



May 31, 2016

CDS Employers,

A big “thank you” to employers for ensuring that your time sheets are correctly completed. Overall, there has been a good improvement; below are a couple of items to remember.

1. AM and PM must be on each time entry. This is a DADs requirement.
2. The year must be on every date. This is a DADs requirement.
3. Original time sheets are to be kept by the employer at the employer’s home, not with the employee.
4. Time sheets are only to be sent to our official collection sites, the fax number and email address are noted on the CDS Pay Date chart and below. Sending to other e-mails or faxes will delay payment until the next pay period.

E-Mail: [imagineenterprises@bill.com](mailto:imagineenterprises@bill.com)

Fax: 281-271-8670

5. Definitions: Respite is “a break for the primary unpaid care-giver.” Log notes for respite do not need to be as detailed as for PAS/HAB.

PAS/HAB (full name is CFC PAS/HAB) is defined as goal oriented. Activities are to relate back to the individual’s needs as detailed in the Personal Directed Plan which the service coordinator or case manager have collaborated with the employer and/or client to create. Log notes for PAS/HAB must be more detailed than respite log notes.

6. PAS/HAB log notes have greatly improved. As a reminder: PAS/HAB log notes must be sufficient to account for the length of the shift. Example: Employee worked a 5 hours shift and log note says “worked on teeth brushing skills,” or “ate at McDonalds.” DADS will not accept these log notes because no one sits at McDonalds for 5 hours, or brushes their teeth for 5 hours. You must list enough activity to account for the length of your PAS/HAB shift. DADS reserves the right to recoup money paid to your employee for time sheets with insufficient log notes.
7. Please make sure your time sheets go across the page the long way (landscape), not the short way (portrait). It makes them hard to read when they are “squashed” the short way across the page.

8. Sending a picture of the time sheet is convenient for you, but unless your phone can do this with a white background, we cannot accept the time sheet. Any slight color or shadow will print gray and black with our black and white printers. What you see on your device will ALWAYS print darker. DADS will not accept these dark time sheets at their audit.
9. Reminder: Time sheets are due at 6:00 PM on the due date on the pay date chart, with a grace period until midnight. Any time sheet received after midnight on the due date will be paid the following pay period.
10. Employer and Employee Signatures on time sheets AND logs. This a DADS requirement. IMPORTANT: Time sheets and log notes missing signatures will not be paid. Also, employers please sign the time sheet after the employee provides to you as a sign of approval. Do not sign in advance.
11. Remember that time sheets can be scan/emailed or faxed after final shift in the pay period has been worked, you do not have to wait until the Monday due date.
12. Time sheets are to be filled out by the employee. Employer is not to be filling out the time sheet for the employee or signing in advance. Here are the DADs instructions:

**Form 1745, Service Delivery Log with Written Narrative/Written Summary**

Effective Date: 8/2014

**Purpose**

To serve as the primary time keeping document to record the service delivery activities performed by the provider.

**Procedure**

The service provider/employee completes this form every two weeks or as requested by the employer. The employer reviews and approves the hours worked and the activities conducted and submits it to the Financial Management Services Agency (FMSA) every two weeks as a time sheet.

**Transportation Instructions**

As you know, transportation is being added to Individual Plan of Care and the CDS budget must be updated. Our billing specialists have provided tips on how to complete information on the time sheet. You should have your employees begin recording transportation as soon as your service coordinator/case manager puts it on your IPC. Here are some specific instructions for recording it on the time sheet.

1. Transportation has to be separated from the PAS/HAB hours. This is because PAS/HAB is a different funding source than other waiver services. It is straight Medicaid money and their rule is they will not pay for transportation time. It is the goal of HCS and Texas Home Living to get participants out into the community. So the community activity is PAS/HAB (Medicaid money), and the time transporting to and from is now Transportation (waiver money).
2. Respite is all waiver money, so you do not need to separate out any transportation from the respite shifts.

3. DADS instruction: Your employee will check in and out, in and out, in and out etc. throughout the shift as they get in and out of the car. Every time they get into the car they will check out on PAS/HAB and in on Transportation. When they arrive at their destination, they will check out on Transportation, and in on PAS/HAB. And this keeps going throughout the shift. Your employees do need to be sure they are doing their time sheet daily to keep up with this--especially if they do a lot of errands where they are continually in and out of the car. Also, they need to be jotting down the times throughout the shift on the time sheet or on another paper so they can put daily on the time sheet at the end of the shift. If your employee does not do this daily, they will find this becomes very difficult.
4. You do need to watch your monthly tracking to make sure that you do not run out of transportation or PAS/HAB hours. This first round of IPCs usually only have educated guesses on how much time is spent in the car. You will need to work with your service coordinator if you run short of hours. Time sheets exceeding hours authorized by DADS on your IPC will not be paid.
5. You may put both transportation and PAS/HAB on the same time sheet, or you may use 2 different time sheets. My experience is that when two different time sheets are used most people have problems with overlapping times (which are not paid) or gaps in times (where employee is also not paid). I prefer one time sheet for this reason, but the choice is yours.

If you choose to use two time sheets, mark one as PAS and the second one as OTHER and write in transportation.

If you choose to use one time sheet, you would mark both PAS/HAB and Other (write in transportation), and then begin each log note with a "P" to indicate PAS/HAB, or a "T" to indicate transportation. That way we know which funding source to pull the money to pay your employee. If you do not identify, we cannot pay.

6. DADS requires a log note for each "begin and end" time entry, not a paragraph generalizing the whole shift all combined together. The log note for transport can be "transport from \_\_\_\_ to \_\_\_\_". That is not long. The PAS/HAB log note for each "begin and end" time between the transportation times can be a paragraph or list of what you did during that one in and out time. It just needs to be sufficient for the length of the shift. Log notes must be able to identify back to which "begin and end" time they are referring to. So start each log note on the same line as the shift, and make sure each log note is sufficient for the length of that "begin and end" time. (See #7 above)
7. DADS rules are that you are to round the begin and end times to the nearest quarter hour. This means 7 minutes is rounded to 0.00 (not paid), and 8 minutes is rounded to 15 minutes (15 minutes paid). You want to make sure that your employee has no gaps in the shift when they change back and forth between transportation and PAS/HAB. So if your transportation is 7 minutes or less, the begin and end time would reflect no time being paid. But then the next line would be 8 minutes which is rounded

to the nearest quarter hour of 15 minutes, which includes the 7 minutes lost on the first line. Here is an example:

Transportation began at 9:00 am and lasted for 7 minutes (round to 0.00--no pay)  
On time sheet you would put 9:00 am to 9:00 am, (rounding to the nearest quarter hour) paid time would be 0.00, and log note drove to WalMart

The next line, time in at Walmart began at 9:07 am and went until 10:05 am.  
On time sheet you would put 9:00 am to 10:00 am (rounding to the nearest quarter hour), total time 1 hour, and log note what you did in WalMart.

Next line of transportation began at 10:05 am to 10:25 am.  
On time sheet you would put 10:00 am to 10:30 am, total time .5 hour, and log note drove from WalMart to McDonalds. (rounding both begin and end time to the nearest quarter hour).

The next line would begin at 10:30 etc.

So you can see that the rounding can be done with no gaps in your employee's shift.

WHEW! If you have questions please contact me or BJ Fulcher.

Also, thank you for responding to the 6/1/16 CFC PAS/HAB information concerning the employee living with the client. Most of the ineligibilities have been cleared up.

Imagine Enterprises appreciates your cooperation! Should you have questions please contact me at 713-253-9792 or via email at [sjnewlin@aol.com](mailto:sjnewlin@aol.com).

Sincerely,

*Sherry Newlin*

Sherry Newlin  
Imagine Billing Specialist