

# Information Memorandum Transmittal Aging and People with Disabilities



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**Number:** APD-IM-22-009

**Issue date:** 1/28/2022

**Topic:** Long Term Care

**Due date:**

**Subject:** Documenting HCW Information in OR PTC DCI

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

**Message:**

Oregon Provider Time Capture Direct Care Innovations (OR PTC DCI) has a feature that allows staff to put a note on the provider's profile. To learn how to use this feature, review the document "[How to Add a Note to a Provider's Profile](#)", which is part of the [OR PTC DCI Staff Catalog](#). Using this feature will allow local offices to track relevant information regarding HCW activities.

A guide has been developed to provide staff with information that can be documented in the OR PTC DCI notes section. The guide, titled "Documentation and Narration in OR PTC DCI", is found on the [Provider Time Capture \(PTC\)](#) page on CM Tools.

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

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