

Consumer Enrollment Dropdown

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



App Portal

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.

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All fields marked with an asterisk (*) are	required.
PCA *	
Lisa Lopez	*
Pay Period *	
03/24/2024 - 04/06/2024	. ▼
consumer Enrollment * sco-commonwealth_care_alliance (03/2	21/2024 - N/A) ▼
sco-commonwealth_care_alliance (03/2 Timesheet can only be entered for the coperiod(s)	

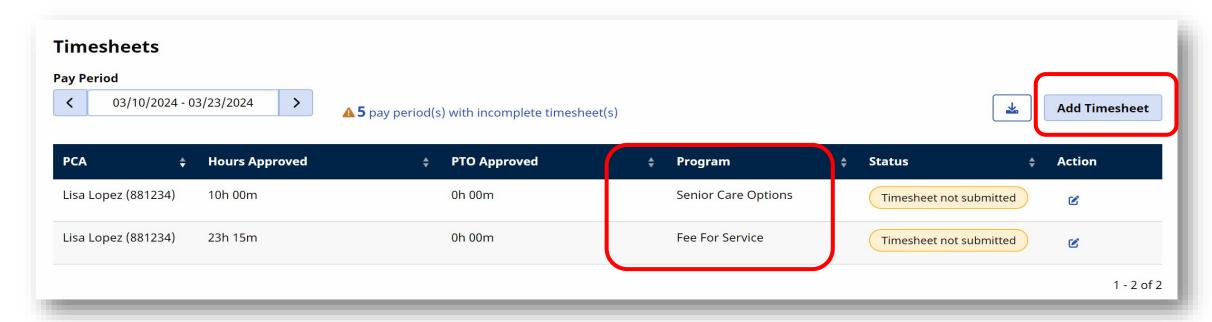


App Portal

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.







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.

