

Quick Start Guide

For Consumer Enrollment Changes

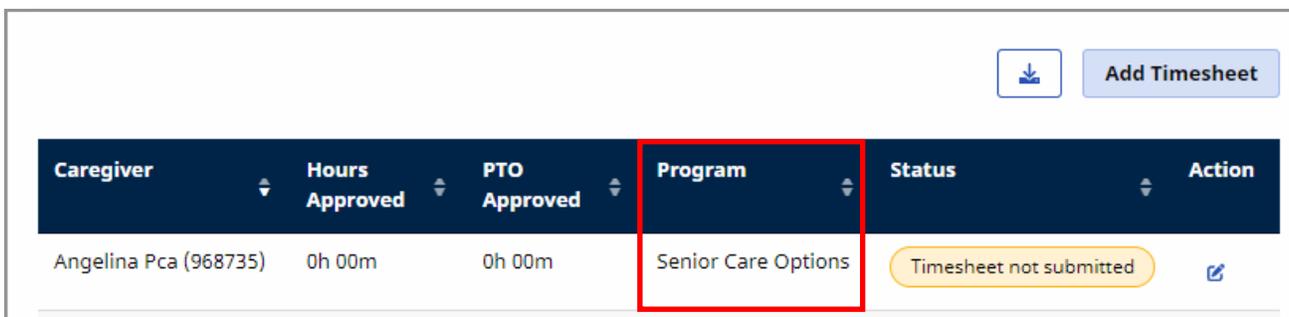
This action is for PCA's and Consumers.

If the program that the Consumer is enrolled in has recently changed, the Consumer and PCA can create a new timesheet to correspond with their new Enrollment.

1 Step 1 - Enrollment Details

If enrollment stays the same during the Pay Period, you do not need to take any action.

The Consumer Enrollment drop-down will automatically pre-fill with the current enrollment.



| Caregiver | Hours Approved | PTO Approved | Program | Status | Action |
|-----------------------|----------------|--------------|---------------------|-------------------------|---|
| Angelina Pca (968735) | 0h 00m | 0h 00m | Senior Care Options | Timesheet not submitted |  |

2 Step 2 - Choose Appropriate Timesheet

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 related to the date of the shift being submitted.

Click on **Add Timesheet** to view associated dates.

Both timesheets must be approved, or the PCA will only be paid for part of the Pay Period. If the timesheet for the correct enrollment does not appear, click **Add Timesheet**.

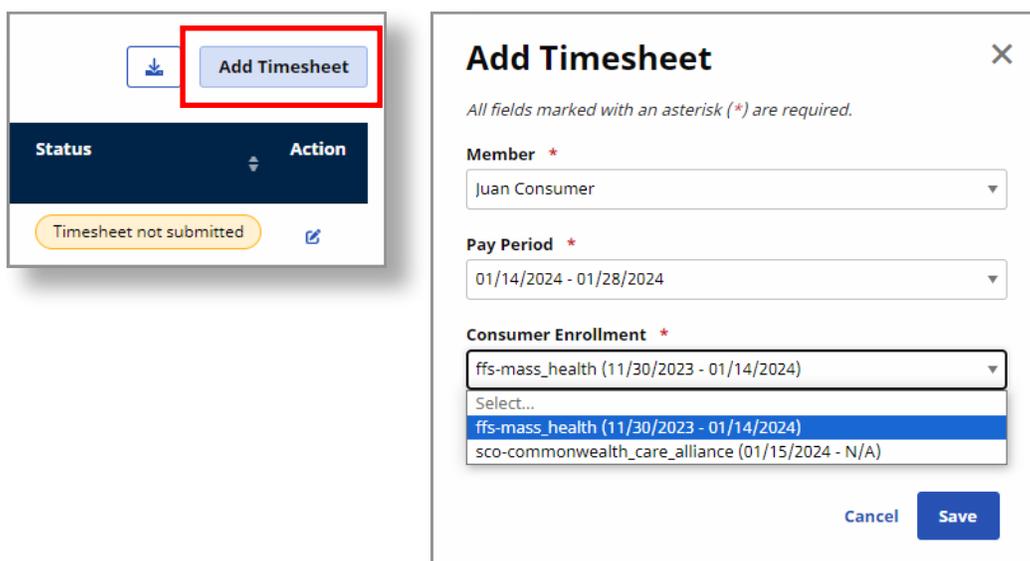


The screenshot shows a mobile app interface with a table of timesheets and an 'Add Timesheet' button. The button is highlighted with a red box. The table has the following columns: Caregiver, Hours Approved, PTO Approved, Program, Status, and Action. The data row shows: Angelina Pca (968735), 0h 00m, 0h 00m, Senior Care Options, Timesheet not submitted, and an edit icon.

| Caregiver | Hours Approved | PTO Approved | Program | Status | Action |
|-----------------------|----------------|--------------|---------------------|-------------------------|--------|
| Angelina Pca (968735) | 0h 00m | 0h 00m | Senior Care Options | Timesheet not submitted | |

3 Step 3 - Add a Blank Timesheet

Start by adding a blank timesheet to the Pay Period. The **Add Timesheet** button allows a blank timesheet to be created.



The screenshot shows the 'Add Timesheet' form in the mobile app. The form has the following fields: Member (Juan Consumer), Pay Period (01/14/2024 - 01/28/2024), and Consumer Enrollment (ffs-mass_health (11/30/2023 - 01/14/2024)). The 'Add Timesheet' button is highlighted with a red box. The form also includes a 'Cancel' button and a 'Save' button.

Add Timesheet

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

Member *
Juan Consumer

Pay Period *
01/14/2024 - 01/28/2024

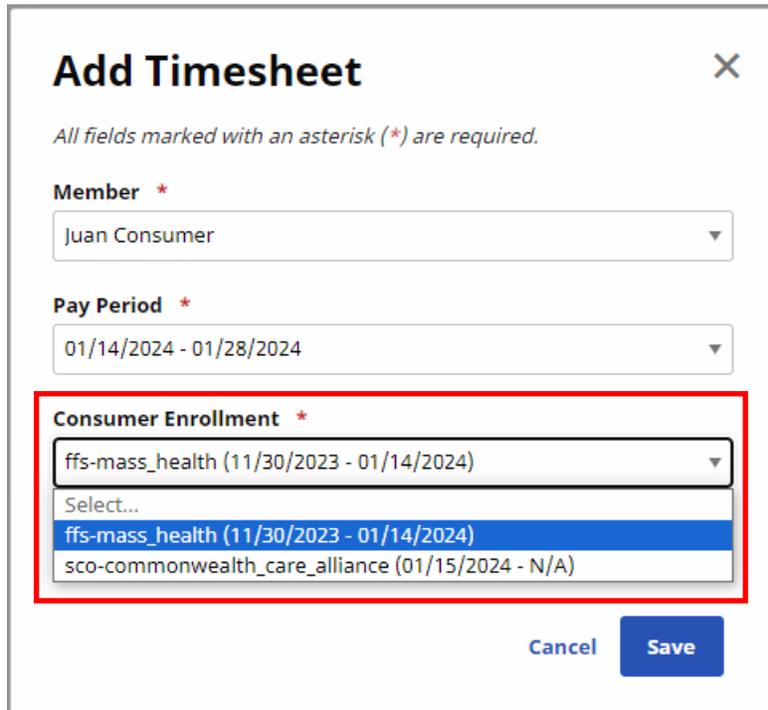
Consumer Enrollment *
ffs-mass_health (11/30/2023 - 01/14/2024)

Select...
ffs-mass_health (11/30/2023 - 01/14/2024)
sco-commonwealth_care_alliance (01/15/2024 - N/A)

Cancel Save

4 Step 4 - Select Enrollment

Under Consumer Enrollment, select the **enrollment** that corresponds with the shift date.



The screenshot shows a modal window titled "Add Timesheet" with a close button (X) in the top right corner. Below the title, a note states: "All fields marked with an asterisk (*) are required." The form contains three required fields:

- Member ***: A dropdown menu with "Juan Consumer" selected.
- Pay Period ***: A dropdown menu with "01/14/2024 - 01/28/2024" selected.
- Consumer Enrollment ***: A dropdown menu with a red border. The current selection is "ffs-mass_health (11/30/2023 - 01/14/2024)". The dropdown is open, showing three options: "Select...", "ffs-mass_health (11/30/2023 - 01/14/2024)" (highlighted in blue), and "sco-commonwealth_care_alliance (01/15/2024 - N/A)".

At the bottom right of the form, there are two buttons: "Cancel" and "Save".

You can now complete Consumer Enrollment changes.