

Consumer Enrollment Dropdown

App



Portal



Why the Change?	Sometimes a Consumer's enrollment changes during a pay period. When this occurs, each shift needs to align with the correct enrollment for each timesheet. The mobile App will automatically capture the enrollment. This new feature was added to allow the user to select the proper enrollment when entering manual shifts via the Portal.
What Changed?	A new "Consumer Enrollment" box has been added to the "Add Timesheet" page in the Portal. Consumer Enrollment = FFS, SCO or One Care
Who is Affected?	Consumers, Surrogates and PCAs when using the Portal and creating a manual shift.
When will it take affect?	March 7, 2024

No Enrollment Change Example 1

The box below now appears when selecting Add Timesheet during the manual entry process in the Portal (it may show a different enrollment name e.g., FFS and will show a different date).

No action is needed by the user if there is no change in enrollment during the pay period. The Consumer Enrollment drop down will be automatically pre-filled with the current enrollment.

Add Timesheet ✕

All fields marked with an asterisk () are required.*

PCA *

Pay Period *

Consumer Enrollment *

ⓘ Timesheet can only be entered for the current or previous 2 pay period(s)

Enrollment Change with Two Timesheets

Example 2

The Mobile App automatically creates timesheets associated with the correct enrollment. When adding a manual entry *after the app has created the two different timesheets*, the user will choose the timesheet associated with the date of the shift being submitted. Click on **Add Timesheet** to view associated dates.

Both timesheets will need to be approved, or the PCA will only be paid for part of the pay period.

Timesheets

Pay Period: ⚠️ 5 pay period(s) with incomplete timesheet(s)

PCA	Hours Approved	PTO Approved	Program	Status	Action
Lisa Lopez (881234)	10h 00m	0h 00m	Senior Care Options	Timesheet not submitted	
Lisa Lopez (881234)	23h 15m	0h 00m	Fee For Service	Timesheet not submitted	

1 - 2 of 2

Enrollment Change without Timesheets

Example 3

1. If the timesheet for the correct enrollment does not appear, click **Add Timesheet**.
2. Under **Consumer Enrollment**, select the enrollment that corresponds with the date of the shift.

