

# In-Home Supportive Services (IHSS) Timesheet Processing Examples

**California Department of Social Services Adult Programs Division** 

Legislative Hearing November 1, 2016

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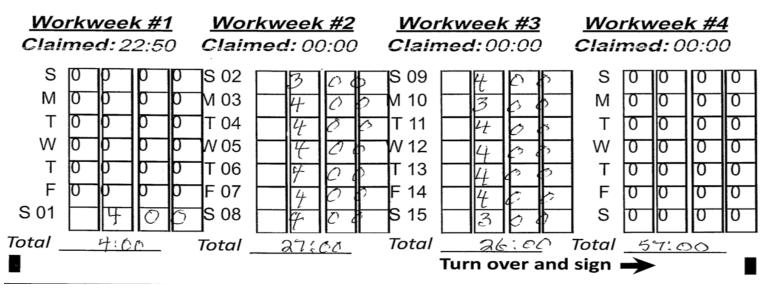
## **Timesheet Example – Submitted With No Errors**

cut along dotted mit

4 42 1047 32001 16291 0722

					•
Provider #		Provider Name			
Case #		Recipient Name			
Туре	IHSS	Timesheet No			
Pay From	10/01/2016	Рау То	10/15/2016	Hours	113:50





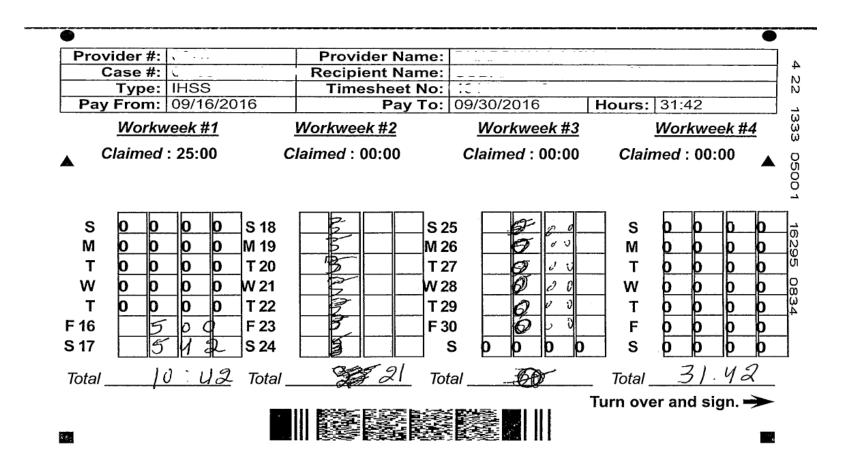
This timesheet information in CMIPS is illustrated on next slide.

## **Timesheet Example Submitted With No Errors - continued**

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Niew Image View	<u>w Payment Details</u>					
etails						
Provider Number:			Provider Nam	e:		
Recipient Number:			Recipient Nam	e:		
Type:	IHSS Arrears		Remaining Hrs (HH:MM	I): 113:50		
Status:	Processed		Status Dat	e: 10/18/2016		
Print Method:	Print/Mail from a C Center	Centralized Print	Print Dat	e: 10/4/2016		
Service Period From:	10/1/2016		Service Period T	o: 10/15/2016		
Timesheet Number:	$\frown$	L	egacy Timesheet Numbe			
Received Date			Mode of Entr	-		
Large Font Timesheet:	Yes	Late	Submission Release Dat	e:		
me Entries [HH:MM]						
HH:MM		HH:MM	HH:MM		HH:MM	
SUN: 00:00	SUN 2:	03:00 50	JN 9: 04:00	SUN:	00:00	
MON: 00:00	MON 3:	04:00 MON	N 10: 03:00	MON :	00:00	
TUE: 00:00	TUE 4:	04:00 TUE	E 11: 04:00	TUE:	00:00	
WED: 00:00	WED 5:	04:00 WED	04:00	WED :	00:00	
THU: 00:00	THU 6:	04:00 THU	J 13: 04:00	THU:	00:00	
FRI: 00:00	FRI 7:	04:00 FR	I 14: 04:00	FRI:	00:00	
SAT 1: 04:00	SAT 8:	04:00 SA1	T 15: 03:00	SAT :	00:00	
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	weekiv lotai:	27:00 Weekly T	otal: 26:00	Weekly Total:	00:00	
	Weekly Total:		otal: 26:00	Weekly Total:	00:00	
	Hour	s Claimed (HH:MM): 57:00			00:00	
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	Hour:	s Claimed (HH:MM): 57:00			00 : 00	
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Case Hours Paid (HH:MM): Hours Paid at Overtime Rate (HH:MM): Hours entered or	57:00 00:00	Close	se Hours Not Paid (HH:MM		00 : 00 EFT:	Yes
Case Hours Paid (HH:MM): Hours Paid at Overtime Rate (HH:MM):	57:00 00:00	Close Vayment Warrant Information	se Hours Not Paid (HH:MM	i): 00:00		
Case Hours Paid (HH:MM): Hours Paid at Overtime Rate (HH:MM): Hours entered or timesheet are sho	57:00 00:00 h the own	Close	se Hours Not Paid (HH:MM	i): 00:00	EFT: Funding Source:	CFCO
Case Hours Paid (HH:MM): Hours Paid at Overtime Rate (HH:MM): Hours entered or timesheet are sho to be exact hours	57:00 00:00 • the own	Close Close Vayment Warrant Information Warrant Number:	se Hours Not Paid (HH:MM	i): 00:00	EFT:	CFCO
Case Hours Paid (HH:MM): Hours Paid at Overtime Rate (HH:MM): Hours entered or timesheet are sho	57:00 00:00 • the own	Close	se Hours Not Paid (HH:MM	i): 00:00	EFT: Funding Source:	CFCO
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100% of timesheets with no errors are processed timely.

#### **Timesheet Example – Submitted "hard to read" Still Processed**



#### This timesheet information in CMIPS is illustrated on next slide.

#### **Timesheet Example – Submitted "hard to read" Still Processed**

nage								
View Image	Vier	w Payment Details						
tails								
P	rovider Number:				Provider Name	:		
R	ecipient Number:				Recipient Name	:		
	Type:	IHSS Arrears		Re	emaining Hrs (HH:MM)	: 31:42		
	Status:	Processed			Status Date	: 10/21/2016		
	Print Method:	Print/Mail from a C Center	Centralized Print		Print Date	9/27/2016		
Serv	vice Period From:	9/16/2016			Service Period To	: 9/30/2016		
Tin	nesheet Number:			Legad	y Timesheet Number	:		
	Received Date:	10/21/2016			Mode of Entry	: TPF		
Large	Font Timesheet:	No		Late Sub	mission Release Date	:		
me Entries [HH:M	M]							
	HH:MM		HH:MM		HH:MM		HH:MM	
SUN:	00:00	SUN 18:	03:00	SUN 25:	00:00	SUN:	00:00	
MON :	00:00	MON 19:	03:00	MON 26:	00:00	MON :	00:00	
TUE :	00:00	TUE 20:	03:00	TUE 27:	00:00	TUE :	00:00	
WED :	00:00	WED 21:	03:00	WED 28:	00:00	WED :	00:00	
THU:	00:00	THU 22:	03:00	THU 29:	00:00	THU:	00:00	
FRI 16:	05:00	FRI 23:	03:00	FRI 30:	00:00	FRI:	00:00	
SAT 17:	05:42	SAT 24:	03:00	SAT :	00:00	SAT :	00:00	
Weekly Total:	10:42	Weekly Total:	21:00	Weekly Total:	00:00 V	Veekly Total:	00:00	
		Hour	s Claimed (HH:M	M): 31:42				
	ırs Paid (HH:MM):			Case Ho	urs Not Paid (HH:MM)	: 00:00		
Hours Paid	at Overtime Rate	00.00						

Hours entered on the timesheet are shown to be exact hours processed in CMIPS even though they were extremely hard to read.

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arrant Information				
Warrant Number:		EFT:	No	
Issue Date:	10/25/2016	Funding Source:	PCSP	
Pay Status:	Paid	Status Date:	10/21/2016	
ay Event				
ay Event				
Pay Type:	IP Pay	Pay Per	iod: 9/16/2016 - 9/30/	2016
Case Hours Paid (HH:MM):	31:42	Case Hours Not P (HH:N		
Travel Hours Paid (HH:MM):	00:00	Travel Hours Not I (HH:N		
Total Hours Paid(HH:MM):	31:42	Hours Paid as Overt (HH:N		

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# Timesheet Examples

#### > Provider Enrollment - Timesheet Issuance Timeline

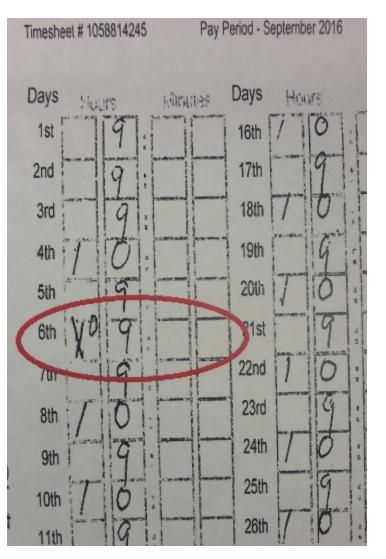
- Two recipients began the application process on 04/19/16. They were authorized on 06/17/16.
- The provider begins the enrollment process and was determined to be eligible on 07/19/16 which is the first day the provider was eligible to be paid.
- Provider was assigned to the cases on 7/27/2016 at which time the system issued the timesheets back to 04/19/16 .
- However, the Provider called the county on 09/02/16 and asked the county to reissue April part B replacement timesheet. County reissued on 09/02/2016. It is unknown why the provider did not submit the timesheets that were issued in July.
- Provider called the county on 09/14/16 and requested replacement timesheets from May September. County reissued replacement timesheets on 09/14/2016.
- TPF received the first timesheet on 09/15/2016 and payment was issued on 09/19/2016.

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Type:         IHSS         Timesheet No:           Pay From:         04/16/2016         Pay To:         04/30/2016         Hours:         9:42           Workweek #1         Workweek #2         Workweek #3         Workweek #           Claimed:         00:00         Clai	Provider #: Case #:		Provider Name: Recipient Name:		
$\begin{array}{c c c c c c c c c c c c c c c c c c c $	Type:	IHSS	Timesheet No:		
Claimed: 00:00       Claimed: 00:00       Claimed: 00:00       Claimed: 00:00       Claimed: 00:00       Claimed: 00:00         S       0       0       0       517       0       0       0       524       42       5       0				04/30/2016	
$ \begin{array}{c ccccccccccccccccccccccccccccccccccc$	Worky	veek #1	Workweek #2	Workweek #3	Workweek #4
$ \begin{array}{c ccccccccccccccccccccccccccccccccccc$	▲ Claimed	: 00:00	Claimed : 00:00	Claimed : 00:00	Claimed : 00:00
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T000T72174 $\cancel{9}$ T28 $\cancel{4}$ $\cancel{9}$ T000F0000F2274 $\cancel{8}$ F2974 $\cancel{9}$ F000S 16000S 2374 $\cancel{8}$ S 3074 $\cancel{9}$ S000		00T19			
F     0     0     0     F 22     4     8     F 29     4     9     F     0     0       S 16     0     0     0     S 23     4     8     S 30     4     7     S     0     0	w <u>o o</u>				
S16 0 0 0 S23 4 5 S30 4 7 S 0 0 0					
Total Total Total Total	S 16 0 0	0 0 S 23	<u> </u>	80 [[4]7	S 0 0 0 0
	Total	Total	To	tal	Total
Turn over and sign.					Furn over and sign. →

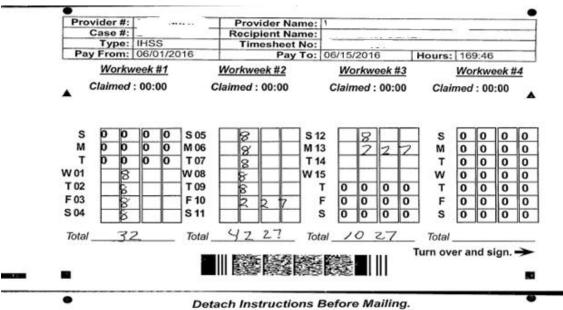
# **Timesheet Examples**

#### > Advance Pay Timesheet – Human Element/Key Data Entry

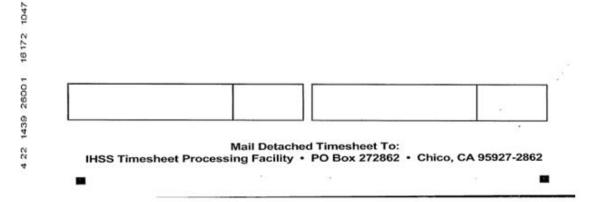


- On the timesheet image, the provider crossed out a 1 and entered a 0 on the 6<sup>th</sup> day, correctly.
- When the timesheet was processed there was a data entry error and it was entered as a 10 instead of 9.
- Because of this error, an Exceeds Authorization letter was generated for this timesheet and sent to the provider.
- The provider was paid appropriately.
- No violation occurred.

#### **Timesheet Example – Hard Exception (Missing Signatures)**



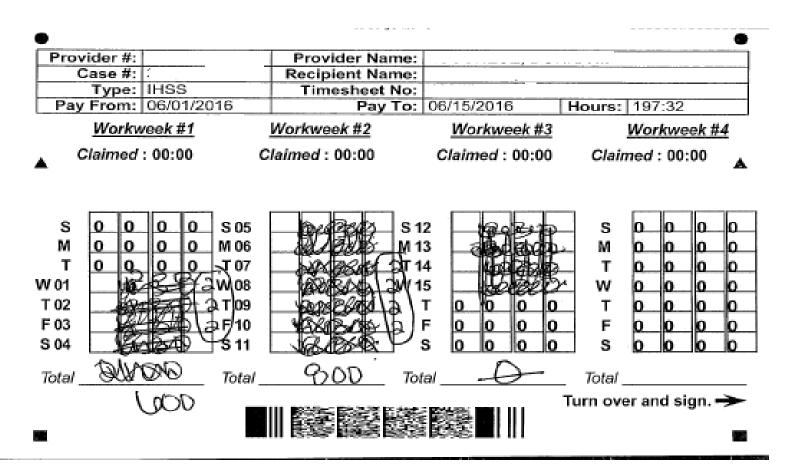
I declare that the information on this timesheet is true and correct. I understand that any false claim may be prosecuted under Federal and State laws and that if convicted of fraud, I may also be subject to civil penalties.



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# **Timesheet Example – Hard Exception (unreadable)**



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