

# Information Memorandum Transmittal Aging and People with Disabilities



Bob Davis

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**Topic:** Other

**Subject:** Provider Time Capture (PTC) - Changes to Underpayment Request Spreadsheet

**Number:** APD-IM-22-040

**Issue date:** 5/4/2022

**CORRECTED:** 5/6/2022

**Due date:**

**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:**

**\*\*\*This is the corrected version of the transmittal dated 5/4/22\*\*\***

There have been a few updates to the Underpayment Request Spreadsheet that should make it easier for the Provider Relations Unit (PRU) to track the reasons for adjustments. The spreadsheet now has drop down boxes to choose procedure code, primary reason for adjustment, and additional reason for adjustment (optional).

The updated link to the spreadsheet is available on APD Staff Tools website. You can click the below link or go to APD Staff Tools, click on "Case Management Tools" on the left-hand side, click on "Provider Payment Adjustments and Troubleshooting," and the spreadsheet is linked there.

**Link to Underpayment Request Spreadsheet:**

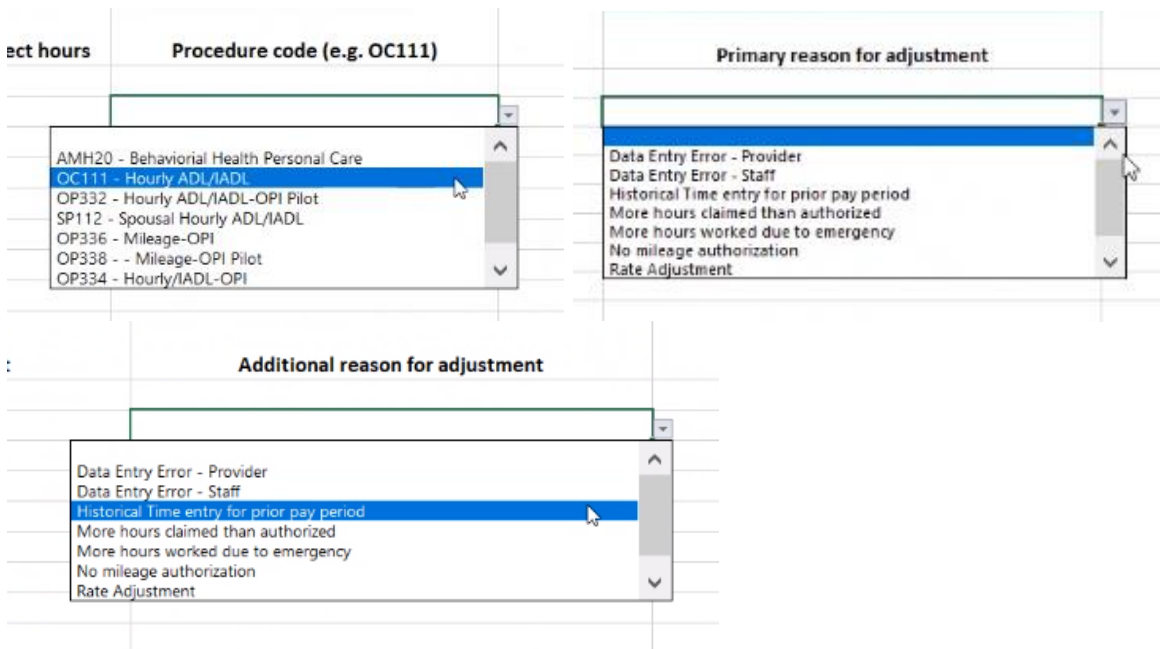
<http://www.dhs.state.or.us/spd/tools/cm/provovp/Underpayment%20Request%20Spreadsheet%20V4.27.22.xlsx>

**Link to Provider Payment Adjustments and Troubleshooting section of Staff Tools:**

<http://www.dhs.state.or.us/spd/tools/cm/provovp/index.htm>

The process for submitting a CEP Underpayment Request has not changed, and requests must be emailed to [APD.CEPpayments@dhssoha.state.or.us](mailto:APD.CEPpayments@dhssoha.state.or.us). Requests are not sent to the PTC Support team. The spreadsheet is an alternative to the underpayment form 287A. Either method is still acceptable for an underpayment request.

**See below for screen shots of the new drop-down options**



For more information on the PTC Project, please visit [PTC.Oregon.gov](http://PTC.Oregon.gov).

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

Contact(s): Provider Time Capture	
Phone:	Fax:
Email: <a href="mailto:PTC.Support@dhssoha.state.or.us">PTC.Support@dhssoha.state.or.us</a>	