

H.O.P.E. GROUP L.L.C.

Dedicated to Honoring and Optimizing the Potential in Everyone

Timesheet Protocol

- ❖ H.O.P.E. Group pay days are semi-monthly
- ❖ **FAILURE to follow this Protocol could result in DELAYED PAYMENT or NON-PAYMENT for time worked**

Pay Period - The first pay period will be the first day of the month through the 15th of the month. The second pay period will be the 16th of the month through the last day of the month. Each timesheet should only have one pay period on it.

Timesheets are Due in the H.O.P.E. Group office on the due date before 4:30p.m. – due dates may vary, please see Pay Date Schedule. Timesheets may be mailed or dropped off in person. Time sheets postmarked on the due date are considered late.

We do not accept faxed timesheets. All timesheets must be originals.

Pay Day – is the 1st and 15th of each month (please refer to your pay date schedule). This is also the date that your paycheck or direct deposit statement will be *mailed* to the address you provide and is the date that Direct Deposits are made to your account.

If you move, it is your responsibility to notify H.O.P.E. Group of any address changes. Checks that are lost or not received within a few days of being mailed can be re-issued 15 days after the date it was originally mailed.

Late Timesheets - Any timesheet received after 4:30 p.m. on the due date is considered late. Generally you will be paid the following pay date. Do not hold on to late time sheets--submit them immediately. Due to the D.D.D. billing procedures, H.O.P.E. Group may not be able to make payment for time sheets that are more than two months late.

Timesheets –

- ❖ EVERY PART must be original—no Xerox copies
- ❖ Fill out COMPLETELY
- ❖ USE Blue or Black ink only
- ❖ DO NOT USE white out, pencil, gel pens or staples
- ❖ Time Sheets will not be processed without both signatures at the bottom
- ❖ Guardian/Parent must initial *all* mistakes, mark-outs, and any out-of-sequence times or dates
- ❖ Time entries must be rounded off to the nearest quarter hour & totals entered in tenths and hundredths, not fractions. i.e. - 1/4=.25, 1/2=.50, 3/4=.75
- ❖ Only one time entry per line and in sequence
- ❖ You may not be paid for any hours worked after parent/guardian signs and dates the timesheet
- ❖ Write the number of hours for each day worked
- ❖ Add all hours worked and enter the total at the bottom next to: TOTAL HOURS (please double check your math)
- ❖ You will not be paid for overlapping hours
- ❖ If you have 3 or more time sheets, you must submit a COMPOSITE SCHEDULE
- ❖ Use separate time sheets for each client
- ❖ DDD will not pay for travel time, your time entries should have gaps (min. of 15 mins.) between clients

There is no excuse for running out of time sheets--make copies, go to our website, or call the office; we would be happy to mail more.

Habilitation is teaching a new developmental skill. **A Habilitation Report must accompany each Habilitation time sheet you submit.** Habilitation services cannot exceed 8 hours per day and 40 hours per week. Habilitation services cannot be provided after 7p.m. without prior approval from H.O.P.E. Group. Make sure you use a Habilitation time sheet because there are different pay rates for different time sheets.

Habilitation Report – The Habilitation Report is for the Client's DDD Support Coordinator. **This report must accompany each Habilitation Time Sheet and must be original—no Xerox copies. You need to include the name of the Client's DDD Support Coordinator and the Client's date of birth on the report.** Ask the Client's parent or guardian for this information. Support Coordinators may change and you will need the name of the current Support Coordinator for your report.

There are 5 general skill areas that make up the Habilitation Focus. While the skill areas are similar for each Client, the Individual Support Plan and specific goals are available to you and should be used to complete your Habilitation Report. (*Academia is not a part of this focus and should not be worked on while billing habilitation hours*). The general categories are:

Communication Skills-imitation, requesting, labeling, echoing, signing, describing, conversation

Self-help Skills-toileting, grooming, household chores, eating & drinking

Social Skills-eye contact, greetings, emotions, facial expressions, playing games, rules

Gross & Fine Motor Skills-any activity that works on muscle strength and coordination

Memory & Organization-development of these areas should be occurring with every skill worked on

You must write an average prompt level for each individual goal listed on the Habilitation Report. (For child specific goals, please contact the office.) The activities you work on with each client will vary based on the Client's skill level and as the Client makes progress toward goals you will be changing activities to continue increasing the Client's skill level. You must give a summary of progress toward each goal, writing about five sentences stating the client's progress toward each goal, activities worked on with each goal, techniques used with each goal, and any progression or regression pertaining to each goal.

Respite – Respite is caring for the physical needs and safety of the client, when parents or caregivers need a break (babysitting). The Respite pay rate is \$9.00 per hour. Respite services cannot exceed 12 hours in a 24 hour period and must be provided in the client's home.

Multiple Client Respite – This service is only for families that have more than one child who qualifies for DDD services. If you provide respite for clients who are siblings, you must use the Multiple Client Respite timesheet.

Composite Schedule - If you have 3 or more time sheets (Habilitation & Respite) or work more than 8 hours in one day, you must submit a composite schedule.

Certifications – First Aid, CPR, Article 9 and Fingerprint Clearance must be current in order to receive payment for services. H.O.P.E. Group tracks these expiration dates and sends each employee a notice prior to the expiration of their certification so that they can be updated before they expire. **It is the responsibility of the employee to keep their certifications current. Employees who let their certifications expire will become suspended.**

Paperwork Improvement Notice – Failure to follow these guidelines will be reported to you with either a Paperwork Improvement Notice and/or a phone call. Excessive errors can result in administrative probation, non-payment for time worked, delay of a pay raise, additional training or even termination.