

Information Memorandum Transmittal Aging and People with Disabilities



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Number: APD-IM-22-036

Issue date: 4/20/2022

Topic: Long Term Care

Due date:

Subject: Provider Time Capture Settlement Agreement

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>): OHA-HSD/Comagine |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Message:

A settlement agreement has been reached between the Oregon Home Care Commission (OHCC) and Service Employees International Union (SEIU) regarding the Provider Time Capture (PTC) system. The agreement settles a grievance that was filed by SEIU. The settlement addresses the concerns related to a partial payment, defined as a provider not receiving a full payment for services provided in a specific pay period.

The following are the agreements that impact local offices:

- A Homecare Worker (HCW) or Personal Care Attendant (PCA) who received a partial payment beginning August 1, 2021, and ending on March 12, 2022, shall receive a late pay penalty payment of \$150 per incident. Payments will not be subject to tax withholding.
 - This payment will be distributed on April 25, 2022. The payments will not be visible in the CEP system.
 - An explanation of this payment will be provided on the check stub. The

explanation will include voucher number(s) to identify which pay periods the provider is receiving the payment for.

- Email and text messages will also be sent out to providers to notify them of this payment.
- Beginning on March 13, 2022, partial payments which are determined to be the result of an administrative error shall now constitute a late payment fee in accordance with Article 8 of the Collective Bargaining Agreement.
- Currently, providers initiate claims for penalty payments or payment concerns by contacting SEIU's Member Assistance Center (MAC). This agreement includes developing a form, jointly designed by the MAC and OHCC, to allow providers to submit claims or payment concerns online. The OHCC shall verify any claims in 30 calendar days (unless a mutual agreement is made to extend this timeframe).
- After the end of each payment processing date, the State will provide reports to the MAC of any provider time entry that is either pending or system rejected for the related pay period. This information will assist the MAC by identifying specific time entries that may have not been processed if a provider calls and requests assistance related to their payment. The information will not include any consumer data.

If you have any questions about this information, contact:

Contact(s): Cheryl Miller for OHCC related questions Jason Pruett for PTC related questions Mat Rapoza for other settlement related questions	
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