



# NEWSLETTER

## Timesheets

All employees were orientated during their hiring about the proper way to complete a time sheet. We have been calling and instructing employees recently regarding errors. After a recent training provided by DHS we must enforce strict time record keeping requirements. These are the rules that DHS and Medicaid have determined are mandatory requirements for timesheet documentation.

It may seem trivial to some or ridiculous to others, we didn't make the rules but we are required to enforce them. Properly filling out a timesheet only takes a few moments and saves the headache of a delayed paycheck while we get the problem fixed.

- All dates are required to have month/day/year. DO NOT leave out they year.
- Fill out all the days of the week. Draw a line thru any days not worked.
- Initial any cares provided for that day. Do NOT initial cares that were not provided.
- Circle I:I unless otherwise instructed.

- Enter your time as hr:min rounded to the nearest 1/4 hour (15 min increment) and you MUST circle AM or PM.

- Enter time as Visit One. Use Visit Two if you have left and returned later that day. This includes driving time for errands which is NOT covered under PCA services.

- Total all time for the day on the Daily Total line.

- Total all time for the week on the Total Hours line under I:I (unless otherwise instructed)

- Print and sign your name. Enter your PCA UMPI # provided by the State.

- If any small errors are made it is possible to correct the error and enter your initials next to the correction as long as the timesheet remains legible and there is no chance it can be misunderstood.

ph: 866-356-8406  
fax: 866-299-0884 or 763-421-3098

**Carefree Home Services PCA Timesheet**  
7830 149th Ln NW, Ramsey, MN 55303

Dates of Service (in consecutive order)	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY
	1/11/16	1/12/16	1/13/16	1/14/16	1/15/16	1/16/16	1/17/16
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Activities</b>							
Dressing	AB		AB			AB	AB
Grooming	AB		AB			AB	AB
Bathing	AB		AB			AB	AB
Eating							
Transfers	AB		AB			AB	AB
Mobility							
Positioning							
Toileting	AB		AB			AB	AB
Health Related							
Behavior							
<b>IADL's (only recipients age18+)</b>							
Light Housekeeping			AB			AB	AB
Laundry	AB						
Other							
<b>Visit One</b>							
Ratio staff to recipient	1:1	1:2	1:3	1:1	1:2	1:3	1:1
Shared care location							
Time in (circle AM/PM)	8:00 AM		2:00 AM			8:00 AM	8:00 AM
Time out (circle AM/PM)	11:30 PM		6:15 PM			4:00 PM	12:15 PM
<b>Visit Two</b>							
Ratio staff to recipient	1:1	1:2	1:3	1:1	1:2	1:3	1:1
Shared care location							
Time in (circle AM/PM)							2:00 AM
Time out (circle AM/PM)							4:30 PM
<b>Daily Total</b>	Hours	Hours	Hours	Hours	Hours	Hours	Hours
	3.5		4.25			8	6.75
<b>Total Hours This Time Sheet</b>	Total 1:1 Hours 22.5		Total 1:2 Hours Leave blank		Total 1:3 Hours Leave blank		
<b>Acknowledgement and Required Signatures</b> After the PCA has documented his/her time and activity, the recipient must draw a line through any dates and times he/she did not receive services from the PCA. Review the completed time sheet for accuracy before signing. It is a federal crime to provide false information on PCA billings for Medical Assistance payment. Your signature verifies the time and services entered above are accurate and that the services were performed as specified in the PCA Care Plan.							
RECIPIENT NAME (FIRST, MI, LAST)	PCA MEMBER # or DATE OF BIRTH	RECIPIENT/RESPONSIBLE PARTY SIGNATURE	DATE				
Client name	Client b-day	Client or RP signature	1-17-16				
PCA NAME (FIRST, MI, LAST)	PCA NPI/UMPI	PCA SIGNATURE	DATE				
PCA name - PRINT	4000000000		1-17-16				

Round to closest 15 min.  
.25 = 15 min  
.5 = 30 min  
.75 = 45 min

Sample

- The client must verify the time. Print and sign their name and date.
- If there is a discrepancy DO NOT sign the timesheet. Make the corrections and initial or redo the timesheet before signing and sending it in.
- It is a red flag to DHS to work the same

- times and days every day of every week without ever having time off, sick days, doctor appointments, etc....
- **Whiteout is NOT acceptable**
- **Photocopies are NOT acceptable**
- Call the office if you have ANY questions.

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## VERIFICATION CALL/VISITS & FRAUD

All PCA's are expected to be accurately documenting their time. That means working the specific times put down on the timesheet .

DHS is requiring that we perform verification calls or spot visits and record the visits in a log for DHS audits. This means that we must perform unscheduled and unannounced phone calls or site visits; at which time we will speak with both the client and PCA and document when they were there working. The visits are then cross-referenced with the timecards to ensure they were not fraudulently putting time down that they were not present and working.

If a PCA or client does not answer their phone or does not promptly call back it will create "red flags" during the DHS audits which will result in investigations.

If we come across a PCA that has put time down that they were not present and working we are required to report it to the DHS fraud unit as we are Mandated Reporters.

DHS has stated there is ZERO TOLERANCE for false time sheets. "Theft of public funds is a felony" and falsely billing one unit can be considered a felony.

**Penalties for a PCA include:**

- **Immediate termination**
- **Exclusion from working at MA/MC funded job for 5 years or longer**
- **Jail time**
- **Restitution for funds received from fraudulent billing**
- **State or Federal charges**
- **Felony on their record**

Clients found to be committing fraud can have their services restricted, suspended or terminated.

What PCA's should do:

- Accurately document your time. Follow the directions provided for completing a time sheet.
- **DO NOT** put down any time that you are not working.
- Answer the verification call. If you are busy you must promptly call back (this means minutes.....not hours or days later).
- Expect calls during the evenings or weekends if that is your scheduled shift. We must call during your working hours.

## Forms

Please visit our web site for access to calendars, time sheets, monthly reports, and other forms including this newsletter.

The web address is: [www.carefreehs.com](http://www.carefreehs.com)

## DIRECT DEPOSIT

We recommend that employees use the Direct Deposit option for payroll. Every week we have checks that are delayed or lost in the mail. Sign up for Direct Deposit and your pay will be deposited into your checking, savings or money-card (Walmart, etc...) on payday. No more need to wait for the mail.



Follow us on Facebook where we post job openings and other relevant information for our employees and clients.

Carefree Home Services

7830 149th LN NW

Ramsey, MN 55303

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ph: 866-356-8406

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## CHANGES TO THE PCA PROGRAM

There are changes planned for the PCA program so we recommend all client to watch their mail and promptly reply to any mailings. DHS is known for sending out mail and requiring a response within 10 days before automatically proceeding in the change. This could happen as the new program gets going so you must watch your mail and respond quickly. We are planning on continuing to provide services for the new program DHS is planning which is called CFSS.

If you receive notice of an insurance or program change you must inform the office or it could result in an interruption of services. It takes time for us to get a Service Authorization, Employee ID #'s, and other paperwork in place to allow us to provide the services so you must let us know of any changes as soon as possible.