

December 3, 2015

NAME
COMPLETE STREET ADDRESS
CITY/STATE/ZIP

For billing ID: PROVIDER MEDICAID ID

To: Personal Care Attendants

From: Trevor Douglass, Manager
Provider Clinical Support

Subject: Payment schedule and other changes start January 1, 2016

This letter covers important changes that will take place starting January 1, 2016:

- Pay schedule changes for 2016-2019 vouchers (pay periods, submission deadlines and pay dates);
- How to submit correctly completed vouchers; and
- Travel time claims and payment.

You will receive your Paid Time Off cash payout shortly after December 15, 2015. In January, DHS/OHA will pay any 2015 vouchers you turn in on the former schedule. However, your first payment for 2016 vouchers will not arrive till February 2016.

Please review this letter carefully. We want to make sure that you plan for these changes and know how to submit correctly completed vouchers in order to get paid on time.

2016-2019 pay schedule changes

Pay periods: All PCAs will have two pay periods per month:

- The 1st through the 15th; and
- The 16th through the last day of the month.

Voucher submission deadlines: To be paid on the next available pay date, you must submit a correctly completed voucher no later than three business days after the last day of the most recent pay period.

- If the third day falls on a state or federal holiday, the deadline will be the following business day.
- If you miss this deadline, or if your voucher is incomplete or incorrect, you will be paid on the following pay date.

Pay dates: Pay dates are 8 business days after the voucher deadline. If the 8th day falls on a holiday, this date will be the next business day.

Please see the attached *PCA Payroll Calendar* for a list of all Voucher Submission Deadlines, Pay Dates and state/federal holidays for 2016-2019.

How to submit correctly completed vouchers

A **correctly completed voucher** means that:

- You have accurately entered your hours **worked** (not just hours authorized); and
- Your consumer-employer has reviewed the hours worked as entered on your completed form, and signed the form **after** you have fully completed it.

Please remember that if you claim all authorized hours but did not work all of those hours, you are committing Medicaid fraud. If your consumer-employer signs the voucher before you fully complete it, you are **both** committing Medicaid fraud.

Travel time claims and payment

Starting January 1, 2016, you may be able to bill DHS/OHA for travel time. This is only for direct travel from one consumer's home or worksite to another consumer's home or worksite on the same day.

The following types of travel **cannot** be claimed:

- Traveling for your consumer's shopping or medical appointments;
- Any time spent for personal reasons (not counting brief stops for gas or using the restroom), such as at least one hour of break time between individual shifts, traveling to and from your home, or stopping at your home between consumers.

DHS/OHA will pay approved travel time claims at the base rate. Payment cannot be more than 10% of your total wages. You are responsible for making sure that you do not claim more than 10% of your total wages as travel time.

You will need to submit travel time claims separately from your PCA work. We will send you information about how to submit these claims soon.

What should you do?

Please turn in your first 2016 vouchers by January 21, 2016 in order to receive payment on February 2. Make sure your vouchers are complete and correct so that DHS/OHA may approve and process payments on time. Please review the *PCA Payroll Calendar* so that you are familiar with the deadlines and pay schedule.

Questions?

If you have questions about any of these changes, please call the SEIU Member Resource Center at 1-877-451-0002.

Thank you for your continued support of the Oregon Health Plan and the services you provide to our members.

PCA Payroll Calendar

S	M	T	W	Th	F	S	January - 2016	February - 2016	S	M	T	W	Th	F	S
2015 Vouchers paid 2 days after submission						1	2		1	2	3	4	5	6	
3	4	5	6	7	8	9		7	8	9	10	11	12	13	
10	11	12	13	14	15	16		14	15	16	17	18	19	20	
17	18	19	20	21	22	23		21	22	23	24	25	26	27	
24	25	26	27	28	29	30		28	29						
31															
S	M	T	W	Th	F	S	March - 2016	April - 2016	S	M	T	W	Th	F	S
		1	2	3	4	5								1	2
6	7	8	9	10	11	12		3	4	5	6	7	8	9	
13	14	15	16	17	18	19		10	11	12	13	14	15	16	
20	21	22	23	24	25	26		17	18	19	20	21	22	23	
27	28	29	30	31				24	25	26	27	28	29	30	
S	M	T	W	Th	F	S	May - 2016	June - 2016	S	M	T	W	Th	F	S
1	2	3	4	5	6	7					1	2	3	4	
8	9	10	11	12	13	14		5	6	7	8	9	10	11	
15	16	17	18	19	20	21		12	13	14	15	16	17	18	
22	23	24	25	26	27	28		19	20	21	22	23	24	25	
29	30	31						26	27	28	29	30			
S	M	T	W	Th	F	S	July - 2016	August - 2016	S	M	T	W	Th	F	S
					1	2			1	2	3	4	5	6	
3	4	5	6	7	8	9		7	8	9	10	11	12	13	
10	11	12	13	14	15	16		14	15	16	17	18	19	20	
17	18	19	20	21	22	23		21	22	23	24	25	26	27	
24	25	26	27	28	29	30		28	29	30	31				
31															
S	M	T	W	Th	F	S	Sept - 2016	October - 2016	S	M	T	W	Th	F	S
				1	2	3								1	
4	5	6	7	8	9	10		2	3	4	5	6	7	8	
11	12	13	14	15	16	17		9	10	11	12	13	14	15	
18	19	20	21	22	23	24		16	17	18	19	20	21	22	
25	26	27	28	29	30			23	24	25	26	27	28	29	
								30	31						
S	M	T	W	Th	F	S	Nov - 2016	Dec - 2016	S	M	T	W	Th	F	S
		1	2	3	4	5						1	2	3	
6	7	8	9	10	11	12		4	5	6	7	8	9	10	
13	14	15	16	17	18	19		11	12	13	14	15	16	17	
20	21	22	23	24	25	26		18	19	20	21	22	23	24	
27	28	29	30					25	26	27	28	29	30	31	

Key to PCA Payroll Calendar
 = Voucher Submission Deadline
 or # \$ = Pay Date (Payments issued)
 = Holiday or Office Closure

PCA Payroll Calendar

Jan - 2017							Feb - 2017						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28				

March - 2017							April - 2017						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

May - 2017							June - 2017						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	

July - 2017							August - 2017						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30	31		
30	31												

Sept - 2017							Oct - 2017						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

Nov - 2017							Dec - 2017						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
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	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28			

March - 2018							April - 2018						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30					

May - 2018							June - 2018						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

July - 2018							August - 2018						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30	31	

Sept - 2018							Oct - 2018						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1		1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
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Nov - 2018							Dec - 2018						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
				1	2	3							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
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6	7	8	9	10	11	12					3	4	5	6	7	8	9
13	14	15	16	17	18	19					10	11	12	13	14	15	16
20	21	22	23	24	25	26					17	18	19	20	21	22	23
27	28	29	30	31							24	25	26	27	28		
S	M	T	W	Th	F	S	March - 2019	April - 2019	S	M	T	W	Th	F	S		
					1	2						1	2	3	4	5	6
3	4	5 \$	6	7	8	9					7	8	9	10	11	12	13
10	11	12	13	14	15	16					14	15	16	17	18	19	20
17	18	19	20	21	22	23					21	22	23	24	25	26	27
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			1	2	3	4											1
5	6	7	8	9	10	11					2	3	4	5	6	7	8
12	13	14	15	16	17	18					9	10	11	12	13	14	15
19	20	21	22	23	24	25					16	17	18	19	20	21	22
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14	15	16	17	18	19	20					11	12	13	14	15	16	17
21	22	23	24	25	26	27					18	19	20	21	22	23	24
28	29	30	31								25	26	27	28	29	30	31

The current Collective Bargaining Agreement (CBA) ends July 2019

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