

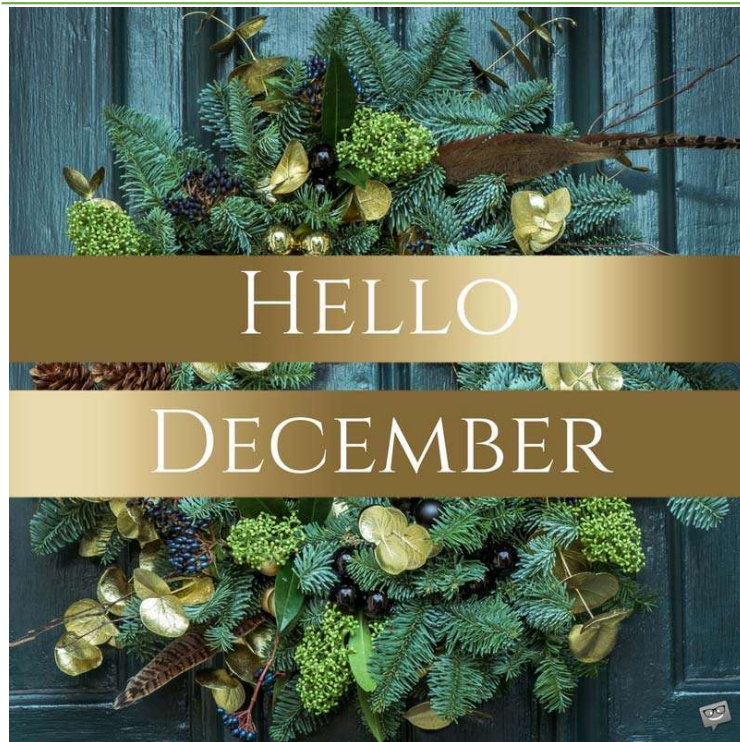


Oregon Project Independence

Monthly Power Hour
Meeting will begin at 2:05pm

OPI Power Hour

12/15/2022



OPI Information and Updates

Presenter:

Brandi Truitt,

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Topics today include:

- Transmittals
- OPI-M/FCAP updates
- 2023 Power Hour

APD-IM-22-120 PTC: Notes Functionality in OR PTC DCI

- AAA Types: A & B who use HCWs
- Updated Quick Reference Guide is now available
- Notes in OR PTC DCI are not used to communicate with providers
- Communication to providers should happen via telephone or email

APD-IM-22-122 PTC: Updated OR PTC DCI Support Guide

- AAA Types: A & B who use HCWs
- Updated OR PTC DCI Welcome Support Guide for new providers.
- Available in multiple languages.
- PTC emails the guide to providers, but local offices may print the guides and send to providers if requested.

APD-PT-22-029 OPI Signature Requirements - Update

- AAA Types: A & B

Ability to accept alternative signatures when a written signature is not possible.

Alternative signatures include:

- Electronic signatures
- Authorizations through e-mail (i.e., the individual/representative agrees to the document received electronically, but does not sign the actual document)

Alternative signatures do not include:

- Verbal authorizations
- Text message authorizations

APD-PT-22-029 OPI Signature Requirements - Update (continued)

Alternative signatures will only be accepted when staff are able to reasonably verify that the individual/representative has agreed to the document.

- Staff may verbally confirm with the individual/representative it was signed by the individual/representative
- Authorizations shared by email will only be accepted when the email is sent securely - Staff should send a secure email to the individual/representative who can then respond securely
- Authorizations received from an email address that was previously confirmed to be from the correct individual/representative do not require additional verification

APD-IM-22-123 APD End of Year (2022) Processing Schedule and Updates

- AAA Types: A & B

12/16/22: All payroll batch entries for HCW pay-period ending 12/3/22 must be entered into mainframe for processing by 5:00pm.

12/27/22: Check in all cases on the laptops and log out of OA by 5:00pm

01/04/23: Last day to enter HCW timesheets for first 2023 pay processing run.

APD-PT-17-058 Consumer-Employer Responsibilities and Setting Safety for Consumers Receiving In-home, SPPC or OPI services

- AAA Types: A & B
- Originally issued in 2017, updated in 2022
- Two new training modules are available in WorkDay Learning. **Take the training modules!**
- Updated guide is available on CM Tools. **Review the worker guide and FAQ!**
- Questions after taking the training and reviewing the worker guide and FAQ should be sent to OPI.Policy **and** APD.Medicaid policy

Consumer-Employer Responsibilities

Consumer-employers or their representative must perform employer duties listed on SDS 0737 and included in OAR 411-030-0040(4)

- Locating, screening and hiring a qualified homecare worker
- Supervising and training the homecare worker
- Scheduling the homecare worker's work, leave and coverage
- Tracking the hours worked and verifying the authorized hours the homecare worker completes
- Recognizing, discussing and trying to correct any work problems with the homecare worker
- Terminating an unsatisfactory homecare worker and
- Following all employer responsibilities required by law to ensure the workplace is safe from harassment.

HCW 2021-2023 Collective Bargaining Agreement: Article 20 – Health and Safety

- Local APD/AAA offices shall not knowingly authorize a HCW to work in an in-home service setting that could constitute an immediate threat to their health or safety.
- HCWs may choose to continue to work for the consumer-employer after being notified of health or safety risks.
- A HCW should report an unsafe work environment that is not immediately threatening or dangerous to the local APD/AAA office and OHCC.
- HCWs have the right to refuse to work with, or to stop working with, any consumer-employer if a health or safety issue has been identified.
- HCWs may immediately end employment with a consumer-employer based on a health or safety issue after notifying the local office.
- Case Managers should document within Oregon ACCESS any health and safety concerns brought to their attention.

HCW 2021-2023 Collective Bargaining Agreement:

Article 20 – Health and Safety Examples

Examples of health or safety risks to HCWs:

- Physical abuse or harm to the HCW by the consumer-employer or by other persons in the household.
- Threatening or dangerous behavior toward the HCW by the consumer-employer or by other persons in the household.
- Sexual harassment or sexual abuse of the HCW by the consumer-employer or by other persons in the household.
- Mental, emotional, or verbal abuse or harassment of the HCW by the consumer-employer or by other persons in the household.
- Domestic Violence in the household.
- Illegal drug activity in the household.
- Other criminal activity in the household.
- Unsafe or unhealthy work environments, such as the presence of toxic mold, rotting floorboards, rodent infestation, aggressive animals, unsafe egress, etc.

Mitigation and Due process

- Process is tailored for Medicaid LTSS
- Checklists may be used for OPI as a template, but not all sections apply:
 - OPI does not require uploading to EDMS
 - No K-Plan or CBC options
 - Notice requirement (540) does not apply
- If mitigation steps are not successful, refer case to OPI.Policy and APD.Medicaid policy



OPI-M and FCAP

- OPI-M and FCAP has a dedicated page on CM Tools!
- Check here regularly for updated forms, FAQs, transmittals and more.

OPI Power Hours

Back in 2023 due to popular demand!
Happens the third Thursday of each month, 2-3pm.
Transmittal will be released any day now.

2023 Schedule:

January 19	July 20
February 16	August 17
March 16	September 21
April 20	October 19
May 18	November 16
June 15	December 21





Happy
New Year

A festive graphic featuring the words "Happy New Year" in a red, elegant script font. The text is surrounded by numerous gold stars of varying sizes and is framed by flowing red lines that create a sense of movement and celebration. The background is a light blue gradient.



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General OPI Policy Questions

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