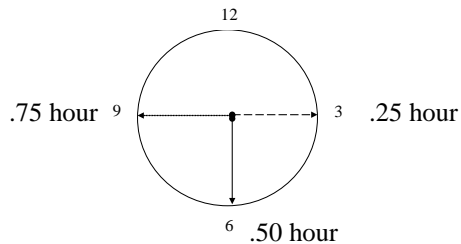




**Disability Development Resources, LLC**  
Providing... *D*irection. a *D*ifference. *R*esults.

## HCBS Time Sheet Rules

1. **ARE YOU USING THE CORRECT TIME SHEET?** – CHECK THE CONSUMER, DATES OF SERVICE (do you have a time sheet for a partial month?), SERVICE, AND DID YOU NOTE THE NUMBER OF AUTHORIZED HOURS (if this is your second half of the month time sheet, did you note the hours billed from your previous time sheet – against the authorized amount, so as to not exceed the total for the month of the two pay periods?)
2. Due by 5 p.m. on the 1st and 16th day of each month. **Time sheets that are submitted late or are incomplete WILL BE PROCESSED IN THE NEXT PAY PERIOD.**
3. Use black ink.
4. DON'T USE WHITE OUT – if you make a mistake, mark with a single-line strikethrough and initial. If you submit a time sheet with white out on it, the ENTIRE time sheet will not be processed. You will have to submit a corrected time sheet which will be processed the next pay period.
5. Do you have the following information completed?
  - a. Date of service – Date in, date out - **make sure you have the right date to avoid overlaps**
    - i. Time of service - Time in, time out - **including AM/PM**
    - ii. Round your time to the nearest 15 minute increment – for example:
      1. if you start your shift **BEFORE OR AT** 10:07am, round back to 10am
      2. if you start your shift **AT OR AFTER** 10:08am, round up to 10:15am
  - b. Hours worked for each shift
    - i. This time should be indicated as such:
      1. 15 minute increments - .25
      2. 30 minute increments - .50
      3. 45 minute increments - .75
  - c. Do not make changes to the column headings; enter your data in the correct column
  - d. Do your math correctly, adding up the hours worked.
  - e. Location code for each shift (remembering to split out your time if you provide services at both 12 and 99 locations)
  - f. Total hours (at the bottom of the hours worked column) – keep a running total especially if you are planning on using all the hours so you don't exceed the total authorized
  - g. Consumer/guardian/Responsible Person signatures – on both the daily entries and bottom signature blocks. Bottom signature block should also be dated. Signatures should include the person's full name on each entry, ideally; or, at the very minimum, signed fully on the first entry and last entry with initials on every entry in between.
  - h. YOUR signature, and date
  - i. **PLEASE FAX ALL TIME SHEETS TOGETHER IN ONE GROUP** (do not include other documents in between the time sheets) and **THEN ALL HABILITATION AND ATTENDANT CARE DATA SHEETS TOGETHER IN ANOTHER GROUP.** (One fax transmission is fine, as long as documents are divided as described.) Number each group to ensure that we received all documentation. Time sheets should be number 1 of 4, 2 of 4, etc. Then, separately number HAH/ATC data sheets the same – 1 of 4, 2 of 4. If you send these electronically, name and number accordingly.



j. IF YOU BILL RSPx2 OR RSPx3, YOU MUST MAKE THIS NOTATION IN THE MARGIN SO YOUR TIME IS ENTERED PROPERLY INTO THE SOFTWARE

6. **Your Start time (Time In) is the time you ARRIVE at the Consumer's home** (not the time you leave YOUR home).
7. **Your Stop time (Time Out) is the time you STOP PROVIDING services** to that Consumer. It is OK and a good idea to briefly and adequately tell the parent/guardian/Responsible Person about the Consumer's day, but it is strongly recommended that you leave the home shortly thereafter. (You are not to add this time to your time sheet.) However, if there are significant concerns that need to be addressed, you may add this time to your time sheet. If this is the case, notify the DDR's Owner/Executive Director that follow-up and/or an ISP meeting may need to occur.
8. If you are providing habilitation or attendant care, ALL data sheets for these services must be received with submitted month-end time sheets. If these are not received, the habilitation or attendant care time sheet(s) will not be processed with that pay period, no exceptions. Upon receipt of the habilitation and/or attendant care data sheets, the time sheet(s) will be processed at the next pay period. These must be completed accurately, signed and dated or payment may be delayed. Completion includes the success percentage calculation on Habilitation services.
9. DO NOT bill into the next pay period. Any entries billed into the next pay period will not be entered. It will be your responsibility to remember to add them to the next pay period's time sheet.
10. DO NOT change the dates on your time sheet. The time sheet is driven by the authorization number and if dates are entered into the software that do not match the authorization number, the time sheet will be rejected. You are to use the correct time sheet for that month. If you submit a time sheet on which you have changed the dates, the ENTIRE time sheet will NOT be processed. You will have to submit a corrected time sheet which will be processed the next pay period.
- 11. AFTER SUBMITTING TIME SHEETS, CONTACT DDR BY EMAIL TO VERIFY RECEIPT.**
12. Reminder – a monthly units summary report is provided to the Consumers – for accountability and reconciliation of your time sheet entries.

If your time sheet contains errors:

1. DDR will process the correct entries.
2. ALL INCORRECT ENTRIES WILL NOT BE PAID.
3. A description of incorrect entries will be emailed to you so you may correct the error(s) and submit a corrected time sheet(s).
4. It is YOUR responsibility to correct the error(s) and return the corrected time sheet to DDR by the deadline indicated on the DDR Schedule of Payroll and Direct Deposit.

To submit a corrected time sheet(s), follow these steps:

1. Use a blank time sheet /sheets with the correct service dates for the entry/entries you are making. (EXAMPLE: If you have 1 error on an RSP time sheet and 1 error on a HAH time sheet, you will be submitting 2 new time sheets with 1 corrected entry on each, making sure you have used the RSP and HAH time sheets with the proper authorization/service dates.)
2. The Consumer/Guardian/Responsible Person MUST sign and date the time sheet AGAIN.
3. No white out is to be used for corrections – the time sheet will be automatically rejected and returned to you.
4. Return the corrected time sheet to DDR by the due date for corrected time sheets as indicated on the DDR Schedule of Payroll and Direct Deposit. Corrected time sheets may be faxed, emailed or dropped off at the DDR office (call ahead to ensure that an administrative staff member is present).
5. After submitting corrected time sheets, contact DDR by email to verify receipt.

Enter your time on your time sheet AS you provide the service. This will avoid time sheet errors and maintain accuracy. All DSPs have a plastic envelope to carry certain documents, including your time sheets, so you should have your time sheets with you at all times when providing services. When you enter your time on the time sheet as the service occurs, errors most likely won't arise (and there shouldn't be an overlap with another DSP).

Please also be aware of the time in/time out when you are doing back-to-back services with another DSP for the same Consumer. If the error is an overlap with another DSP, both DSPs will be sent the same email with a description of the error and it will be your responsibility to review the times submitted and consult with one another for the correction. Those entries will NOT be processed until all corrected time sheets from BOTH DSPs are resubmitted correctly.

Do not enter into personal agreements with your Consumer/Families about adjustments or alterations to your beginning and ending times of service. This could cause overlapping or duplicate entries and therefore, trigger an investigation by DDR into the services being provided. In addition, DDD auditors look for double-dipping billing. Resulting effects could be disciplinary action to the DSP, suspension or termination of services to the Consumer, or other appropriate actions. Fraudulent billing is considered Medicaid fraud, no matter who is at fault.

If, at any point, you notice any/additional errors on your time sheet, notify DDR's Owner/Executive Director via email immediately. You must include specifics about the error.

### **ADDITIONAL NOTES:**

- DSPs are responsible for keeping track of how many hours they billed in the first half of the month per service, and making sure those combined with the number of hours worked in the second half of the month do not exceed the TOTAL number of hours authorized per service on the CERAS time sheets.
- Only the TOTAL monthly authorized hours are printed on the time sheets, so it is strongly recommended that DSPs record the number of hours worked in the first half of the month in the TOP RIGHT-HAND CORNER of the time sheet you use for billing the second pay period of the month. Then, subtract that amount from the total hours authorized to get the amount remaining for the second half of the month.
- Remember, if you bill over the amount of total hours authorized for the month, you may not be paid for the overage and the Consumer may be billed for the overage. It is in your best interest to total hours correctly and make sure all math is correct, particularly if you are planning on using all hours allotted.
- If the Consumer wants you to provide additional services, you must be authorized from DDR **BEFORE** you may do so.
- If you are asked to provide more than 12.75 hours of Respite in one calendar day, or are aware that another DSP is working with your Consumer also on a particular day and are concerned your hours combined with that DSP's may exceed 12.75 hours of Respite, please follow these steps:
  1. Ask the Consumer/Responsible Person if the total number of Respite hours will exceed 12.75 that day.
  2. If the hours will exceed 12.75, ask the Consumer/Responsible Person if an authorization for RSD has already been obtained.
  3. If it has not, gently remind the Consumer/Responsible Person that the authorization for RSD must be obtained before you and/or any other DSP(s) can provide more than 12.75 hours of Respite in one calendar day.
  4. You may also remind the Consumer/Responsible Person that without the RSD authorization, unauthorized hours could be billed to them, or disciplinary action could be taken against you. **Note:** If you want or need intervention from DDR in regard to communicating this to your Consumer, please do not hesitate to ask DDR's Owner/Executive Director.
  5. Notify DDR's Owner/Executive Director of the need for RSD.