

# Information Memorandum Transmittal Aging and People with Disabilities



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**Number:** APD-IM-24-061

**Issue date:** 6/13/2024

**Topic:** Other

**Due date:**

**Subject:** Provider Time Capture (PTC) - Provider Last Day Worked and Emergency Batches

## **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 type="checkbox"/> Other ( <i>please specify</i> ):                     |
| <input type="checkbox"/> ODDS Children's Residential Services             |   |
| <input type="checkbox"/> Child Welfare Programs                           |   |

## **Message:**

The purpose of this transmittal is to explain the provider Last Day Worked and emergency batches with PTC Phase 2A.

Although a provider may have a "last day worked" due to stopping work for many reasons, the **Last Day Worked (LDW) in Mainframe is defined as the last day a provider is no longer working as a provider due to final termination or resignation of the provider number.**

## **What is the significance of LDW for PTC Phase 2A?**

After PTC Phase 2A Go-Live, emergency batches (i.e., batches pulled from OR PTC DCI outside the normal schedule) can only be pulled when there is:

- 1) A LDW per the **above definition**, and
- 2) The provider has created time/mileage entries in OR PTC DCI that have not been pulled into a batch yet, and will not be pulled into a batch within one business day according to the [PTC Batch Pull Calendar](#).

An emergency batch request must be sent to the PTC Support Team by either central office or the local office when these criteria are met. Staff do not take any additional actions in OR PTC DCI or Mainframe.

**Important:**

**The provider MUST enter all their time and mileage into OR PTC DCI for all their pay to be processed.**

Once the emergency batch is processed, this will trigger the following to occur automatically:

1. The LDW field in Mainframe will be populated with either the batch pull date, or the last day of the voucher pay period.
2. ONGO will be ended.

The provider will be unable to claim time or mileage for after the LDW. If this results in the provider being unable to claim all authorized time/mileage, the provider or a staff member must reach out to the PTC Support Team for assistance.

**LDW is used in these situations:**

- A provider resigned their provider number: notice will come from local offices.
- A provider was permanently terminated: notice will come from central office.
- A provider was emergently terminated due to APS or fraud case: notice will come from central office.

**LDW is not used for:**

- When a provider goes on vacation or otherwise stops working temporarily.
- When a provider stops working for a consumer (even if the consumer fired the provider).
- When the provider's consumer passes away.

**Emergency batches will NOT be pulled when:**

- It is not LDW situation;
- There is a LDW, but no time/mileage has been entered recently or all time recently entered is for historical entries which will be captured in a daily batch; or
- The local office experienced a delay in creating vouchers for the provider related to eligibility backlog, errors, or other scenarios, resulting in the provider being late in entering their time/mileage entries. A provider who is paid late in this situation may be eligible for late payment penalty fees.

Use the [PTC Batch Pull Calendar](#) to determine whether the provider's entries were already pulled into a batch, or will be within one business day. Please note that the first day an emergency batch may be needed is July 29, 2024.

**How the LDW is added to Mainframe:**

Staff will not be able to add a LDW in Mainframe after Phase 2A Go-Live. The action of running an emergency batch is what will trigger the LDW to appear. The LDW will automatically default to either the batch pull date, or the last day of the voucher pay period.

**How to learn more about the “final paycheck”:**

Please reference [BOLI laws](#) on final paychecks for information about why the final paycheck must be paid as soon as possible. Please note that the “employer” referenced in the linked BOLI article refers to the State of Oregon.

Please contact policy with any questions about the BOLI laws regarding the final paycheck.

Please direct any questions about this transmittal to the PTC Support Team at [PTC.Support@odhsoha.oregon.gov](mailto:PTC.Support@odhsoha.oregon.gov).

*If you have any questions about this information, contact:*

Contact(s): Provider Time Capture	
Phone:	Fax:
Email: <a href="mailto:PTC.Support@odhsoha.oregon.gov">PTC.Support@odhsoha.oregon.gov</a>	