

Quick Start Guide

For Consumer Enrollment Changes

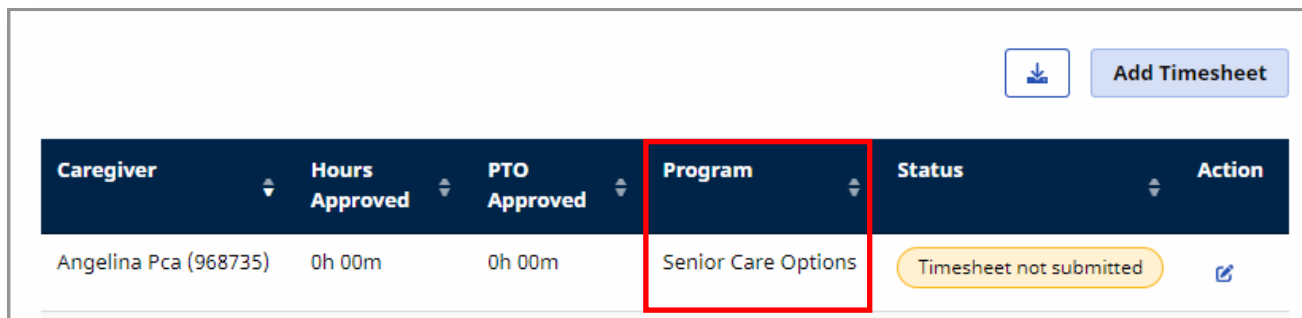
This action is for PCA's and Consumers.


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. You can alter the program that a Consumer is enrolled in when necessary.

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	

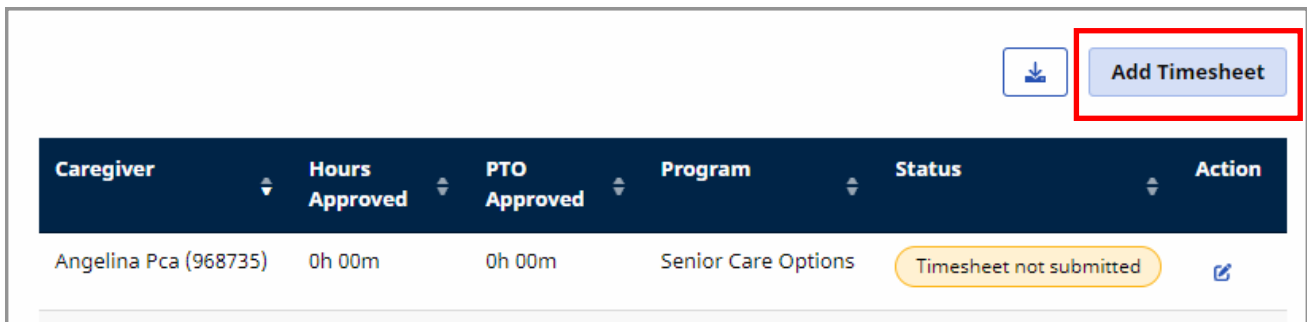
2

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**.



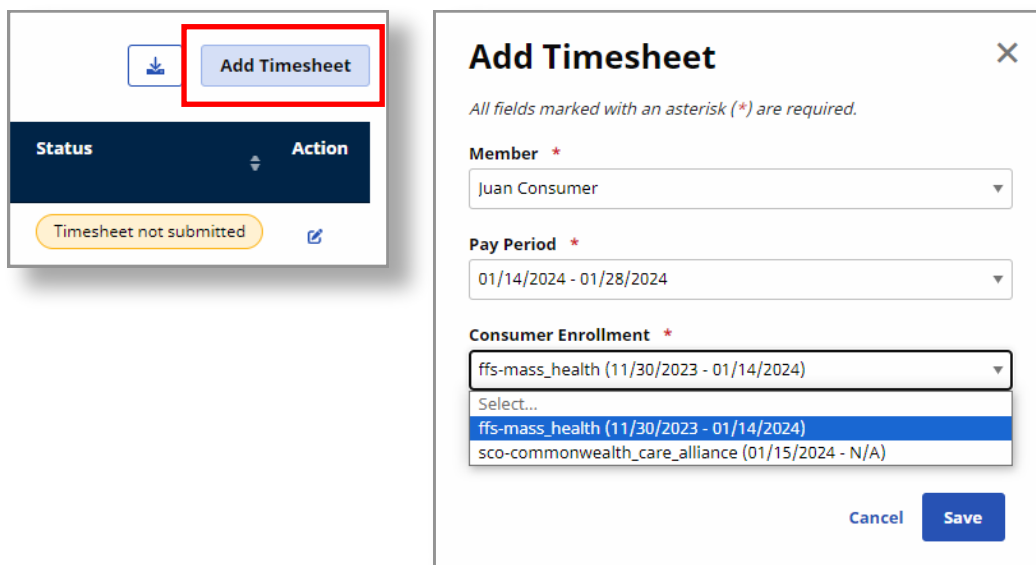
The screenshot shows a mobile application interface. At the top right, there is a download icon and a button labeled "Add Timesheet" which is highlighted with a red rectangular box. Below this is a table with the following columns: Caregiver, Hours Approved, PTO Approved, Program, Status, and Action. The table contains one row of data:

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.



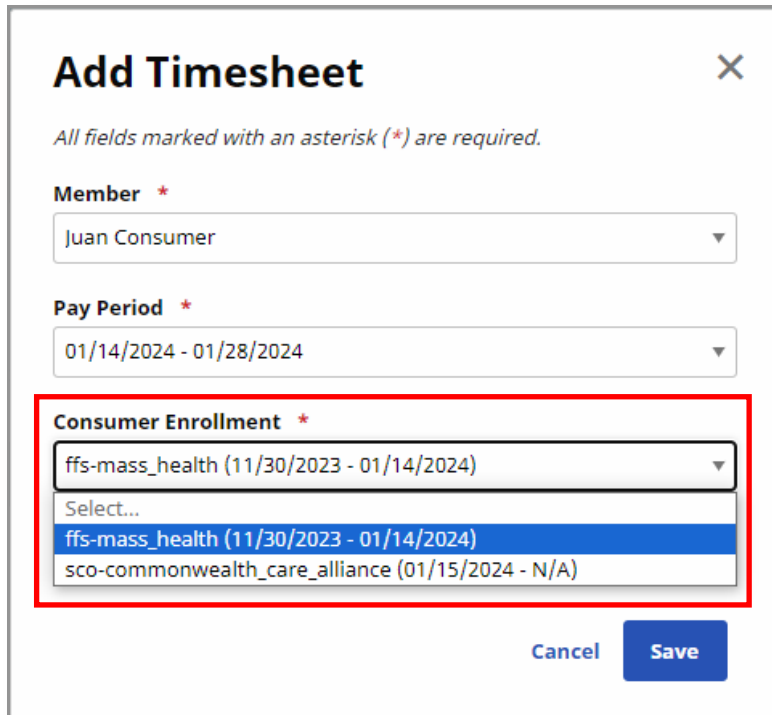
The screenshot shows the "Add Timesheet" form in the mobile application. The "Add Timesheet" button from the previous screen is highlighted with a red box. The form itself has a title "Add Timesheet" and a close button (X). Below the title, it says "All fields marked with an asterisk (*) are required." The form contains the following 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 "ffs-mass_health (11/30/2023 - 01/14/2024)" selected. Below the dropdown, there is a "Select..." option and two other options: "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".

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, each with a dropdown menu:

- 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 "ffs-mass_health (11/30/2023 - 01/14/2024)" selected. This field is highlighted with a red rectangular border. The dropdown list 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.