

Information Memorandum Transmittal Aging and People with Disabilities



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Number: APD-IM-22-096

Issue date: 10/5/2022

Topic: Other

Due date:

Subject: Provider Time Capture (PTC) - Timekeeping Reminders Flyer

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

Message:

This transmittal contains links to a flyer created in collaboration with APD policy teams. The purpose of this flyer is to inform providers that local office staff are not responsible for entering time on providers' behalf. The flyer also briefly describes how providers can learn more about using OR PTC DCI.

Links to flyers (posted to PTC.Oregon.gov in the [AAA/APD Staff section](#)):

[English](#)

[Arabic](#)

[Simplified Chinese](#)

[Traditional Chinese](#)

[Farsi](#)

[Khmer/Cambodian](#)

[Korean](#)

[Lao](#)

[Nepali](#)

[Romanian](#)

[Russian](#)

[Somali](#)

[Spanish](#)

[Vietnamese](#)

How to use the Timekeeping Reminders Flyer:

If a provider is requesting local office staff to enter their time for them, this flyer can be given to the provider to clarify responsibilities. The flyer can also be displayed in the local office, if local office management has decided this would be useful.

Use of this flyer in your office is entirely optional and up to the discretion of local office management.

Expectations of local office staff have not changed in terms of OR PTC DCI. It was never an expectation for local office staff to enter time on a provider's behalf outside of exceptional hardship situations.

The flyer may be used to establish a boundary when necessary. Translated flyers can be used in situations where there may be a misunderstanding due to a language barrier. The PTC Team will consider local office requests for translations into additional languages.

How *not* to use the Entering Time Flyer:

This flyer should not be given to providers when they simply ask for assistance with OR PTC DCI. If the provider intends to enter their own time into OR PTC DCI, but has questions or needs help, this flyer is not appropriate for them. Local office staff should assist providers in that situation.

If a provider is repeatedly needing assistance with OR PTC DCI, please consult with your manager on the best course of action.

For more information on the PTC Project, please visit [PTC.Oregon.gov](https://www.ptc.oregon.gov).

If you have any questions about this information, contact:

Contact(s): Provider Time Capture	
Phone:	Fax:
Email: PTC.Support@odhsoha.oregon.gov	