



**All program transmittal:
January 4, 2015 – January 8, 2016**

*To go directly to the transmittal, mouse over the transmittal (left column), hold down **Ctrl**, and click on the transmittal.*

Transmittal #	Issue date	Subject/Topic
<u>APD-IM-16-001</u>	1/4/16	Cancellation of ACCESS Inquiry for Non-Eligibility Staff Classroom Courses - Due to low participation rates, the classroom course titled APD Oregon ACCESS Inquiry for Non-Eligibility Staff will be discontinued effective immediately. In addition, the classes scheduled for 2/25/16, 4/21/16, 6/16/15, 8/11/16 have been canceled in the Learning Center. See transmittal for details.
<u>APD-IM-16-002</u>	1/4/16	New Live-in Vouchers - Live-in Homecare Workers (HCWs) will begin receiving a new payment voucher if the pay period begins January 1, 2016 or later; the initial vouchers will be mailed out in early January 2016. A letter will be provided on how to correctly complete these vouchers; see transmittal for example. Any vouchers issued with an effective date prior to January 1, 2016 will still receive the older payment voucher. For staff who issue and pay vouchers, a recorded webinar training is being developed to assist with these tasks. More information on this webinar will be provided soon. See transmittal for details.
<u>APD-IM-16-003</u>	1/4/16	HCW Travel Time Claims - To implement policy changes as a result of Department of Labor reclassification of Homecare Workers (HCWs), beginning January 1, 2016 HCWs are eligible to receive reimbursement for travel when they travel directly between the homes or care settings of two or more consumer-employers in a 24 hour period as referenced in <u>APD-PT-15-042</u> . HCWs must enter travel time they claim on the Travel Time Track Sheet (attached). APD/AAA office staff will not review or process any Travel Time Track Sheets received from HCWs. Travel between the homes or care settings of individuals receiving services under different programs will also be handled via the Travel Time Track Sheet. HCWs who work between

		<p>programs must send the Travel Time Track Sheet to either the APD office in which they are authorized as a HCW or directly to Central Office. Information on where to send paper timesheets will be included in letters sent HCWs in January. See transmittal for details.</p>
<u>APD-PT-16-001</u>	1/8/16	<p>Updates for Community Based and Nursing Facility Rates - This IM will supplant IM 14-045 regarding service rates for Residential Care Facilities (RCF) and Assisted Living Facilities (ALF) settings through Developmental Disability funding to update correct internet links. See transmittal for details.</p>
<u>APD-AR-16-001</u>	1/8/16	<p>Supported Living Budget Tool 2016 - he Office of Developmental Disability Services (ODDS) Supported Living Budget Tool, has been revised to implement a legislatively approved 4% rate increase. See transmittal for details.</p>
<u>APD-AR-16-002</u>	1/8/16	<p>DD Intake Form - ODDS has posted a revised DD intake form (SDS 0552) on the DHS forms website. CDDPs may begin using the revised form immediately. Effective February 1, 2016, CDDPs must provide the revised DD intake form for all new requests for services. See transmittal for details.</p>
<u>APD-IM-16-004</u>	1/8/16	<p>Update on the State Plan on Alzheimer's Disease in Oregon - The State Plan on Alzheimer's Disease and other Dementias in Oregon (SPADO) was released in July 2012. Everyone is invited to attend one of two gatherings to help decide where to go from here.</p> <p>Please share the attached flier with other interested partners. If you cannot attend either of the meetings please read the current <u>plan</u> See transmittal for details.</p>
<u>APD-IM-16-005</u>	1/8/16	<p>2015 FICA check for Homecare Workers - An error caused the 2015 FICA refund checks for Homecare Workers (HCW) to be issued with a paid date of 01/01/2016 instead of 12/31/2015 resulting in some year to date reporting on Remittance Advices (RAs) and screens are incorrect.</p> <p>There have been, and will continue to be, a series of systems updates to correct this situation. The date on the FICA refund checks will not be altered, history and reporting files will be updated to reflect the proper information. 2015 W2s issued by the end of the month will be correct. See transmittal for details.</p>

<u>APD-IM-16-006</u>	1/8/16	Updated Standards and Intake Forms for Family Caregiver Support Program - Standards and intake <u>forms</u> for the Older American's Act Family Caregiver Support Program, Title III, Part E, have been updated. See transmittal for details. See transmittal for details.
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