

Information Memorandum Transmittal Aging and People with Disabilities



Mat Rapoza

Authorized signature

Number: APD-IM-20-007

Issue date: 1/24/2020

Topic: Long Term Care

Due date:

Subject: Homecare Worker CBA for 2019-2021

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

Message:

The 2019-2021 Collective Bargaining Agreement (CBA) between the Department of Administrative Services (DAS) and the Service Employees for International Union (SEIU) for Homecare Workers (HCWs) has been ratified and will soon be finalized. A copy of the CBA will be posted when the finalized version becomes available. The following is a summary of the changes that impact local APD/AAA offices.

The changes have been put into the following categories:

- **HCW Bulletin Board**
- **HCW Payment Processing Changes***
- **HCW Rights and Expectations***
- **Budget-Related Items**
- **Oregon Saves Retirement**
- **HCW Required Training**
- **PDC and HCWs with certain types of licenses**

***Policy Transmittals will be released to provide additional details on how to implement any required changes. It is important that process changes ARE NOT MADE until the Policy Transmittals have been released.**

HCW Bulletin Board:

SEIU bulletin boards must be permitted in local APD/AAA offices that HCWs visit if permitted by the facility owner/manager. The size of the bulletin board is no more than 2'x3'.

HCW Payment Processing Changes:

HCW vouchers may be accepted through secure email or fax.

A copy of the HCW date-stamped voucher must be provided when the HCW personally delivers the voucher to a staff person in a local office.

A HCW may be entitled to a late payment fee of \$20 per day when a HCW is not paid timely due to an administrative error. HCWs must be referred to their Member Resource Center to initiate this request.

HCW Rights and Expectations:

HCWs must be prior authorized before they begin working for a consumer. Prior authorization includes any of the following: Form 4105, task list, or voucher. A prior authorization may be provided in person, secure email, or mail. An HCW may not be prior authorized unless they have an active provider number.

HCWs shall not submit claims for care provided that is not on their task list. HCWs can report such requests to the local APD/AAA office.

HCWs may not receive payment for any additional services for their consumer-employer. This includes Medicaid and non-Medicaid covered tasks.

HCWs may submit a voucher that is unsigned by consumer-employer when there is a threat to their safety. An unsigned voucher may be paid, upon review and approval by case management. Additionally, the HCW must immediately resign from providing services to that consumer-employer.

HCWs may request ADA accommodations from their consumer-employer or to the Oregon Home Care Commission (OHCC).

Budget-Related Items:

HCWs will receive a pay increase of \$0.35 per hour, which was effective January 5th, 2020. A second pay increase is expected to occur in July 2020.

The OHCC shall provide written confirmation of a HCW's [Difficulty of Care Exemption](#) status if requested by the HCW. HCWs can submit their requests to OHCC.CustomerRelations@dhsoha.state.or.us.

HCWs will receive a second pay increase at a later day. This information will be provided in a future transmittal.

Oregon Saves Retirement

Implement the [Oregon Saves](#) retirement benefit at the same time as the second HCW pay increase. Additional details on this benefit will be provided in a future transmittal.

HCW Required Training:

Completed Professional Development Certificates (PDC) are valid for 52 payment cycles (approximately 2 years) or at the end of the pay period where the certification or CPR/First Aid expires.

Workers with their Professional Development Certification should submit their new CPR/First Aid certification card to CERTIFICATIONS.OHCC@dhsoha.state.or.us. If the HCW submits their CPR/First Aid certification card to the local APD/AAA office their PDC may end if it is not received by the OHCC **one month** prior to the CPR/First Aid certification end date.

HCWs who have questions about any OHCC certifications should send their questions to CERTIFICATIONS.OHCC@dhsoha.state.or.us.

PDC and HCWs with certain types of licenses:

HCWs who have a current (not expired) Oregon Certified Nursing Assistant (CNA) certification, License Practical Nursing (LPN) or Registered Nursing License (RN) may substitute their certification/license for the PDC Safety-Type Courses and the PDC Elective Courses with their initial PDC application. HCWs with these licenses will be required to complete and pass the following courses:

- Keeping it Professional;
- Working Together; and
- Helping Caregivers Fight Fraud and Abuse.

Renewals will follow the prescribed renewal process for PDC.

For more information about Professional Development Certification visit the OHCC website: <https://www.oregon.gov/DHS/SENIORS-DISABILITIES/HCC/PSW-HCW/Pages/Professional-Development-Certification.aspx>

If you have any questions about this information, contact:

Contact(s): Traci Lerner	
Phone: 541-705-7324	Fax:
Email: traci.d.lerner@dhsoha.state.or.us	