



CDS Electronic Visit Verification (Authenticare) & Time Sheet Lead

DEPARTMENT: Consumer Directed Services

SUMMARY: This position is responsible for the EVV Authenticare and production of the bi-weekly and special CDS payroll

LOCATION: Position will serve all CDS clients, Home Office

REPORTS TO: Sherry Newlin, Financial Director

STATUS: Exempt under the Fair Labor Standards Act. Full time employment

WORKING CONDITIONS:

May require flexible work hours, including after hours and possible weekends.

These duties are performed under supervision and in accordance with Imagine Enterprises' established policies. This position will work cooperatively with Imagine Enterprises staff, First Data/AuthentiCare staff, and HHSC TMHP staff, always ensuring the consumer's rights are respected and observed.

QUALIFICATIONS

- At least two years of the HHSC CARE data entry experience and/or of the TMHP systems.
- Must have experience in the field of people with intellectual disabilities, preferably with the Texas Medicaid Waivers
- **Payroll processing experience**
- Must be proficient in computer applications such as MS Office 365 and a 10-key.
- Must have good interpersonal skills, ability to establish a working relationship with client/employers, mature problem-solving approach to daily work, ability to express self clearly and effectively orally and in writing, demonstrated ability to work within a team approach.
- This is a home office position so candidate must be self-motivated, have the ability to multi-task, and is a self-motivated person with excellent organizational skills.
- Must possess a current Texas driver's license and social security card with the ability to pass a Texas Department of Public Safety and other HHSC required background checks.

JOB DUTIES

CDS bi-weekly and special checks payroll processing

- Time Sheets
 - Beginning on the date paper time sheets are to be submitted – according to the CDS Payroll Calendar - receive, print, and organize the bi-weekly paper time sheets
 - Oversight of staff who place the Contract Number and Employer Option on each paper time sheet
 - Update GMAIL time sheet submission account by moving time sheets received into email folder for that payroll cycle.
 - Manage time sheet corrections per payroll cycle. Communicate with employers and employees if there are errors on the time sheets:
 - Time sheet issues – missing signatures or no log notes. E-mail and/or call employees, employers, until get response so can pay
 - Training employees and employers as needed regarding sufficient log notes, place of service, and other time sheet requirements.
 - Create email with template of overtime worked per clients to COO so she can revise the CDS budget and send to employer for signatures.
 - Regularly review Bill.com to ensure the facilitation of invoices or time sheets received to this account, which serves as the backup source to send time sheets in the event the email or fax methods are not available.
 - Communicate with employers and employees if the Individual Plan of Care is overbilled or maxed out.
 - Bill in CARE the CDS payroll “Batch 4” which consists of technical or problematic billing and or/adjustments.

Authenticare

- Authenticare Tasks
 - Authenticare electronic download of shifts worked for the pay period.
 - **Oversee and help as needed with** Option 1 time sheet calculations
 - Coordinate the EVV Option 3 Employers with time sheet issues and confirm EVV visits in Authenticare.
 - Enter confirmations of Option 3 employees into Authenticare.
 - Approve Option 1 shifts worked that are ready for FMSA approval
 - Enter FMSA Confirmation for Option 1 or 2 employers. Let COO know so she can begin to contact these employers to get their visit maintenance completed.

Other

- CDS Client and Employee Contact database maintenance
- Update Employer and Employee database of EVV training
- Daily TMHP aggregator review for old dates worked, missed or incorrect amount of time, wrong service, etc., and make corrections in Authenticare while Rich is entering for correction approvals--all done individually.
- Create new Employer credentials and reset passwords when needed.

- Route vendor invoices received to Sherry for processing and payment when received in GMAIL or via fax.
- Monthly CARE comparison and distribute monthly CDS Trackers to employers and service coordinators, via email or US Mail.
- Ensure the confidentiality of files and records of client information in a secure home office.

DOCUMENTATION

- Document all paperwork accurately established by Imagine Enterprises and HHSC.

PRODUCTIVITY

- Maintain open communication with the supervisor and Chief Operating Officer, inform immediately of any difficulties which obstruct the completion of duties or changes in normal scheduling.

TRAINING

- Participate in CDS staff meetings either virtual or in person
- Attend out of region training or meetings as needed.
- Candidate must enroll in and pass the HHSC Support Advisor online training within the first 30 days of hiring as this coursework provide in-depth knowledge of consumer directed services. If already employed, employee will complete this training within 30 days of the receipt of this updated job description.

BENEFITS

- Medical and dental insurance
- Mileage reimbursement
- WIFI reimbursement
- Company provided cell phone