeholder review:**  Yes  No

**If yes, reviewed by:** By field and internal reviewers

*If you have any questions about this action request, contact:*

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