

Information Memorandum Transmittal Aging and People with Disabilities



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Number: APD-IM-23-002

Issue date: 1/12/2023

Topic: Other

Due date:

Subject: Provider Time Capture (PTC) - OR PTC DCI Staff Profile Management

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:

The PTC Team has created a new Quick Reference Guide (QRG) for local offices on how to add, modify, deactivate, and reactivate staff profiles. The QRG also provides information on the Change Email/Phone Report and the roles and permissions available in OR PTC DCI.

Please ensure your office is following this process. It is important not only for new staff or changes, but for removing staff access when a staff member leaves their current role and no longer needs PTC access. This helps ensure system security and accuracy.

[QRG - Staff - Profile Requests for OR PTC DCI](#)

If you have any questions about this information, contact:

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