PAE Form Instructions

TO LOCATE THE PAE FORMS you will need to go to the OPDC website (www.oregon.gov/opdc), click on the ***Provider*** tab at the top of the page, and select ***Forms and Programs*** from the drop-down. On that page, under ***Annually Contracted Providers***, you will click ***Pre-Authorized Expenses***. This is where you will find the current PAE forms.

PLEASE NOTE, each form has a date at the end of its name. This date indicates when each form was last updated. If you see an updated version, please download a new copy, and delete any older versions you may have saved to your desktop.

THE FOLLOWING ARE THE PAE DEPARTMENT'S CURRENT FORMS:

1. **Investigation Short Form**
   - Counsel's first request for investigation on a case.
2. **Aid and Assist Short Form**
   - For all standard Aid and Assist requests.
3. **Psycho-Sexual Short Form**
   - Counsel's first request for a Psycho-Sexual evaluation on a case.
4. **ASAM/Drug & Alcohol Evaluation Short Form**
   - For all standard ASAM or Drug and Alcohol Evaluation requests.
5. **Alternative Sentencing Evaluation/OPE Short Form**
   - For all standard Alternative Sentencing Evaluation, or Optional Probation Evaluation requests.
6. **Pre-Authorized Expenses – Long Form**
   - For any other request for services or expenses that does not fall under the Routine Expense policy and cannot be requested on a Short Form.

*If you are submitting a Short Form, and any travel expenses are needed (excluding mileage and travel time) you will need to use the Long Form (PAE Request Form) instead of the Short Form. All Short Forms have a travel section at the bottom where you can request mileage and travel time. Please note, you must include the departure, and destination city.

DOWNLOADING AND FILLING OUT THE PAE FORMS:

1. **YOU MUST DOWNLOAD THE FORM AND SAVE IT TO YOUR COMPUTER.** These forms are not made to be filled out in a web browser; if you do so, it will not function properly.
   a. Make sure your internet is closed, click to open your saved form, and confirm it opens in the Adobe application, not in a browser of any kind. If you do not have Adobe, please note Adobe Acrobat Reader is available online to download for free.

2. Fill out the upper portion of the form, which includes client/case, attorney, and provider information. Each box in this section should be filled in prior to submission.

3. **IF YOU ARE FILLING OUT THE LONG FORM**, you must select the ***Service Type*** you are requesting from the provided drop down. Please select the service type that most accurately describes the type of service the provider will be completing.
    a. After selecting your ***Service Type***, you will see that the ***Service Requested*** box now says, "Please select a value.". Under this second drop down, you will see more options to further specify the service you are requesting. Please do not leave this drop down blank.
        i. If there are no options that relate to the service you are needing, please select "other, please specify:" and a fillable box will appear below. This is where you will provide more detailed info if you cannot find the service you are needing under ***Service Type*** and/or ***Service Requested***.
    b. Next you will enter the quantity of service you are needing (number of hours, pages, etc.) and the rate per item (per hour, per page, etc.). These boxes must be filled in.
        i. If you are unsure what to put, your provider should have an idea of what they will need to complete the service.
            1. Established providers should have a set OPDC rate, and the provider should be able to tell you what their approved rate is.
        ii. Your quantity does not need to be exact. You can estimate the number of hours, pages, etc. and if additional expenses are needed, you may submit a subsequent request for the remaining work.
    c. On pages 2-4, there are nine questions you must answer. Your answers to these questions are how our department is able to determine if the services or expenses are reasonable and necessary to the client's defense, so please fill these out to the best of your ability.
        i. Question 8 asks if the provider needs more than 180 days to complete the service. Please note, this question is specifically referring to the services listed on this request. We do not expect the case to be complete in 180 days.
            1. When possible, you should only be requesting the amount of service hours the provider can complete in a 180-day period. If that is not possible, you should request less service hours on your current request and submit a request for additional hours when needed.

4. **IF YOU ARE FILLING OUT A SHORT FORM**, you will answer the questions provided on the form.
    a. Depending on the Short Form you are completing, you may need to select the number of hours you are requesting for the provider.
        i. The Investigation Short Form will have a space that indicates the number of hours, but this is auto populated based on the case type you enter at the top of the form. You will not be able to change the number of hours.
    b. Some Short Forms will allow you to indicate that bilingual services are needed. If you are requesting bilingual services, you will need to check "yes" to the question, "Is the evaluator providing bilingual services for this evaluation?".
        i. If this is on the Investigation Short Form, you will be able to select the bilingual investigation rate of $60 in the ***Rate requested*** box, however you must also check the box confirming you are requesting bilingual investigation. If this box is left unchecked, your request will be processed as standard investigation at $55/hour.
    c. Many of our Short Forms have a box to check, confirming the provider agrees to work at their OPDC established rate. You must check this box.

        i. If the provider has asked you to request a rate above their established OPDC rate, you must use the Long Form and provide justification.
    d. You will then see a number of multiple-choice questions, depending on which Short Form you are filling out. Please review each question and check all boxes that apply.
        i. If none of the options provided apply to the client/case, or it is a complex scenario, please submit on the Long Form instead. This way you can provide more information that will aid in the review of your request.
5. **IF TRAVEL EXPENSES ARE NEEDED**, there is a large travel section on the first page of the Long Form and a small travel section at the bottom of each Short Form.
    a. You must select "yes" to the question "Are you requesting any travel expenses?" and fill in the ***Departing From*** and ***Arriving At*** boxes.
    b. **ON THE LONG FORM**, you will need to provide the name of the Traveler in the ***For Whom/Traveler*** box.
        i. You may then fill in the boxes pertaining to the types of travel expenses you are needing. As you fill in the boxes, you should see a checkmark appear next to each travel item. The only one you will need to manually check is the box for airfare.
        ii. There is a box at the bottom of the travel section labeled "Travel cost requested above the GSA rate". Please note, a memo was released on 8/11/21 regarding how we are handling this.
            1. If travel is approved on a PAE, it will be for the GSA rate.
            2. If the traveler is unable to receive the GSA rate, they must request written documentation from the hotel or car rental establishment indicating the lack of availability at the approved rate. This must be included when submitting a bill to Accounts Payable for payment.
            3. For more information on this, please email Accounts Payable directly at accountspayable@opds.state.or.us.
    c. **ON THE SHORT FORM**, you will fill in the number of mileage and/or travel hours that are needed.
        i. Some Short Forms will also have a box for the travel time rate. If this box is provided, please fill it in as well.
            1. If you do not see a travel time rate box, the provider will automatically be paid their approved hourly rate for travel time.
            2. Please note, the travel time rate for flat rate service Short Forms cannot exceed $75/hour.
        ii. The Investigation Short Form will not have a travel section for you to complete. Investigators are automatically provided an estimate of 250 miles of travel and will be paid their actual miles traveled should they go over this amount.
            1. Investigators do not get travel time broken out. They may bill for travel in combination with their service hours, up to the total number of service hours approved.

6. The attorney must electronically sign and date at the bottom of the form.
    a. <u>The submission date should be the date you are submitting the request to our office.</u> This date should be current but is allowed to be within 3 business days of the date submitted to our department.

7. **IF YOU ARE NEEDING BACKDATED SERVICES**, please note you can only backdate the Long Form and Aid and Assist Short Form.
    a. If the service you are requesting is available on a Short Form, but you are needing the services backdated, you must use the Long Form instead. (This does not apply to the Aid and Assist Short Form.)
    b. **ON THE LONG FORM**, you will see "Does this request need to be backdated?" with a drop down below the signature box. You will need to select "yes" in this drop down if you are needing services backdated. (If you do not need backdated services, please select "no" in this dropdown.)
        i. After that, you will be able to enter the earliest date of service that is needed in the ***Effective Date*** box. Please note, if you are backdating the effective date, your submission/signature date must still be current.
        ii. An additional box will pop up asking for justification for the earlier effective date. Justification must be provided for our department to determine it is necessary.
            1. If your information won't save in the justification box, you may not be using the most recently updated form. Please download a fresh, new copy from our website and try again.
            2. If you continue to have issues, please include your justification in a separate paragraph in your answer to question 5. This is the preferred workaround, but our newest forms should have resolved this bug.
                a. We also ask that you include a note in your email indicating you followed the instructions to download a new copy and continued to have problems.
    c. **ON THE AID AND ASSIST SHORT FORM**, you will see separate boxes for ***Submission Date*** and ***Effective Date***.
        i. If you need services backdated, you may enter the earliest date of service in the ***Effective Date*** box. Please note, if you are backdating the effective date, your submission/signature date must still be current.

8. **AFTER COMPLETING YOUR REQUEST, PLEASE REVIEW IT IN ITS ENTIRETY FOR MISTAKES OR TYPOS PRIOR TO SUBMISSION.**

SUBMITTING YOUR REQUEST FORM:

1. **ONCE YOU HAVE COMPLETED FILLING OUT YOUR REQUEST FORM, CLICK THE BUTTON AT THE BOTTOM OF THE FORM THAT SAYS, "CLICK HERE TO EMAIL THIS REQUEST TO OPDC.".**
    a. This button ensures your request is being submitted to the correct email address.
    b. Once you click the button to submit, a new email will automatically pop up with your request attached, the case information populated in the subject line, and the proper email address filled in as the recipient. You may add additional info in the body of the email if needed.
        i. Please note, the email will be generated through your default email preferences. If you click the button and nothing happens, or a different email application than you were expecting pops up, you may need to change your default settings.

        ii. The location of these settings can vary depending on the type of computer you have, but may be listed under ***Default Apps*** if you have a PC, and ***Settings*** or ***Preferences*** within your Mail application if you have a Mac.

    c. Once you've verified your email has been created, and your PDF request is attached, you may submit your email.
        i. Please note, the email will be generated through your default email preferences. If you click the button and nothing happens, or a different email application than you were expecting pops up, you may need to change your default settings.
        ii. The location of these settings can vary depending on the type of computer you have, but may be listed under ***Default Apps*** if you have a PC, and ***Settings*** or ***Preferences*** within your Mail application if you have a Mac.

    Once you've verified your email has been created, and your PDF request is attached, you may submit your email.

2. **IF THE SUBMIT BUTTON AT THE BOTTOM OF THE FORM DOES NOT WORK, AND YOU'VE FOLLOWED ALL THE STEPS ABOVE**, you can submit your request manually.
    a. You will need to save the PDF of your request, and manually attach it to a blank email.
    b. In the body of your email, please explain that you attempted to submit via the button at the bottom of the form, and you couldn't get it to work.
    c. In your subject line, please include the following information:
        i. Case number
        ii. Type of service (expert, psychological, investigation, travel, etc.)
        iii. Client name
        iv. Attorney name
            1. The information above is what auto-populates in the subject line when you click the submit button, so please include this information when submitting manually. This helps us to find your request at a later date, should the need arise.
    d. There are two email addresses where we receive requests. Please ensure you are sending your request to the correct one.
        i. Long Form requests should be submitted to CSS@opds.state.or.us.
        ii. All Short Form requests should be submitted to CSSFasttrack@opds.state.or.us.

THANK YOU FOR FOLLOWING OUR FORM INSTRUCTIONS! IF YOU HAVE ANY SUGGESTIONS FOR IMPROVEMENT, PLEASE SEND US AN EMAIL AT CSS@opds.state.or.us**.**

YOUR FEEDBACK IS APPRECIATED.