

# Information Memorandum Transmittal Aging and People with Disabilities



Mat Rapoza

***Authorized signature***

**Number: APD-IM-19-005**

**Issue date: 10/24/2022**

**UPDATED #5**

**Topic: Long Term Care**

**Due date:**

**Subject: Vendor Payment for Purchase of Gloves and Masks for Homecare Workers- PCA code is updated.**

**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: Types A and 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"/> ODDS Children's Residential Services             | <input type="checkbox"/> Other ( <i>please specify</i> ):                     |
| <input type="checkbox"/> Child Welfare Programs                           |   |

**Message:**

There is a new procedure to pay vendor invoices for purchases of gloves and masks for HCWs serving Medicaid, SPPC and OPI consumers for AAA offices. APD Offices will still use SPOTS Visa Cards for such purchases.

**APD Procedure for Ordering:**

The Procedure for APD offices **WILL NOT** change. Continue to use SPOTS Visa Cards for purchases.

**AAA Procedure for Ordering and Request for Reimbursement:**

When an invoice is received, please complete the following steps:

- On the invoice, add the PCA, Index and AOBJ codes for billing purposes. Below are the current codes:

PCA code: **34738 (this is an updated code as the previous one is now expired)**

Index code: 31140

AOBJ code: 4706

- Attach completed invoices and email to: [HCW.GlovesMasksInvoices@dhsoha.state.or.us](mailto:HCW.GlovesMasksInvoices@dhsoha.state.or.us) and cc: [OFS.INVOICES@dhsoha.state.or.us](mailto:OFS.INVOICES@dhsoha.state.or.us).
  - The subject line should read: Invoices for gloves and/or masks
  - The body of the email should read: Request for payment of HCW gloves and/or masks.

If the AAA wishes to purchase gloves and/or masks and request reimbursement, please provide additional documentation to show the invoice has been paid and reimbursement is being requested.

APD Policy Staff will approve the request and will send the approval to the Office of Financial Services (OFC). You will be cc'd on the approval email as a confirmation that the payment is being processed. If your request is denied, you will receive an email with a reason and/or what needs to be corrected/addressed in order to approve the reimbursement request.

Reminder: Please see the [Worker Guide for the Consumer-Employed Provider Program](#) for further information related to gloves/masks/contractors/etc.

*If you have any questions about this information, contact:*

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