

# Action Request Transmittal Aging and People with Disabilities



Mike McCormick

***Authorized signature***

**Number: APD-AR-21-069**

**Issue date: 12/15/2021**

**Topic:** Long Term Care

**Due date: 12/27/2021**

**Subject:** Independent Choices Program (ICP) Benefit Calculation Form Updated Due to Wage Increase, SUTA Tax Rate Change, and Pay-In Change Effective 01/01/2022

**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: Type B     | <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"/> Support Service Brokerage Directors           | <input type="checkbox"/> Other ( <i>please specify</i> ):                     |
| <input type="checkbox"/> ODDS Children's Residential Services          |   |
| <input type="checkbox"/> Child Welfare Programs                        |   |

**Action required:** The purpose of this transmittal is to inform APD/AAA local office staff of the updated ICP Benefit Calculation (SDS 0546IC2Wk 12/2021) form which is accessible through Oregon ACCESS (OA). Staff should NOT use any previous versions of the forms and must begin using the current version available through OA.

**Effective 01/01/2022**, the hourly rate for ICP providers is increasing to \$16.67 per hour (\$19.67 for VDQ), the SUTA tax rate changed from 2.26% to 1.97%, and the mileage rate has increased to \$.56. These changes have been made to the 546IC2Wk form to accurately calculate and reflect the new ICP monthly benefit starting 01/01/2022. The following actions must be taken **before 12/27/2021**.

**Important** - APD has asked CMS to waive the pay-in for all in-home consumers starting 01/01/2022. Since the ICP Budget Worksheets will need to be completed in December, APD will waive the pay-in for ICP participants in January and February, even if CMS has not yet approved the request. We hope to have a final decision later in December and will notify local offices if any additional changes are needed for March 2022. Pay-in changes for all other in-home consumers will be communicated in a separate transmittal.

This means, that ICP participants will no longer have a pay-in effective 01/01/2022. Therefore, staff should no longer include a pay-in amount on the 546IC2Wk or the ICP Budget Worksheet forms for ICP participants and should authorize the full ICP cash benefit starting 01/01/2022.

- A new 546IC2Wk form as well as a new ICP Budget Worksheet must be completed and submitted for every ICP participant. The 'Rate start date' must be 01/01/2022, and the 'Rate end date' must be the 'Benefit end date' indicated in OA.
  - A copy of both forms must be sent to the participant and/or their ICP Representative **and** the ICP Policy Analyst at [ICP.SPD@dhsosha.state.or.us](mailto:ICP.SPD@dhsosha.state.or.us). Staff must save a copy of both updated forms to the participant's EDMS or AAA file as well.
- The MRP screen in ONE must also be updated with the new ICP payment amount effective 01/01/2022 to reflect the new monthly benefit indicated on the 546IC2Wk form.
  - **NOTE:** It has been reported that the 'Payment type' of 'Direct Deposit' will temporarily not be available for selection on the Other Payments Summary screen in ONE. Staff should go ahead and select the payment type of 'Check' while direct deposit is not available. The system will check to see if there is direct deposit information on file for that individual and will still issue the payment via direct deposit.
- Staff should also check with each ICP participant to determine if they wish to give their provider(s) an hourly rate increase.
  - If the participant does wish to give their provider(s) a rate increase, an updated 548 indicating the new hourly rate of pay for the provider(s) must also be submitted.
  - If the participant does not wish to give their provider(s) a rate increase, no 548 is required to be submitted unless there are other changes (a provider has been hired, fired, or quit) which must be reported.
    - If the CM is unable to contact the participant to discuss the rate change, the CM should just submit the 548 with the hourly rate previously authorized by the participant.
- **NOTE:** For this update only, staff DO NOT need to send these forms to Acumen. As part of tracking the work, the ICP Policy Analyst will take the responsibility of forwarding the required forms to Acumen.

**How to pull an ICP report:** Managers are able to pull a report from the [ODHS Business Intelligence Center](#). Please follow the instructions below to find the ICP report.

- From the Home page select the 'Aging and People with Disabilities' drop-down menu.
- From that menu, select 'In-Home'.

- A report list will populate. Select the report titled 'ICP Case Monthly Audit'.
- It is best to export the report to Excel, so you can filter by branch and by CM.

**Reason for action:** These changes are reflective of the 2021-2023 Collective Bargaining Agreement between the Department of Administrative Services, on behalf of the State of Oregon and the Oregon Home Care Commission and the Service Employees International Union Local 503, Oregon Public Employees Union ICP hourly rate changes, mileage rate changes, and the SUTA tax rate change.

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:** Operations Review Committee

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

Contact(s): Christine Maciel - MSS Operations and Policy Analyst	
Phone:	Fax:
Email: ICP.SPD@dhsosha.state.or.us	