

PTC Quarterly Recap:

2022 Quarter One

We are already a quarter of the way through 2022 and a lot has happened. To summarize the latest PTC news, the PTC Team will now be creating a quarterly recap to remind you of important resources and summarize key information you may have missed. Each recap will be short and to the point, so please take a few minutes to read it and if any of the following summaries sound unfamiliar, follow the link to read more. Our goal is to ensure everyone is informed and following the newest guidance. And as always, if you have follow-up questions, reach out to us at PTC.Support@dhsosha.state.or.us.

If you do not use OR PTC DCI, please disregard this email.

[APD-IM-22-008 Provider Time Capture \(PTC\) - General Updates - January 2022](#)

This transmittal reviews:

- The importance of updating authorizations
- Explains what to do if a provider needs a status change
- Points out current system issues, including steps to take when you hear of an issue occurring

[APD-IM-22-016 Provider Time Capture \(PTC\) - OR PTC DCI System Update - 23.99 Limit](#)

Effective February 16, 2022, OR PTC DCI implemented a change to the maximum number of hours allowed in a time entry. Previously, time entries were not limited, and entries would be saved even if the Provider had accidentally been clocked in for more than a day. With this update, full day or multiple day time entries will no longer occur.

[APD-IM-22-019 Provider Time Capture \(PTC\) - General Updates March 2022](#)

This transmittal explains:

- The importance of not using Internet Explorer with OR PTC DCI
- How to find the Provider number
- The Notes functionality

- How to print out a Provider's entries
- Tips for branch transfers
- What to do if a Consumer switches programs but keeps the same Provider

APD-IM-22-021 Provider Time Capture (PTC) - Unlinking Consumers and Providers in OR PTC DCI

This transmittal outlines what must be completed when a Provider stops working for a Consumer for any reason. After completing steps in Mainframe, staff members must complete certain steps in OR PTC DCI and contact the PTC support team whenever a Consumer and Provider stop working together.