CDC + PROGRAM MATERIALS

NEW FORMS FOR PAYING YOUR PROVIDERS - Instructions

1. **Employee Timesheet**
   - This is a 1 page form
     - This form is available on APD's CDC+ website and may be downloaded for completion on your computer. It is in an Excel format.
   - Timesheets for services provided to the consumer prior to February 16, using PPL's timesheet, are to be submitted to PPL by no later than February 19.. PPL has been given your funding for all employee-provided services through 2/15/08.
   - Begin using this NEW timesheet for the pay period that begins February 16, 2008.
     - Each directly hired employee who worked during a pay period (1st – 15th or 16th to the end of the month) must complete a timesheet for time worked during that pay period.
     - Employees must enter the date worked, the time they began work, AM or PM, and the time they stopped work, AM or PM, each day during the pay period. Time must be entered as HH/MM to the nearest 15 minutes. [E. g., 5:45 PM – 10:15 PM.] If the employee works past midnight and into the next day, the next day's entry must be on the next line. [E.g., Day 1, 9:00 PM – 12:00 AM; Day 2, 12:00 AM – 2:00 AM.] **Note**: APD will be able to pay timesheets where an employee's time out for one service is the same as time in for another service.
     - The consumer or representative is responsible for entering the service code, the section of the purchasing plan in which the service the employee provided was budgeted and approved on the purchasing plan, whether the employee was providing the service as an Emergency Back Up employee, and the total number of hours the employee worked at the end of each day.
     - The consumer or representative is responsible for totaling the hours worked at the end of each line and for the pay period.
     - The consumer or representative is responsible for entering the total number of hours for each type of service the employee provided during the pay period, totaling them up and entering the service codes and time in the space provided at the bottom of the daily time sheet, and making sure that total balances with the total number of hours the employee worked during the pay period. This will make sure the totals are correct and will assist the consumer/representative and the employee when the pay check is received.
     - Completed and signed timesheets must be maintained by the consumer or representative and be available for Medicaid review and monitoring.
     - Total time worked, by employee and service code, will be provided to APD by 5:00 on March 3, 2008, via the web or telephone. You will receive instructions on how to submit timesheet information in upcoming weeks.

2. Request for Vendor/Independent Contractor Payment Form

- ♦ This is a 1 page form
  - ❒ Please follow instructions for completion at the bottom of the form.
  - ❒ This form is available on APD's CDC+ website and may be downloaded for completion on your computer.
- ♦ PPL's Request for Vendor Payment Forms for services provided prior to February 1, 2008 are to be submitted to PPL by no later than February 4, 2008.
- ♦ This NEW Request for Vendor/Independent Contractor Payment Form is to be completed for all services provided beginning February 1, 2008, attached to the verified invoice from the vendor or independent contractor, and kept in your files for Medicaid review and monitoring.
- ♦ Complete this form and attach to it any invoices for prior months' services that were not submitted to PPL by February 4, 2008.
  - ❒ Do not mail or fax this payment request; consumers or their representatives will enter the payment request via the web or via the telephone. This documentation must be kept for later Medicaid review and monitoring.
  - ❒ You will receive instructions on how to submit vendor payment requests via the web or via the telephone in upcoming weeks.

3. Consumer/Representative Reimbursement Form

- ♦ This is a 1 page form
  - ❒ Please follow instructions at the bottom of the form.
  - ❒ This form is available on APD's CDC+ website and may be downloaded for completion on your computer.
- ♦ PPL has been provided your funding for all services provided by vendors and independent contractors through January 31, 2008. Therefore, if you have paid any invoices for services prior to February 1 with your own funds, you must submit PPL's Request for Reimbursement Form along with PAID invoices to PPL no later than February 4, 2008.
- ♦ This NEW Consumer/Representative Reimbursement Form is to be completed for all services provided February 1, 2008 and after.
- ♦ Complete this form and attach it to any PAID invoices for requests for reimbursement that were not submitted to PPL by February 4, 2008.
  - ❒ Do not mail or fax this payment request; consumers or their representatives will enter the payment request via the web or via the telephone. This documentation must be kept for later Medicaid review and monitoring.
  - ❒ You will receive instructions on how to submit reimbursement requests via the web or via the telephone in upcoming weeks.