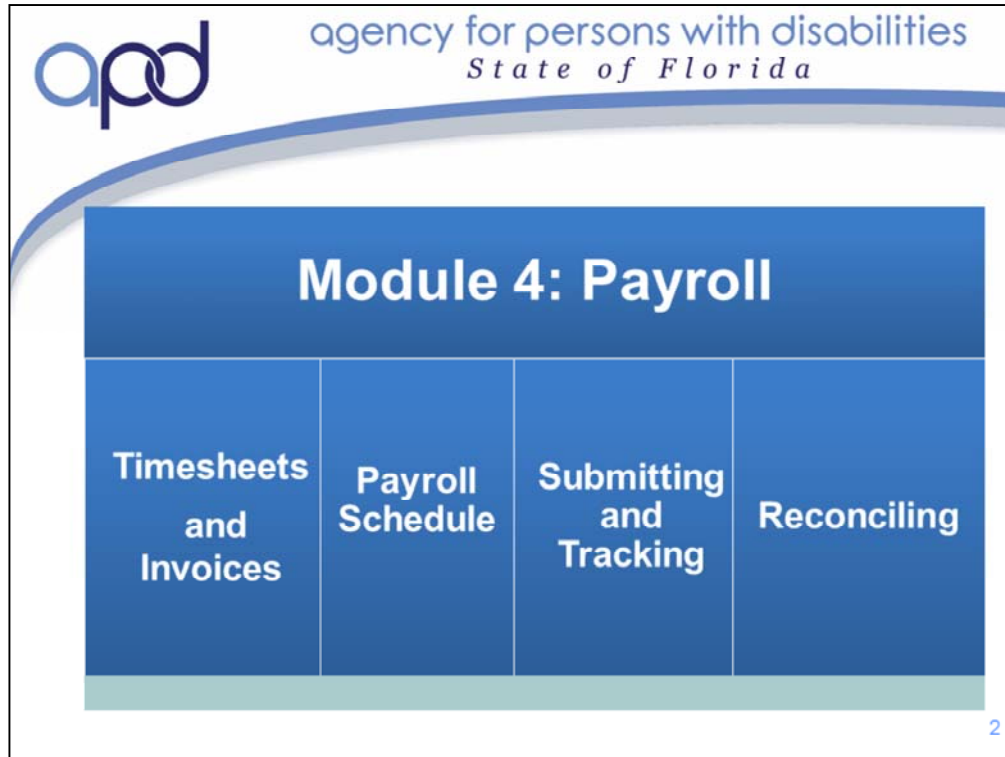


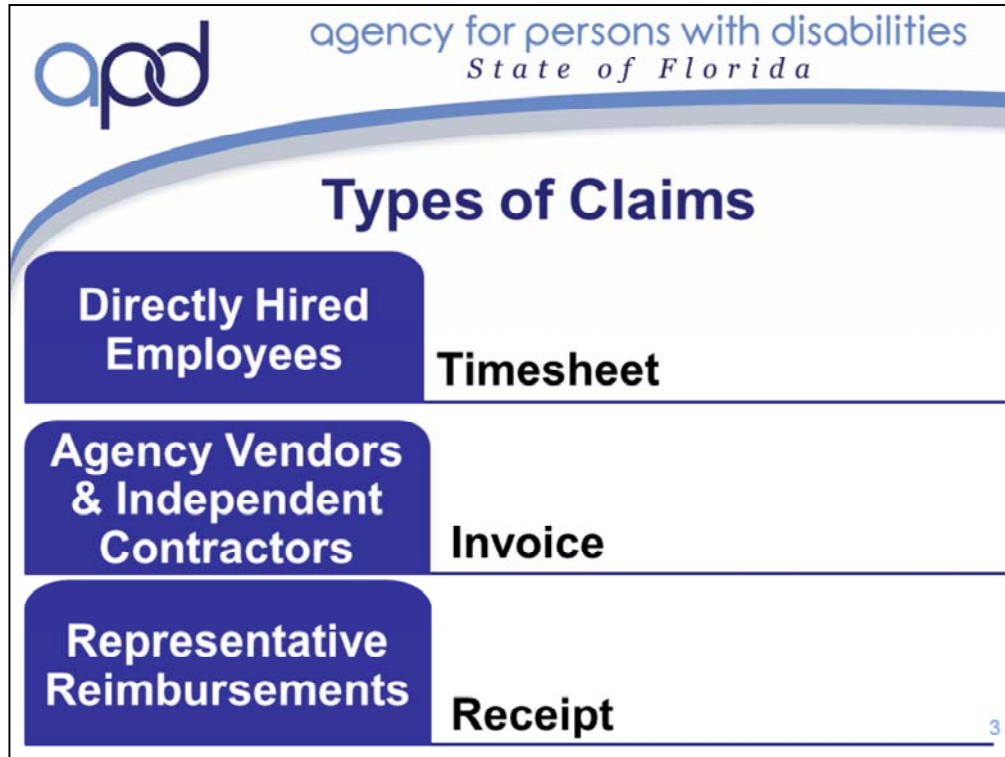


Welcome to the Consumer Directed Care Plus Consumer/Representative Training. This is Training Module 4: Payroll. We are very glad to have you join us. We hope that you will find this an informational training that will help you determine if the CDC+ program is right for you.



This is Representative Training Module 4: Payroll. In this section, we will talk about Payroll. We will:

- 1) Discuss timesheets and Invoices
- 2) Discuss the CDC+ Payroll Schedule
- 3) Tell you how to submit and track payroll
- 4) Show you how to Reconcile your CDC+ account.



There are three different documents that will be used when submitting payroll. The type of document will depend on the type of provider to be paid or reimbursed.

All Directly Hired Employees will submit a timesheet at the end of each workweek for the service they provided. They will “clock-in” at the beginning of a service shift and “clock-out” when they either change the service being provided or leave for the day.


Agency Vendors and Independent Contractors will send or give you an invoice for the services or supplies they provided.



You will need the Receipt of Purchase for any Consumer/Representative Reimbursements.

- The provider type (DHE, A/V, IC) and who is authorized to receive payment will determine what document is used:
 - If a Vendor or Independent Contractor provides the services – The Consumer/Representative will use the total from the INVOICE that the provider submitted for payment.
 - If the purchase in Savings or OTE/STE is to be a Consumer/ Representative Reimbursement, the Consumer/Representative will use the total from the RECEIPT that was received when the purchase was made out of pocket.
- The provider’s first payroll payment will always be sent as a paper check.
- Provider payrolls thereafter will be electronically sent to their designated bank account if Direct Deposit was requested. It can take a minimum of two pay cycles to activate direct deposit.

information.

proof of the time you submit into payroll.


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FLORIDA CDC+ WEEKLY TIMESHEET


Employee: Millie Monroe		Employee ID Number: A 0 5 7 7 8		Plan Section: R = Services Section	
Participant: Patty Participant		Participant ID Number: 0 0 1 2 3 4 5		S = Savings Section	
Participant/Representative contact information if APD has questions:		Phone #: 123-456-1718		Email: SarahRep@yahoo.com	
Year: 2016		From Monday, 12/7		through Sunday, 12/13	

Date Worked	Service Code	Enter Plan Section*	Back Up	Time IN							Time OUT							Total Hrs.	
				H	H	M	M	AM	PM	H	H	M	M	AM	PM				
Mo	Day	Code																	
12	07	032	R	Y	0	8	0	0	AM	0	2	0	0	PM					6.00
12	07	011	R	N										0	2	0	0	PM	1.00
12	10	032	R	Y	0	8	0	0	AM	0	2	0	0	PM					6.00
12	10	011	R	N										0	2	0	0	PM	1.00
12	12	011	R	Y	1	2	0	0	PM	0	3	0	0	PM					3.00
12	13	011	R	Y	1	2	0	0	PM	0	3	0	0	PM					3.00
Service Code Totals:				#	32	12.00		#						#					
Totals:				#	11	8.00		#						#					
														ALL:		20.00	20.00		

This is required information: Live-in Employee: Yes: ☐ No: ☒

Employee Signature: Millie Monroe Date: 12/14/2016 Participant/Representative Signature: Sarah Representative Date: 12/14/2016


We certify that the above information is true, accurate and complete. (Signatures are required BEFORE submitting for payment.)

Timesheet Sample

This is a sample of a completed timesheet.

The best practice is for you to complete the top portion. You will enter in the Employee name and ID number as well as the Participant name and ID number. You will also enter your phone number and email address where requested. Your Employee will complete the rest of the information. They will enter in the Year and the Week's begin and end date at the beginning of the week. They sign in and out for each day they work as well as service they provide. As you see from this sample, DHE Millie worked both PCA (32) and Companion (11) on December 7. She provided back up for PCA from 8:00 am – 2:00 pm for a total of 6 hours and then provided Companion as a primary employee from 2:00 pm to 3:00 pm – a total of 1 hour.

As the Rep, you will need to total the number of hours per service as well as the total number of hours worked for the week. Both you and the DHE will need to sign the Timesheet. This is your legal proof of hours worked for the designated week. You will need to have the timesheet present when you submit payroll. You will also need to keep a copy of the timesheet in your records for 6 years.



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INVOICE SAMPLE

FROM					INVOICE #56789	
Name: Consumable Supplies Inc. 1234 Easy Street Anywhere, FL 23569						
TO						
Consumer Name: Patty Participant					*Date of Invoice 12/1/2016	
Date of Service	Start Time	End Time	Units	Rate:/hr	Total	
11/21/2016			2	26.00	52.00	
2 cases of Lg Briefs						
#12345						
<i>Goods and Service received as shown</i>						
<div style="display: flex; justify-content: space-between;"> <i>Sarah Representative</i> 12/2/2016 </div>						
Sarah Representative						

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Agency Vendors and Independent Contractors are responsible for keeping track of the services or supplies they provide and for sending you an invoice. The invoice should include the amount owed for the dates of service the invoice has been written for. The invoice should be signed by the Agency Vendor or Independent Contractor. Before you can submit the invoice for payment, you must review it and approve for payment by writing “Goods and Services received as shown” and signing and dating it. You will also want to print your name underneath your signature and write the Consumer’s ID number on the invoice.

The signed invoice serves as your proof that Medicaid funds were used as described.



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RECEIPT SAMPLE

FROM									
Name:	Consumable Supplies Inc. 1234 Easy Street Anywhere, FL 23569			*Date of Invoice	12/1/2016				
TO									
Consumer Name: Patty Participant									
Date of Service	Start Time	End Time	Units	Rate:/hr	Total	Paid	Balance Due		
11/21/2016			2	26.00	52.00	52.00	0		
2 cases of Lg Briefs									
#12345 Goods and Service received as shown <i>Sarah Representative</i> 12/2/2016 Sarah Representative				Paid in full check #1678 12/1/2016 Mary Clark, Owner					

Reimbursements can only be made to consumers or representatives for services identified in the Savings or OTE and STE sections of the Purchasing Plan. A reimbursement can be requested for items purchased at a point of sale, such as from a retail business or providers who require payment when services are rendered, such as a dentist. The item or service being purchased must be approved on the Purchasing Plan *prior to* the purchase being made. You cannot make a purchase and then enter the item on the Purchasing Plan with request for reimbursement. You must make and keep a copy of the receipt or invoice and write “goods and services received as shown”, sign and date it. You will also want to ensure the Consumer ID number is on the receipt or invoice and remember to print your name under your signature. As with DHE timesheets and A/V or IC invoices; the Receipts and Invoices submitted for reimbursement must be retained; these are your documentation for proper use of Medicaid funding. All receipts and invoices must be retained for six years.



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Payroll Schedule

- **Work week = 12:00 am Mon. – 11:59 pm Sun.**
- **Bi-weekly Payroll**
 - **Payroll entries must be completed by 5:00pm on Tuesday of payroll weeks**

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The CDC+ workweek begins at 12:00am (midnight) Monday - 11:59pm Sunday

CDC+ processes claims submitted by Consumers/Representatives on a bi-weekly basis. All claims must be submitted by 5:00 PM EST on Tuesdays of payroll weeks. Claims that are not received by the 5:00 PM EST deadline will not be reviewed for processing until the next scheduled payroll. This is a hard deadline, if you are submitting payroll and it is completed at 5:02 pm; the system will automatically process it for the following submission deadline. Consider setting an alarm or reminder on you phone or computer on Monday to submit payroll.

- Payments are made and received the following week. Direct deposits are received and rapid pay cards are loaded generally on Tuesdays. All submission deadlines and pay dates are reflected in the payroll schedule found in the CDC+ website home page under Claim Submissions



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	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Dec-16	25	26	27 Pay Day	28	29	30	31
Jan-17	1 End Pay Period	2 New Year's Day (Observed) CDC+ Closed	3 Payroll Deadline 5 pm 12/19 - 1/1	4	5	6	7
	8	9	10 Pay Day	11	12	13	14
	15 End Pay Period	16 MLK Day CDC+ Closed	17 Payroll Deadline 5 pm 1/2 - 1/15	18	19	20	21
	22	23	24 Pay Day	25	26	27	28
	29 End Pay Period	30	31 Payroll Deadline 5 pm 1/16 - 1/29	1	2	3	4

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CDC+ posts the Bi-weekly Payroll Schedule on the APD CDC+ website. The posted schedule is color coded to delineate between the two weeks.

Looking at this 2017 sample schedule, you see that one pay-period began Monday January 2, and ended Sunday January 15. A new pay-period began on Monday January 16 and ended on Sunday, January 29.

Looking at the pay-period that runs from January 2 – January 15; all Time sheets, Invoices and Reimbursement requests for this pay-period were due by 5:00 pm on Tuesday January 17th. Pay checks for this pay-period were mailed out on January 24th.

Holidays are indicated in Red. If the holiday falls on a week-day; the CDC+ Offices will be closed that day. The CDC+ Offices being closed does not change the submission deadline; you may need to adjust how or when you submit payroll depending on how the holiday occurs.

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Submitting Payroll



Online Secure Payroll



CDC+ Customer Service

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There are two methods to submit payroll.

1. Secure Online Payroll (suggested method) See the User Guide under Online Submission for step by step instructions
 2. CDC+ Customer Service - Call toll-free to speak directly with a customer service Representative (last resort)
- Each method requires a username and password which is issued by the CDC+ office or requires validation of the callers identity through a series of security questions to submit claims.

Only the Consumer or Representative can submit payroll.

When submitting Payroll you will need to have all timesheets, invoices and reimbursements with you. You will also need to have totaled the hours for each service on the Timesheets. You will also have needed to sign all timesheets, invoices and reimbursements receipts prior to submitting them.

When submitting Payroll through the Secure Online Payroll System, you will select the Service and the Employee to be paid from a drop-down menu and then type in

the time or amount being submitted. You will be given a tracking number and will be able to log back into the system to track the progress of the submission. You can submit payroll through the Secure Payroll system at any time; however the Deadline of 5:00 pm on Tuesday remains. If you are entering timesheet on a Payroll deadline week and click the "Submit" button after 5:00pm, the information entered will be pushed to the next payroll week.

When submitting Payroll through CDC+ Customer Service, you will verbally tell them the information and they will enter the information into the computer for you. You will receive a tracking number; however, you will have to call Customer Service back if you need to track the submission. You will not be able to track these payroll submissions through the Secure Payroll System.

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Warning

APD CDC+ Secure Web-based Payroll System

This site is for the exclusive use of current CDC+ consumers and their authorized consumer representatives.

Unauthorized use or access of this application or its resources is strictly prohibited.

This application and its resources may only be used or accessed by explicitly authorized individuals.

Unauthorized use or access of this application or its resources will be prosecuted to the fullest extent of all applicable United States Federal and State of Florida laws.

If you have questions regarding your authorization to use this application or its resources, call 1-866-761-7043 Toll Free.

Username:

Password:

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Once enrolled on CDC+, you will receive the Secure Payroll System User Guide in the mail along with a User Name. This will be provided to you so that you can submit payroll through the secure system. Customer Service is only open from 8:00 am – 5:00 pm. Customer Service lines and Representatives are very busy taking calls during payroll on the Monday and Tuesday of payroll submission weeks. Submitting payroll through the secure on-line system allows you to submit information in during non-business hours. When submitting payroll on line, you will not be placed on hold or have to wait for the next available Customer Service Representative. To submit payroll through the Online Secure Payroll system you will log-in through the link on the CDC+ website. To get to this link, you will click on “Secure Web-based Payroll System” under Important Links and then click on the Secure Web-based Payroll System. This system is available in both English and Spanish. Access to this system is limited to CDC+ Representatives. Keep your User Name and Password secure for this system. Do *not* share this information with anyone. Only the CDC+ Representative is permitted to submit payroll.

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APD CDC+ Secure Web-based Payroll System

MAIN MENU

This is where you are to enter your CDC+ timesheets, invoices, and reimbursement requests.

Entering information in this system does not guarantee payment. Payment depends on correct entry of all information based on your approved Purchasing Plan and availability of funds in your account.

After you have entered and submitted each timesheet, invoice, or reimbursement request, a new screen will appear and will give you a tracking number and instructions on how to check the status of your payment request.


PLEASE SELECT THE FORM YOU WANT TO ENTER

Employee Weekly Timesheet
Agency/Vendor or Independent Contractor Invoice
Consumer or Representative Reimbursement Request
Consumer Statement
Check Transaction Status

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Once in the system you will be able to select your desired action. This is a screen shot of part of the Secure Web-based Payroll System “home page”. To submit payroll information, you will click on the appropriate tile. If submitting Payroll from a DHE, click on “Employee Weekly Timesheet”; if submitting a Provider invoice, click on “Agency/Vendor or Independent Contractor Invoice”. Similarly, if you are submitting to be reimbursed for an invoice or receipt for an item you have paid for out-of-pocket, then you would click on “Consumer or Representative Reimbursement Request”. You will also be able to track the payroll that has been submitted.

You are also able to view the Monthly Statements through the “Consumer Statement” link.



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Employee Weekly Timesheet

On 6/16/08, CDC+ pay periods changed from semi-monthly to bi-weekly. Each week in the 2-week pay period coincides with the CDC+ work week which begins at 12:00 a.m. Monday and ends Sunday at 11:59 p.m. Therefore, effective 6/16/08, all CDC+ employees must begin using the CDC+ Weekly Timesheet that has been distributed to all consumers via mail and is available on the CDC+ website.

At the end of each work week, you (i.e., the consumer or representative) should have a completed paper timesheet for each of your employees that both you and your employee have signed. Even though you may have more than one paper timesheet for an employee for services provided during the same work week, all the sheets together are considered one completed timesheet for that employee.

Enter the requested information from the employee's completed timesheet into the spaces on the form below. You must enter ALL of the time worked for all services during one work week before you hit the submit button. Once you hit the submit button, you cannot enter any more services provided by that employee for that work week. When you have submitted your timesheet entry, you should have only one tracking number for each of your employees who worked during each work week. If you complete more than one timesheet screen for an employee for time worked during the same work week, you will create a duplicate timesheet that will not process without researching by Customer Service staff and will substantially delay payment to that individual.

Please notice that the paper timesheets require that you enter "time in" and "time out" for each day worked. However, when you enter the payroll information using either the web-based system or the telephone system, you will provide only the TOTAL number of hours and minutes worked (to the nearest 15 minutes) in a lump sum for each work week for each service.

You may enter your employee's weekly timesheet(s) at the end of each work week if you wish to do so. As soon as the work week is over on Sunday at 11:59 p.m., and you have a completed and signed timesheet for the work week, you can enter that week's time worked until Tuesday at 5:00 p.m. after the end of the pay period. Please review the pay schedule you have been given to verify the end of each pay period. The pay schedule is also posted on the CDC+ website at <http://apd.myflorida.com/cdplus>.

Please refer to your approved purchasing plan when entering the service code. On an employee timesheet, the service code must be entered as a 2-digit number. There are no letters. CDC+ no longer uses 3-digit codes that start with numbers 1-6. You must use the current Service Code Chart which is posted on the CDC+ website at <http://apd.myflorida.com/cdplus>.

If you receive an error message after hitting "Add" you can correct the error and hit "Add" again. If no error message appears, you can enter the next line on the screen. When you have completed the week's timesheet entry, hit "Submit Timesheet." You will then record your tracking number and check the status later.


Work Week:
Employee ID:

Service Code	Plan Section	EBU	Hours	Minutes	Total	Add/Edit	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>	<input type="button" value="Delete"/>

Summary Total: 0

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This is the screen where employee's weekly timesheet will be entered . Enter the information on this page from left to right, top to bottom. Authorizations for employee's time will be in either the Services or the Savings section of the Purchasing Plan.



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Agency/Vendor OR Independent Contractor Invoice

Enter the information requested in each area of this form. Only one calendar month at a time may be entered. Only one invoice number at a time may be entered. In other words, enter one form to pay one provider for one invoice for services provided in the same month. If the provider provided more than one service during the same month and billed you using the same invoice, you can enter all services on one form.

[Click here to view resources](#)

If the paper invoice you received from your vendor or independent contractor does not have an invoice number printed on it, please make up a number, write it on the invoice, and enter that number as the invoice number. By doing this, your paper invoice and the payment record in this system will be in agreement. An invoice number must be entered for auditing purposes.

Please refer to your approved purchasing plan when entering the Service Code. For vendors and independent contractors, the service code must be entered as a 2-digit number. The ONLY letter that may be a part of the service code is an A at the end of the 2 digit number that designates the service provided was an assessment for a specific therapy or an evaluation for a home modification or installation of a personal emergency response system. CDC+ no longer uses 3-digit codes that start with numbers 1-4. You must use the current Service Code Chart that is posted on the CDC+ website at <http://apd.myflorida.com/cdcpplus>.

Please refer to your approved purchasing plan when entering the Plan Section and make sure you select the section in which the service was written on your Purchasing Plan. Plan Section choices are R = Services, E = One-Time Expenditure, S = Savings, or T = Short Term Expenditures. Remember, a One-Time Expenditure can only be service code 14, 80 or 83. Please refer to the Service Code Chart for an explanation of One-Time and Short Term Expenditures.

You will receive a tracking number for each Request for Agency/Vendor or Independent Contractor Invoice screen you submit.

Date of Invoice:

Provider ID:

Year:

Month:


Invoice Number:

First Day of Service	Last Day of Service	Service Code	Plan Section	EBU	Amount	Add/Edit	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="button" value="Add"/>	<input type="button" value="Delete"/>

Summary Total: \$0.00

This is the screen where Invoices are entered. Again, complete the information fields from left to right, top to bottom. Authorizations for Agency/Vendors and Independent Contractors will be in either the Services or the Savings section of the Purchasing Plan.

Invoice dates cannot overlap. If you have overlapping dates; please call Customer Service to assist you with the entry.



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Consumer OR Representative Reimbursement Request

This screen is used to request reimbursement for approved services and supports that the consumer or representative purchased with his or her own funds and needs to be paid back.

Reimbursement is only allowed to be made for payments to provider type "agency/vendor" that are in the Savings, One-Time or Short Term Expenditures sections of the Purchasing Plan. Reimbursement is not allowed for payments made to your directly hired employees or independent contractors because of the tax and IRS reporting requirements for those types of providers. Please call 1-888-761-7043 if you paid a directly hired employee or an independent contractor with your own funds with the intent of being reimbursed.

Enter the Month and Year in which services or supports were purchased and for which payment is being requested. Reimbursement requests for services rendered in or purchases made in the same month must be entered on the same screen. If you need to request reimbursement for purchases made in or for services rendered in another month, please enter that information in the next Consumer or Representative Reimbursement Request screen.

Please refer to your approved purchasing plan when entering the Service Code. For reimbursements to agencies or vendors, the service code must be entered as a 2-digit number. The ONLY letter that may be a part of the service code is an A at the end of the 2 digit number that designates the service provided was an assessment for a specific therapy or an evaluation for a home modification or installation of a personal emergency response system, and again, only to an agency or vendor. CDC+ no longer uses 3-digit codes that start with numbers 1-6. You must use the current Service Code Chart that is posted on the CDC+ website at <http://apd.mylorida.com/cdcplus>.

As always, you must keep the original of the receipt or paid invoice in your file for auditing purposes. If the receipt is from a cash register, an auditor must be able to easily identify what the purchase was for. The paid receipt must show either a zero balance owed, have a "Paid" verification signature from the agency or vendor, or you must be able to produce some other documentation of payment.

Specify who is to be reimbursed:

Month:
Year:

First Day of Service	Last Day of Service	Service Code	Plan Section	Amount	Add/Alt	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="button" value="Add"/>	<input type="button" value="Delete"/>

Summary Total: \$0.00

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Entering a request for a Consumer/Representative Reimbursement is very similar to entering the information for a timesheet or invoice.

Services and Supplies authorized for Consumer Representative Reimbursement must be located in the Savings, OTE or STE section of the Purchasing Plan.

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Check Transaction Status

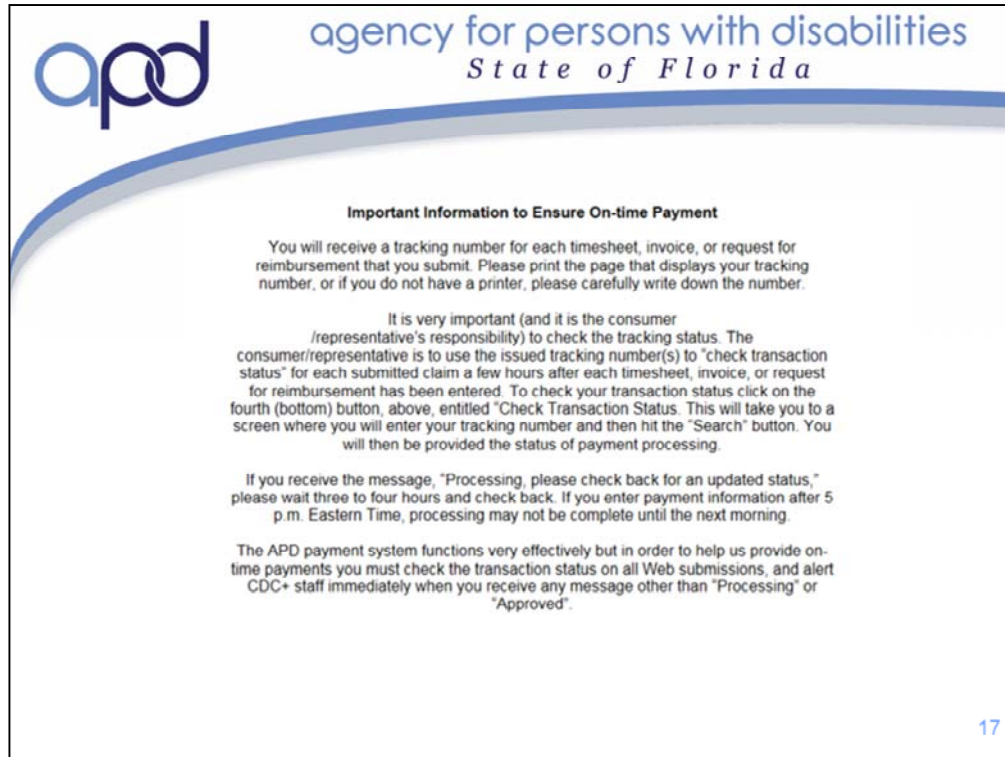
Enter your Tracking Number: Search

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This application is best viewed in the following browsers:
Microsoft Internet Explorer 5.0 or higher

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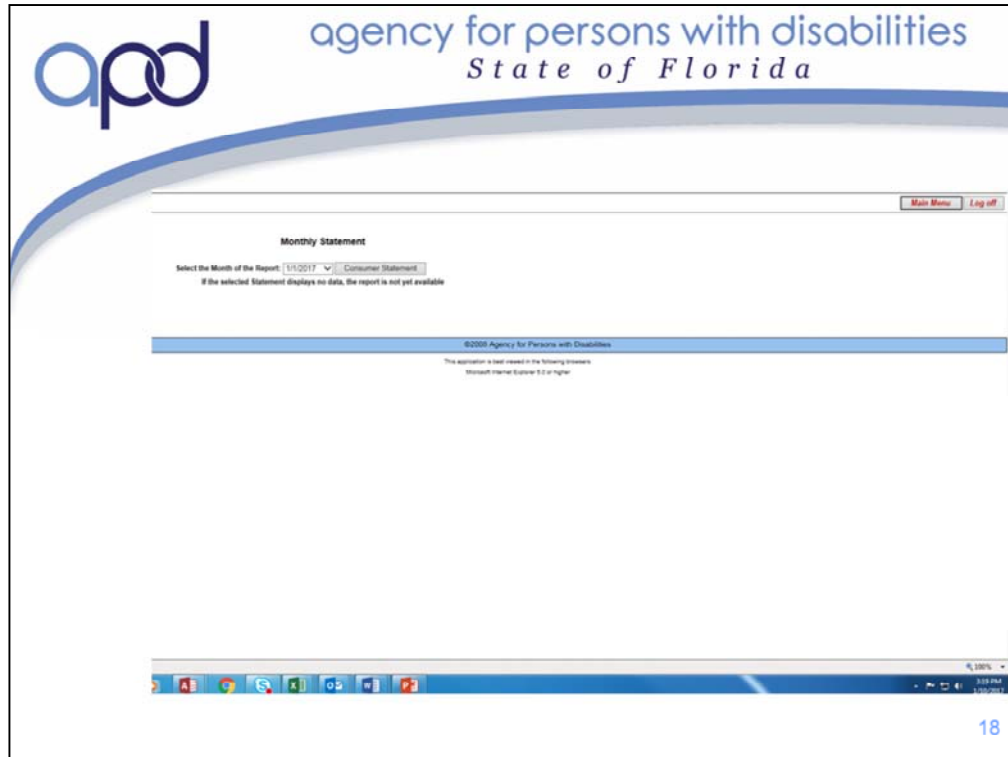
After you have completed payroll submissions, you must check on the transaction status of each submission. Enter the Tracking Number given after each submission into this field and click on “Search”. This is a very important step to ensure that your submission was accepted. You will get a tracking number even if your submission was not successfully transmitted.



This is a screen shot of the rest of the Secure Web-based Payroll System “home page”. The information being communicated on the home page is very important to remember. The top of the “home page” (previous slide) reminds you that even though you are entering information into the system you must have the proper authorization as well as sufficient funds to cover the submitted request.

The information on the second half of the “home page” reminds you the importance of checking on what you have submitted.

After entering the information into the Secure Payroll System, you will receive a tracking number. You should either print or write down the tracking number given and go back into the system to check on the submission. If there were any issues with the information you submitted, the system will still generate a tracking number, but it might complete your submission. For example, if entering payroll to the Secure Web-based Payroll System takes longer than expected, the system might time you out. It will still allow you to enter the information in the system, and will give you a tracking number; however, because the system timed out, it won't actually transmit your submission to us. This will cause your employees to not receive their paycheck when expected. Checking on the submission by clicking on “Check Transaction Status” will tell you if the information you entered has been submitted or not. If it has not, you will need to call Customer Service. They will help rectify the issue.



CDC+ mails monthly statement out each month. These statements are mailed to the Consumers address. As the Representative, you are also able to pull up the monthly statements through the Secure Web Payroll System. Select the month and year of the statement you are looking for and click on “Consumer Statement”. Remember that Monthly Statements are always about two months behind. If you select a month that the statement has not been created for yet, the statement will pull up without any information on it.



Tracking Spending

- **Use Calendar**
- **Log or Track submissions**
- **Reconcile your account**

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On CDC+ you are responsible for the appropriate use of Medicaid funds. Overspending your CDC+ account and not signing or keeping timesheets and invoices are both problematic. Both overspending and not keeping proper records could result in being removed from the CDC+ Program. You must keep up with your CDC+ account. There are some simple tips to help you.

Keeping track of the employees schedules and time on a calendar, submitting payroll timely and tracking what has been submitted as well as keeping an accurate account reconciliation are the best ways to keep track of the account.

 agency for persons with disabilities <i>State of Florida</i>							
DECEMBER							
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hours Week
1 Joe(32)7a-1p Dan(11)1p-9p	2 Kim(22)6:30a-8a Joe(32)2p-7:30p	3 Kim(22)6:30a-8a Joe(32)2p-7:30p	4 Kim(22)6:30a-8a Joe(32)2p-7:30pm	5 Kim(22)6:30a-8a Joe(32)2p-7:30p	6 Kim(22)6:30a-8a Joe(11)2p-7:30p	7 Joe(32)7a-1p Dan(11)1p-9p	Joe(32) = 34hrs Joe(11) = 5.5hrs Kim(22) = 7.5hrs Dan(11) = 16hrs
8 Joe(32)7a-1p Dan(11)1p-9p	9 Kim(22)6:30a-8a Joe(32)2p-7:30p	10 Kim(22)6:30a-8a Joe(32)2p-7:30p	11 Kim(22)6:30a-8a Joe(32)2p-7:30p	12 Kim(22)6:30a-8a Joe(32)2p-7:30p	13 Kim(22)6:30a-8a Joe(11)2p-7:30p	14 Joe(32)7a-1p Dan(11)1p-9p	Joe(32) = 34hrs Joe(11) = 5.5hrs Kim(22) = 7.5hrs Dan(11) = 16hrs
15 Joe(32)7a-1p Dan(11)1p-9p	16 Kim(22)6:30a-8a Joe(32)2p-7:30p	17 Kim(22)6:30a-8a Joe(32)2p-7:30p	18 Kim(22)6:30a-8a Joe(32)2p-7:30p	19 Kim(22)6:30a-8a Joe(32)2p-7:30p	20 Kim(22)6:30a-8a Joe(11)2p-7:30p	21 Joe(32)7a-1a Dan(11)1p-9p	Joe(32) = 34hrs Joe(11) = 5.5hrs Kim(22) = 7.5hrs Dan(11) = 16hrs
22 Joe(32)7a-1p Dan(11)1p-9p	23 Kim(22)6:30a-8a Joe(32)2p-9:00p	24 Kim(22)6:30a-8a Joe(32)2p-7:30p	25 Kim(22)6:30a-8a Joe(11)2p-7:30p	26 Kim(22)6:30a-8a Joe(32)2p-7:30p	27 Kim(22)6:30a-8a Joe(11)2p-7:30p	28 Joe(32)7a-2p Dan(11)2p-9p	Joe(32) = 31hrs Joe(11) = 11hrs Kim(22) = 7.5hrs Dan(11) = 16hrs
29 Joe(32)7a-1p Dan(11)1p-9p	30 Kim(22)6:30a-8a Joe(32)2p-7:30p	31 Kim(22)6:30a-8a Joe(32)2p-7:30p			Monthly Hours Joe(32) = 149.0hrs Joe(11) = 27.5hrs Kim(22) = 33.0hrs Dan(11) = 68hrs		Joe(32) = 16.0hrs Kim(22) = 1.5hrs Dan(11) = 8hrs

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This is a sample of how you can schedule your employees. In this sample, the active Purchasing Plan authorizes 95.5 hours per month for Companion, 33 hours per month for In Home Support Service and 149 hours per month for Personal Care Assistance. The Representative entered the employee name, service code and scheduled time on the calendar to ensure that: 1) All three employees know when they are expected to work and 2) only the authorized amount of hours are being worked for the month.

A blank calendar is available on the Appendix to the How-to Guide.



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Account Reconciliation

Monthly Deposit

- **Timesheets**
- **Invoices**
- **Reimbursements**

Remaining Balance

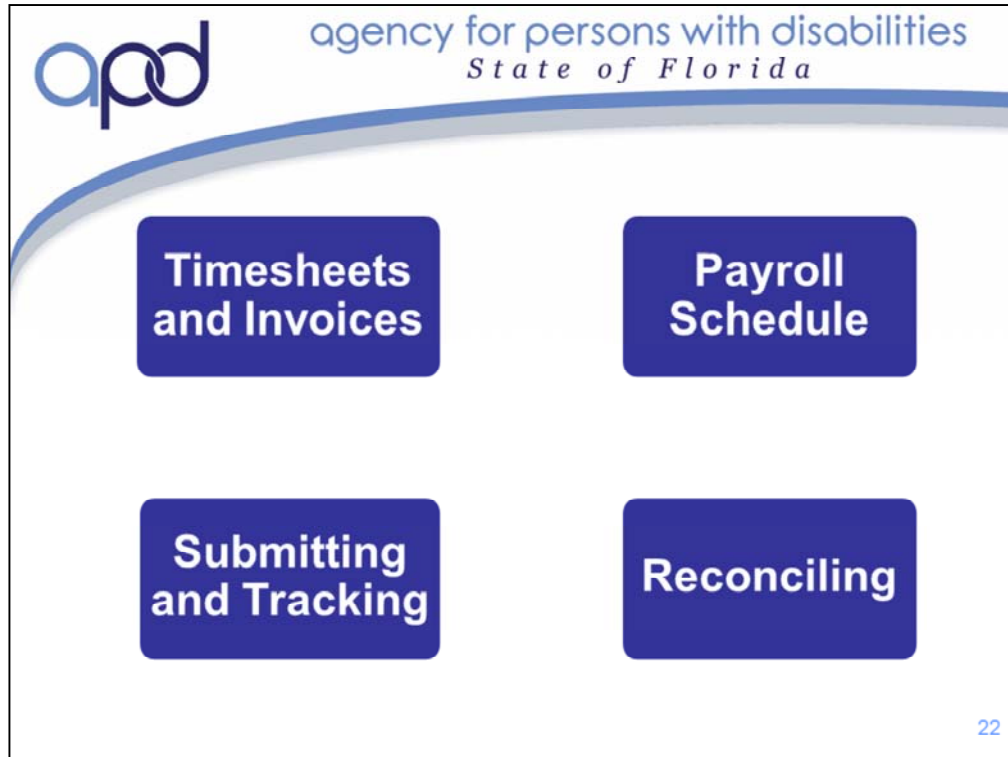
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As a CDC+ Consumer or Representative, it is imperative that you keep an accurate account reconciliation.

Reconciliation is simply the process of subtracting out all that you have submitted to be paid from the Monthly Deposit Amount.

There is a “Balancing your Account” form in the Appendix to the How-to Guide that can be used. It is an excel document that has been set up to automatically calculate any applicable employer taxes as well as add Monthly Budgets entered on the form and subtract out any payroll submissions you enter on the form.

Use of this form is optional; however, reconciling your account is not optional.



You should now know the importance of your providers Timesheets and Invoices and what your responsibilities in their regard.

You should also have a better understanding of the CDC+ Payroll schedule as well as how to Submit Payroll and track employee's time

Lastly, you should understand the importance of Reconciling your CDC+ Account

Module 5, will discuss Quality Assurance monitoring and Corrective Action Plans.



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Thank you for your participation

For additional questions, please call:

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Thank you for your participation.