

# Information Memorandum Transmittal Aging and People with Disabilities



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**Number:** APD-IM-22-042

**Issue date:** 5/10/2022

**Topic:** Other

**Due date:**

**Subject:** Provider Time Capture (PTC) - Residence Address 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 checked="" 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> ): Comagine |
| <input type="checkbox"/> ODDS Children's Residential Services             |   |
| <input type="checkbox"/> Child Welfare Programs                           |   |

**Message:**

This transmittal clarifies which address should be entered in OR PTC DCI for consumer and provider profiles. This guidance should be followed for all future address updates. Previous address changes do not need to be reviewed.

The address field for consumers and providers in OR PTC DCI is meant for the **residence address**.

Why the residence address is used:

- Electronic Visit Verification requires that location is captured at clock in/out to ensure accurate reflection of location that services are being provided. If the clock in/out locations are ever audited (ex: review for fraud), the home address is based on what is recorded in OR PTC DCI. This address should be where the provider or consumer lives, not where they receive mail.
- OR PTC DCI does not distribute any mailings based on address in OR PTC DCI. Mailing address is documented in other systems of record.

**General reminder:** If you ever need clarification on what to put in any of the OR PTC DCI profile data fields, please reach out to the PTC Support team at

[PTC.Support@dhsoha.state.or.us](mailto:PTC.Support@dhsoha.state.or.us). We want to make sure all staff using OR PTC DCI are getting consistent and clear guidance from the PTC team.

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@dhsoha.state.or.us">PTC.Support@dhsoha.state.or.us</a>	