



**Georgia
Independent
Care
Waiver
Program
Consumer-Directed
Care Option**

**The ICWP Consumer-Directed Care Option
Program Manual**



**Prepared by ASIWorks, Inc., A Fiscal Intermediary of the Georgia
Department of Community Health**

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Who We Are and What We Do

Who We Are

ASIWorks, Inc. (ASI) was recently certified by the Georgia Department of Community Health as one of the ICWP fiscal intermediaries for consumer-directed care option. ASI was founded in 1979 as the business offices of PSI Services, Inc., a multi-state health and human services agency for children, adults and families with special needs. ASI specializes in consumer-directed financial services for individuals with developmental and physical disabilities and the elderly persons living in the community.

What We Do

Train consumers, representatives, their employees and ICWP staff on ASI consumer-directed services.

Help consumers and representatives monitor and reconcile spending and units each month.

Give complete 24/7 customer services:

- Community liaisons located in Jacksonville, Florida;
- Toll free direct line and Message Center for only Georgia consumer-directed programs;
- Free in-home fax machines; and
- Dedicated secure ICWP Program website (<https://georgiaicwp.com>)

Have custom time sheets that meet Medicaid reporting standards.

Offer choice in time sheets format B audio (call-in time sheets using the ASI Message Center), electronic time sheets (using the ICWP Consumer-Directed Care Option website), and paper time sheets (using the in-home fax machine) or mail.

Hold twice monthly regular pay dates and late time sheets/emergency pay dates at no extra charge.

Pay workers by direct deposit into debit or cash card, checking, savings account.

Replace lost checks at no charge.

Offer Workers Compensation Insurance at cost savings passed onto the consumers.

Offer Voluntary group health insurance for interested employees at their own expense.

Send Monthly spending reports to consumers.

Offer web-based monthly management reports for ICWP Consumer-Directed Care Option staff.

Coordinate budgets and spending with Georgia Medicaid office.

How to Contact Us

Call ASI Georgia Consumer-Directed Programs Message Center

Call ASI Georgia Consumer-Directed Programs Message Center **877-678-4185**

This toll free number is available 24/7. You will connect directly with key project staff during normal business hours. After hours, your voice mail message will go to the project staff immediately as an e-mail notification.

Mrs. Patricia Heinrichs, Regional Director
pheinrichs@asiworks.com

Mr. Ricky Wallace, Director of Special Projects
rwallace@asiworks.com

Mrs. Helen Dortch, Senior Vice President
hdortch@asiworks.com

Call ASI Central Records Office
877-678-4185

Toll Free Fax
800-226-1110

ASI Regional Office - Central Records
1414 Kingsley Avenue, Suite 3
Orange Park, Florida 32073

Phone
877-678-4185

Toll Free Fax
800-226-1110



ASI Enrollment

How Do I Get Started?

Step 1:

Consumers complete the ASI Consumer Enrollment Interest Form. ASI will attend special outreach efforts to assist consumers and support coordinators in completing the ASI Consumer Enrollment Interest Form.

Step 2:

Send completed ASI Consumer Enrollment Interest Forms by mail or FAX to:
ASI Works, Inc.

7101 Wisconsin Avenue, Suite 1400

Bethesda, Maryland 20814

Attention: Ga. ICWP Consumer-Directed Care Options Central Records Unit

Toll Free Fax **888-850-4035**

Step 3:

ASI will send the consumer and their employees pre-filled enrollment forms.

ASI will track the enrollment paperwork and assist consumers and employees in completing missing documents.

Audio Timesheet 877-678-4185

Getting Started

Step 1

The employer selects audio time sheet as the way staff should report their hours worked. The employer must allow the employee to use the employer's home phone when reporting to or leaving work.

Step 2

ASI will assign Personal Identification Numbers to the employer and to all staff.

Keep this pin number safe. You will need it to use the audio time sheet.



Employee Reporting Time

The employee uses the employer's telephone to call 877-678-4185 when he/she reports for work. And enters his/her Personal Identification Number (PIN). The system will state the employee's name and ask the employee to press one to sign in. The time of the call is automatically recorded to the timesheet.

Audio Timesheet

Employee Reporting Time (continued)

At the end of the shift, the employee uses the employer's telephone to call 877-678-4185 again. The employee enters the PIN number. The system will state the employee's name and ask you to press two to sign out. The time of the call is automatically recorded to the timesheet.

If the employee forgets to sign-out on any day, he/she cannot go back and call this in. The employer must call ASI Central Records Unit to report the employee's missing sign-out time. ASI will enter the sign-out time for that day.

Employer/Representatives Approving Audio Timesheets

To approve an employee's timesheet, call 877-678-4185 the toll free number. Enter the number Employer's Personal Identification Number using the telephone keypad. The Audio system will state the name each employee, their day of work and start and stop time. The employer approves by pushing the button on the key pad to approve or disapprove each date and time.

When you have finished, all approved timesheets will be paid. You may hang up.

If an employee forgets to sign-out OR if you make a mistake when approving a time sheet, call 877-678-4185 and follow the instructions. ASI will make the changes you request.



Important Reminder

The employer should keep the original paper time sheets as a record of services provided. Do not send the paper time sheets to ASI.

Audio Timesheet

Security Rules for Using Audio Timesheets



1. The employee must always call from the employer's telephone to use the audio time sheet. If the employee calls from another phone or does not enter the correct Personal Identification Number (PIN), the call will be rejected.
2. The employee may not use his/her personal cell phone.
3. If the employee fails to sign-out, the employer must call 877-678-4185 ASI Central Records Unit to report the correct sign-out time. ASI will update the audio time sheet.
4. The employee may not use the audio time sheet to report late time sheets. The ASI audio time sheet reports only the time and day of the call when it is made.
5. The employer's Personal Identification Number is required in order to approve audio time sheets.
6. The employer does not have to approve audio time sheets daily. But, the employer must approve the audio time sheets before the deadline on the ASI Payroll Schedule.

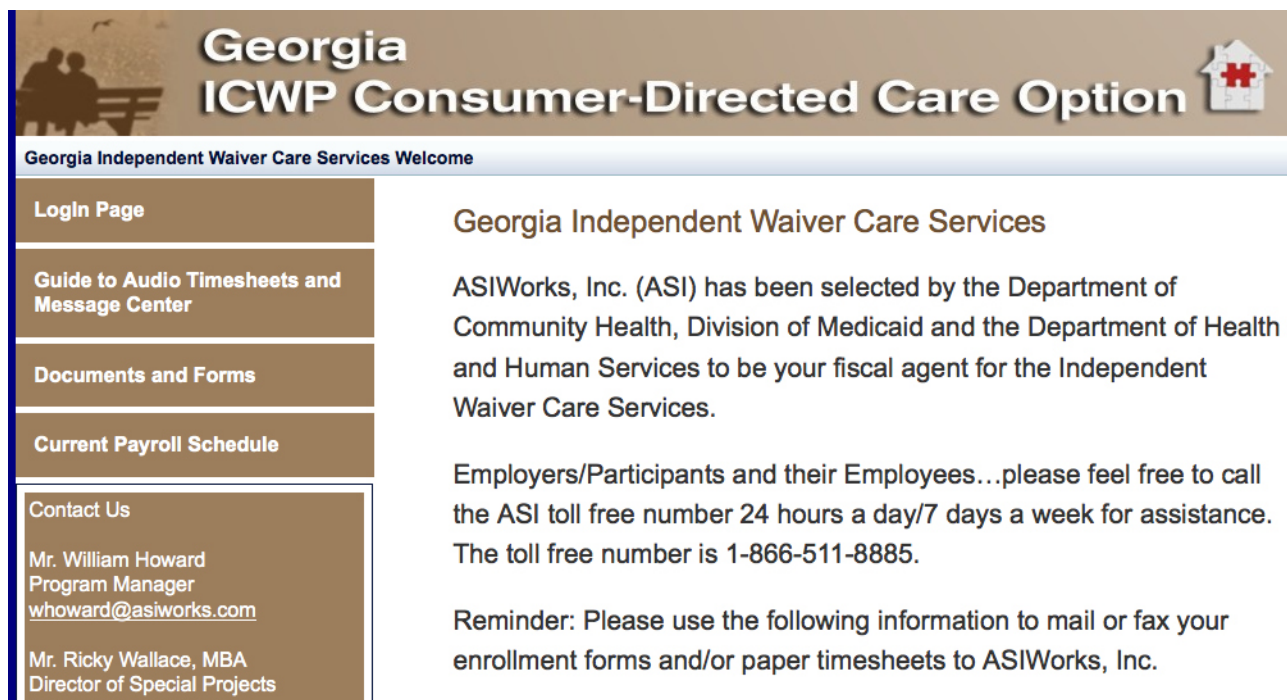
Record Keeping

All approved and unapproved time sheets will remain on the audio time sheet system. They will not be deleted for 36 months.

Do not send the paper time sheets to ASI.

ASI Electronic Timesheets

Welcome to Georgia ICWP Consumer-Directed Care Option Website



Georgia ICWP Consumer-Directed Care Option

Georgia Independent Waiver Care Services Welcome

Login Page

Guide to Audio Timesheets and Message Center

Documents and Forms

Current Payroll Schedule

Contact Us

Mr. William Howard
Program Manager
whoward@asiworks.com

Mr. Ricky Wallace, MBA
Director of Special Projects

Georgia Independent Waiver Care Services

ASIWorks, Inc. (ASI) has been selected by the Department of Community Health, Division of Medicaid and the Department of Health and Human Services to be your fiscal agent for the Independent Waiver Care Services.

Employers/Participants and their Employees...please feel free to call the ASI toll free number 24 hours a day/7 days a week for assistance. The toll free number is 1-866-511-8885.

Reminder: Please use the following information to mail or fax your enrollment forms and/or paper timesheets to ASIWorks, Inc.

On any computer, go to the internet and enter –

<https://georgiaicwp.com>.

You will see the welcome screen.

Logging In

To log in, please click on the LOG IN button in the upper left hand side of the screen on the ICWP Consumer-Directed Care Option welcome page. ASI Central Records Unit will send you and your employees their user name and password by mail.

To log out, click on LOG OUT at the top of the screen. You will be returned to the COMP or NOW Welcome Page. Then simply click on X in the upper right hand corner to CLOSE.



Login

Login Name:

Password:

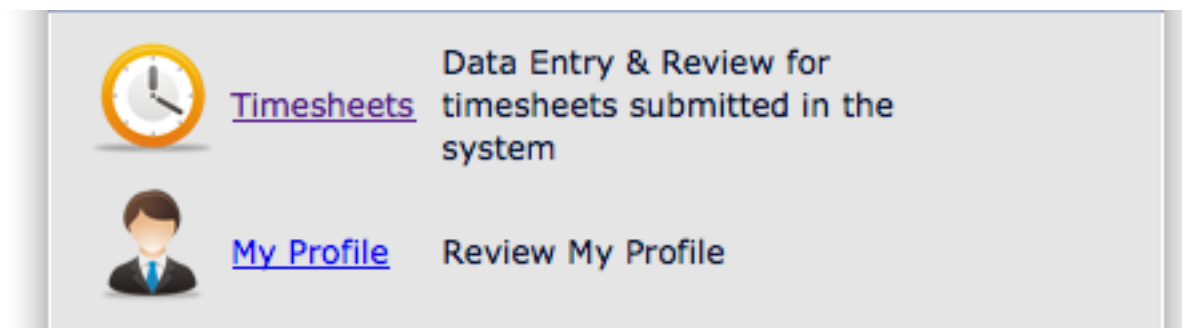
Remember Me

[Forgot My Password Or Login Name](#)

ASI Electronic Timesheets

ICWP Consumer-Directed Care Option Home Page

After you log in, you will see your personal ICWP Consumer-Directed Care Option Home Page. You can return to your Home Page at any time – Click Home Page at the top of the screen.



What you see on your home page are --

Timesheet Click on the timesheet button to complete and approve the timesheets.

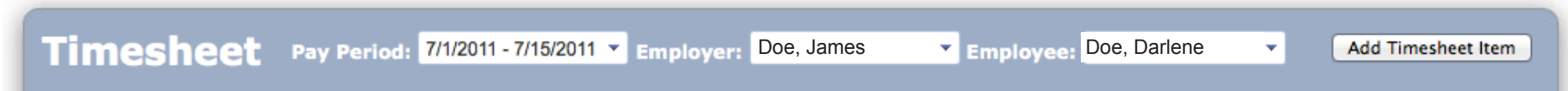
Employer Click on Employer to review your profile (for employers only)

Employee Click on Employee to review your own profile (for employees)
To review the profiles of your employees (for employers only)

ASI Electronic Timesheets

Employees: Completing the Timesheet

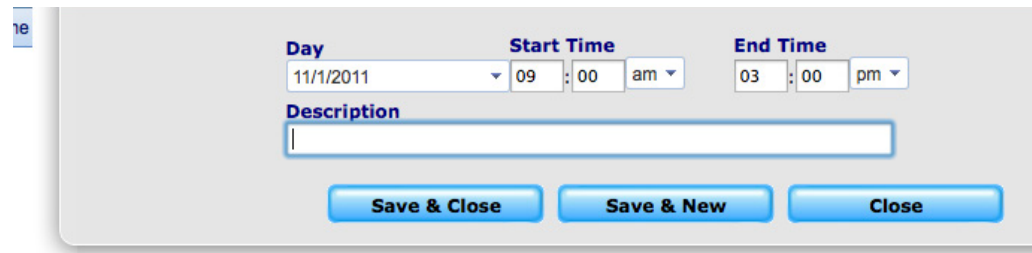
The employee first selects the pay period. Then select the employee's name and click.



The screenshot shows a header bar for the 'Timesheet' application. On the left, the word 'Timesheet' is displayed in a large, bold, white font. To its right, there are three dropdown menus: 'Pay Period:' with the value '7/1/2011 - 7/15/2011', 'Employer:' with the value 'Doe, James', and 'Employee:' with the value 'Doe, Darlene'. On the far right of the bar is a button labeled 'Add Timesheet Item'.

The electronic time sheet that appears on the screen is similar to the paper time sheet.

To complete it, the employee clicks on ADD TIME SHEET.



The screenshot shows a form for entering a timesheet item. It has three columns: 'Day', 'Start Time', and 'End Time'. The 'Day' column has a dropdown menu with the value '11/1/2011'. The 'Start Time' column has two dropdown menus for hours and minutes, with values '09' and '00', and a dropdown for 'am'. The 'End Time' column has two dropdown menus for hours and minutes, with values '03' and '00', and a dropdown for 'pm'. Below these fields is a text input field labeled 'Description'. At the bottom of the form are three buttons: 'Save & Close', 'Save & New', and 'Close'.

A box will appear -- Select the Date of Service. Then enter the Start and End Time.

Use the description space to enter the specific task performed.

To add another day, click on SAVE & NEW at the bottom of the screen.

When the timesheet is complete, click on SAVE and CLOSE.

ASI Electronic Timesheets

Employees: Completing the Timesheet (continued)

The completed timesheet will appear.

Print Timesheet								
Day Of Week	Work Date	Time Start	Time End	Total Time	Description	Approved	Paid	
Tuesday	11/1/2011	9:00 AM	3:00 PM	6 Hrs		<input type="checkbox"/>	<input type="checkbox"/>	X
Thursday	11/3/2011	11:00 AM	2:00 PM	3 Hrs	service 2	<input type="checkbox"/>	<input type="checkbox"/>	X
Friday	11/4/2011	10:00 AM	1:00 PM	3 Hrs	service 1	<input type="checkbox"/>	<input type="checkbox"/>	X

Reminder: Be sure to look at it carefully. If there is a mistake, use the X to delete the time sheet entry that is wrong. Then, click ADD TIME SHEET and start again. When finished, click on SAVE AND CLOSE.

Employers/Representatives: Approving Timesheets

Timesheet
Pay Period: 7/1/2011 - 7/15/2011 ▼
Employer: Doe, James ▼
Employee: Doe, Darlene ▼
Add Timesheet Item

After you Log in, click on TIMESHEET. First, select the pay period. Next, use the drop down to select the first employee's timesheet you will want to review and approve. The completed time sheet will appear. You cannot change what is on the time sheet. You can only approve or reject it.

Work Date	Time Start	Time End	Total Time	Description	Approved	Paid		
7/1/2011	3:00 AM	4:00 AM	1 Hr	fgfgfg	<input type="checkbox"/>	<input type="checkbox"/>	Approve	X
7/1/2011	10:00 AM	11:00 AM	1 Hr		<input checked="" type="checkbox"/>	<input type="checkbox"/>	UnApprove	
7/6/2011	9:00 AM	10:10 AM	1 Hr 10 Mins	ssss	<input type="checkbox"/>	<input type="checkbox"/>	Approve	X

ASI Electronic Timesheets

Employers/Representatives: Approving Timesheets (continued)

Like the paper time sheet, read the first line, then click the APPROVE button at the end of each line to pay the employee for the time reported.

Read the remaining lines on the time sheet and click APPROVE to pay the employee.

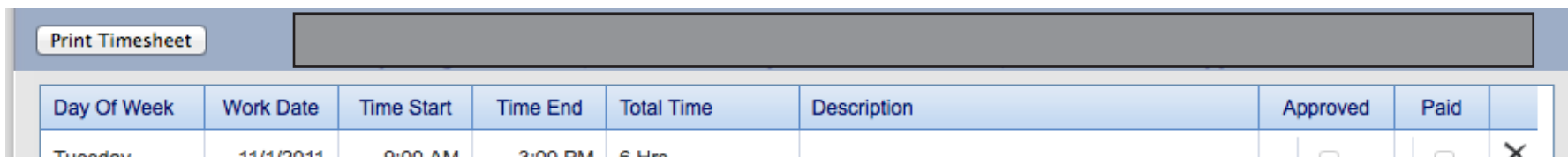
Reminder: If you do not approve a line, the employee will not be paid for that day.

Click SAVE at the top of the screen when you are finished.

If you have more than one employee, return to the top and click on the next employee's name. Read each line and use the APPROVE button to approve the time reported. Click SAVE at the top of the screen when you are finished.

Printing the Timesheet

To print any time sheet, go to that time sheet, then click PRINT TIMESHEET on the left side of the screen.



Print Timesheet									
Day Of Week	Work Date	Time Start	Time End	Total Time	Description	Approved	Paid		
Tuesday	11/1/2011	9:00 AM	3:00 PM	6 Hrs		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Paper Timesheets and the ASI Fax Program

Using the Specific Service Tasks

There are six Specific Service Tasks that describe the Attendant Care Services provided.

- Task 01: Personal Care:** *includes bathing, mouth/denture care, grooming/shampooing hair, nail filing, assisting with dressing, assisting with toileting*
- Task 02: Medically Related Tasks:** *includes observing/reporting changes in member condition, arranging medical trips, picking up prescriptions, accompanying member on medical appointments, reminding member to take medications, providing watchful supervision and oversight*
- Task 03: Housekeeping Tasks:** *includes vacuuming, sweeping, dusting, mopping, doing laundry, changing linens*
- Task 04: Ambulation and Transfer:** *includes assisting with transfers, assisting with walking, encouraging physical activity, assisting with simple exercise*
- Task 05: Home Management:** *includes grocery shopping, assisting with bill paying, assisting with food stamp or other application*
- Task 06: Proper Nutrition:** *includes preparing meals/clean up, encouraging proper nutrition, assisting with eating, observing and reporting meal accumulation and food storage or cooking equipment failure*

Paper Timesheets and the ASI Fax Program

Using the Specific Service Tasks (con't)

During any home visit, include as many Specific Tasks as needed to describe the services provided.

Day and Date:	Use different lines to report each day and date of service.
Start Time	Write in the time the employee's shift started followed by AM or PM
End Time	Write in the time the employee shift ended followed by AM or PM.
Service Tasks	Write in all of the service task numbers that best describe what you did on the shift.
Description	Use the space to write in what was done and how the consumer responded.
Employee Signature	The employee must sign each entry on the time sheet.

Continue on the next line. Enter the next day and date of service, followed by the start and end time. Then, the service tasks and description of the service. Sign at the end of the entry.

When all of the dates of service and all of the services provided have been entered, give the time sheet to the Employer/Representative to review and approve for payment.

Paper Timesheets and the ASI Fax Program

Employers-Consumers/Representatives Approving Paper Timesheets

The employer/representative must sign each entry in the last column to approve the time sheet for payment. If a day is not signed, the employee will not be paid for that shift.

All paper time sheets must reach ASI Central Records by the deadline on the Payroll Schedule in order to pay the employee on time.

Paper time sheets may be sent By mail -- ASI Works, Inc.

7101 Wisconsin Avenue, Suite 1400

Bethesda, Maryland 20814

Attention: ICWP Central Records Unit.

- OR -

By fax - Toll Free Fax **888-850-4035**

- OR -

By email - Scanned and sent by e-mail to pheinrichs@asiworks.com

ASI Fax Machine Program

ASI offers all employers a free fax machine at the time of enrollment. The FAX machine is delivered directly to the employer/consumer's home. To receive a home fax machine, complete the Home Fax Machine form in the enrollment package.

Finding and Keeping Great Employees

Congratulations! Participating in self-directed services allows you the freedom to direct your own services, and manage your own budget. With increased freedom comes increased responsibility, and the responsibility of being an employer may be new to you. We have provided some tips and resources to help you to be successful in your new role.

Before You Search

It is much easier to find what you need if you know what you are looking for! Start with a list.

What are the qualities you are looking for in an employee? Do you want them to be helpful, friendly, patient, fun?

What do you need help with? Do they need to know how to cook, to transfer, drive, bathe you?

What expectations do you have? Should they be on time, take good notes, follow directions, solve problems, handle emergencies?

Once you have your list, take the time to decide what skills and qualities your employees must have, and what qualities would be nice to have.

Write Great Questions

Now that you know what you are looking for, you will need to write questions that reveal the answers you want to hear.

Ask open ended questions. For example, you will get more information when you start your questions with phrases like “Tell me about...”, “Describe”, “How would you handle it if...”, “Can you give me examples of...”. By keeping your questions “open-ended”, your applicant will share more information.

Cover the basics. Be sure to ask your applicant about their past job experience, their education, special training, and what they like to do for fun!

Dig a little. Ask your applicant why they are interested in working for you, what they think will be easy about the job, and what they think they might need some time or extra training to learn.

Know the answers. Spend some time thinking about what answers you want to hear from your applicant. Knowing what the “right” answers are helps you to ask great follow up questions, and helps you better decide which candidate is ideal to work with you.

Finding and Keeping Great Employees

Tell Them About Yourself

Don't be shy! Tell the applicant about what you will need them to do, what you like, and what you don't like. Be honest. If you hire someone and the job doesn't match your description, your employee may quit. Then you'll have to begin the hiring process all over again.

Where to Find Employees

Finding Employees can be a challenge, and you may have to get creative to find that ideal person. Here are some suggestions:

- ✓ Ask friends, family, and current employees.
- ✓ Place ads in the newspaper, internet, and job boards.
- ✓ Connect with college students. For example, students in social work, nursing, education, psychology, or occupational, speech, or physical therapy might be a good fit for you.
- ✓ Ask people who attend the same activities. For example, church, gym, clinic, school, or library.

- ✓ Find retired seniors at community centers, church-sponsored groups or bulletins, or advertise in local publications. Retirees have a lot to offer, and they can work flexible hours.

When Your New Employee Starts

Welcome them! Starting a new job can make anybody nervous, especially when working in someone's home.

Show them around. Allow them to feel comfortable in your home. Tell them where they may and may not go in your home.

Review your expectations. Show them their schedule, your routine, where and what they need to document, and review emergency information.

Train, train, train. Show them what you want and be sure they understand your instructions. The better you train, the more successful your employee will be. A successful employee delivers great service.

Give feedback. Tell your employee what he or she is doing well, and help them learn anything that they are not yet doing the way you'd like. By giving feedback often, you keep little problems from becoming big problems.

Finding and Keeping Great Employees

Say “Thank You!”

Everyone wants to be appreciated for their work. Here are some ways you can show your appreciation and say “Thank you”.



Send a card.



Allow for a flexible schedule.



Give a small bonus at holiday time.



Give a gift on your employee’s birthday, anniversary, or holiday.



Acknowledge personal events such as birthdays and anniversaries.



Take an interest in your employee as a person.

The Legal Stuff

For answers to your questions about the legal aspect of being an employer, go to: www.dol.state.ga.us/em

Other Resources

The following websites provide information on self-direction and managing employees:

www.collegeofdirectsupport.com

www.qualitymall.org

www.managementhelp.org

Additional Ideas

Call ASIWorks, Inc.

1-877-678-4185

Talk to our staff at ASI!

Adapted from: Find Choose Keep Great DSPs; A toolkit for families looking for quality, caring, and committed direct support professionals; UIC Department of Disability and Human Development College of Applied Sciences; University of Minnesota Research and Training Center on Community Living; 2006.

ASI Report Section

Welcome to Georgia ICWP Consumer-Directed Care Option Website

Georgia ICWP Consumer-Directed Care Option

Georgia Independent Waiver Care Services Welcome

LogIn Page

Guide to Audio Timesheets and Message Center

Documents and Forms

Current Payroll Schedule

Contact Us

Mr. William Howard
Program Manager
whoward@asiworks.com

Mr. Ricky Wallace, MBA
Director of Special Projects

Georgia Independent Waiver Care Services

ASIWorks, Inc. (ASI) has been selected by the Department of Community Health, Division of Medicaid and the Department of Health and Human Services to be your fiscal agent for the Independent Waiver Care Services.

Employers/Participants and their Employees...please feel free to call the ASI toll free number 24 hours a day/7 days a week for assistance. The toll free number is 1-866-511-8885.

Reminder: Please use the following information to mail or fax your enrollment forms and/or paper timesheets to ASIWorks, Inc.

On any computer, go to the internet and enter –

<https://georgiaicwp.com>.

You will see the welcome screen.

Logging In

To log in, please click on the LOG IN button in the upper left hand side of the screen on the COMP or NOW welcome page. ASI Central Records Unit will send you and your employees their user name and password by mail.

To log out, click on LOG OUT at the top of the screen. You will be returned to the COMP or NOW Welcome Page. Then simply click on X in the upper right hand corner to CLOSE.

Login

Login Name:

Password:

Remember Me

[Forgot My Password Or Login Name](#)

ASI Report Section

Employer Timesheet Reports

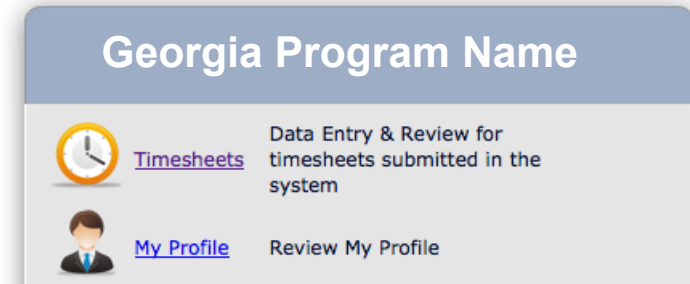
Employers and Employees see different Home Pages and have access to different information. After you log in, you can return to your Home Page at any time – Click Home Page at the top of the screen.

Employers should click on the first item **TIMESHEETS** to go to the Timesheet section.

Employer Home Screen



Employee Home Screen



Your current budget information will appear on the screen with a yellow background.

Timesheet								
Pay Period: 4/1/2012 - 4/15/2012		Employer: Name, Name		Employee: Name, Name				
Print Timesheet								
Procedure Code	Budget Units	Budget Amount	Pay Period Approved Units	Pay Period Amount	Monthly Approved Units	Monthly Amount	YTD Approved Units	YTD Amount
T1019:UC - Consumer Direction	570	\$2,565.00	300	\$1,029.87	624	\$2,142.13	300	\$1,029.87

ASI Report Section

Employers Timesheet Report (con't)

Timesheet Pay Period: 4/1/2012 - 4/15/2012 Employer: Name, Name Employee: Name, Name

[Print Timesheet](#)

Procedure Code	Budget Units	Budget Amount	Pay Period Approved Units	Pay Period Amount	Monthly Approved Units	Monthly Amount	YTD Approved Units	YTD Amount
T1019:UC - Consumer Direction	570	\$2,565.00	300	\$1,029.87	624	\$2,142.13	300	\$1,029.87

←→ Procedure Code
 ←→ Budget section
 ←→ Pay Period section
 ←→ Monthly section
 ←→ YTD section

The first section shows each **procedure code**. The next is the **budget section** with the totals in units and dollars for each procedure code. Next, is the **pay period section** with unit and dollar amounts approved by pay period. Next, the **monthly section** shows the approved amounts in units and dollars monthly. Last is the **year-to-date section** with totals in unit and dollar amounts to date.

View and Print the Timesheet Report

Timesheet Pay Period: 7/1/2011 - 7/15/2011 Employer: Doe, James Employee: Doe, Darlene [Add Timesheet Item](#)

Click the arrow to the right of the pay period dates to choose the pay period you want to view. If you have more than one employee click the arrow to the right of the employees name and choose a different employee. The current budget information and current timesheet for the employee will appear on the screen.

Procedure Code	Budget Units	Budget Amount	Pay Period Approved Units	Pay Period Amount	Monthly Approved Units	Monthly Amount	YTD Approved Units	YTD Amount
T2025:U5UC - Personal Support Services	9999	\$17,925.00	0	\$0.00	0	\$0.00	0	\$0.00

Day Of Week	Work Date	Service Code	Employee Name	Time Start	Time End	Total Time	Total Units	Description Note	Item Type	Approved	Paid	
Sunday	4/1/2012	T2025:U5UC - Personal Support Services		8:00 AM	6:00 PM	10 Hrs	10		Personal Care Tasks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Paid: 4/30/2012
Monday	4/2/2012	T2025:U5UC - Personal Support Services		8:00 AM	6:05 PM	10 Hrs 5 Mins	10	Audio		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Paid: 4/30/2012
Tuesday	4/3/2012	T2025:U5UC - Personal Support Services		8:00 AM	6:04 PM	10 Hrs 4 Mins	10	Audio		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Paid: 4/30/2012
Saturday	4/7/2012	T2025:U5UC - Personal Support Services		8:00 AM	6:00 PM	10 Hrs	10		Personal Care Tasks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Paid: 4/30/2012
Monday	4/9/2012	T2025:U5UC - Personal Support Services		8:00 AM	6:04 PM	10 Hrs 4 Mins	10	Audio		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Paid: 4/30/2012

ASI Report Section

Employers Timesheet Report (con't)

Printing the Timesheet Report

Timesheet Pay Period: Employer: Employee:

Click on PRINT TIMESHEET. A box will appear asking you select PREVIEW or SAVE. Select PREVIEW. The Timesheet Report will appear on your screen like the sample below. The original budget information with the yellow background appears at the top. The employee information, including each procedure code, start/end times, total hours/units, rate and pay amount and grand totals for the pay period are in the report.

To print the report, click on FILE at the top of your screen and select PRINT from the drop down list. Make sure you have paper in your printer. Only the screen showing the report will print.

Medicaid Timesheet									
Employer:		Pay Period Start:		04/01/2012		Pay Period End		04/15/2012	
Procedure Code	Budget Units	Budget Amount	Pay Period Approved Units	Pay Period Amount	Monthly Approved Units	Monthly Amount	Y-T-D Approved Units	Y-T-D Amount	
T2025:U5UC - Personal Support Services	9,999	\$ 17,925.00	0	\$ 0.00	\$ 0	0	0	\$ 0.00	
Employee:									
Day Name	Work Day	Procedure Code	WorkStart	WorkEnd	Hours	Units	Rate	Pay Amount	Notes
Sunday	04/01/2012	T2025:U5UC - Personal Support Service	8:00:00 am	6:00:00 pm	10.00	10	\$ 10.25	\$ 102.50	
Monday	04/02/2012	T2025:U5UC - Personal Support Service	8:00:00 am	6:05:00 pm	10.08	10	\$ 10.25	\$ 103.34	Audio
Tuesday	04/03/2012	T2025:U5UC - Personal Support Service	8:00:00 am	6:04:00 pm	10.07	10	\$ 10.25	\$ 103.18	Audio
Saturday	04/07/2012	T2025:U5UC - Personal Support Service	8:00:00 am	6:00:00 pm	10.00	10	\$ 10.25	\$ 102.50	
Monday	04/09/2012	T2025:U5UC - Personal Support Service	8:00:00 am	6:04:00 pm	10.06	10	\$ 10.25	\$ 103.16	Audio
Tuesday	04/10/2012	T2025:U5UC - Personal Support Service	7:59:00 am	6:05:00 pm	10.11	10	\$ 10.25	\$ 103.60	Audio
Sunday	04/15/2012	T2025:U5UC - Personal Support Service	8:00:00 am	6:00:00 pm	10.00	10	\$ 10.25	\$ 102.50	
Subtotal:					70.32	70	\$ 720.79		
Grand Total:					70.32	70	\$ 720.79		

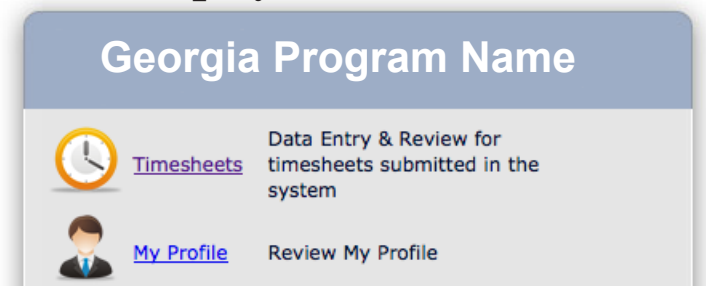
ASI Report Section

Employee Timesheet Reports

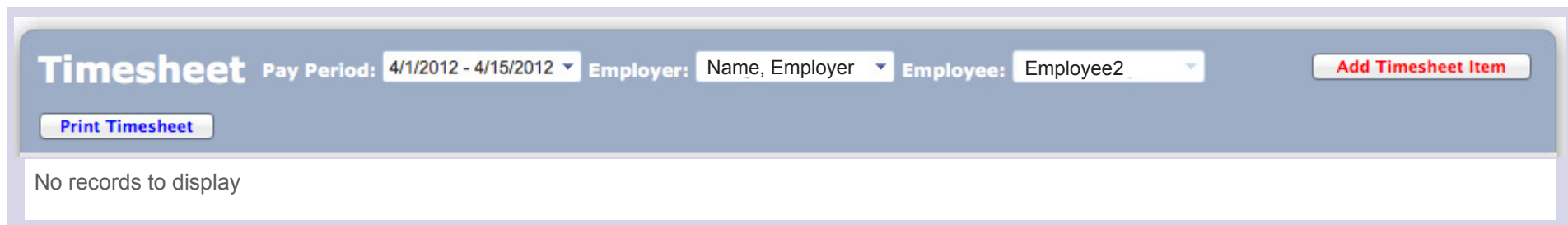
Employees do not see budget information. Employees can view and print current timesheets and past time sheets. After you log in, you can return to your Home Page at any time – Click Home Page at the top of the screen.

Employees should click on the first item TIMESHEETS to go to the Timesheet section.

Employee Home Screen



The box to select which timesheet you want to work with will appear on your screen.



View and Print the Timesheet Report

Click the arrow to the right of the pay period dates to choose the pay period you want to view or print. If you work for more than one employer, click the arrow to the right of the employer name and choose the employer you want to view. Next, click on “Print Timesheet”.

ASI Report Section

View and Print the Timesheet Report (con't)

A box will appear asking you select PREVIEW or SAVE. Select PREVIEW. The Timesheet Report will appear on your screen like the sample below. The employee and employer name appears on top with the pay period. Each day worked appears along with the procedure code, start/end times, total hours/units, rate and pay amount and grand totals for the pay period are in the report.

To print the report, click on FILE at the top of your screen and select PRINT from the drop down list. Make sure you have paper in your printer. Only the screen showing the report will print.

Medicaid Timesheet									
Employer:		Pay Period Start: 04/01/2012		Pay Period End: 04/15/2012					
Procedure Code	Budget Units	Budget Amount	Pay Period Approved Units	Pay Period Amount	Monthly Approved Units	Monthly Amount	Y-T-D Approved Units	Y-T-D Amount	
T2025:U5UC - Personal Support Services	9,999	\$ 17,925.00	0	\$ 0.00	\$ 0	0	0	\$ 0.00	
Employee:									
Day Name	Work Day	Procedure Code	WorkStart	WorkEnd	Hours	Units	Rate	Pay Amount	Notes
Sunday	04/01/2012	T2025:U5UC - Personal Support Service	8:00:00 am	6:00:00 pm	10.00	10	\$ 10.25	\$ 102.50	
Monday	04/02/2012	T2025:U5UC - Personal Support Service	8:00:00 am	6:05:00 pm	10.08	10	\$ 10.25	\$ 103.34	Audio
Tuesday	04/03/2012	T2025:U5UC - Personal Support Service	8:00:00 am	6:04:00 pm	10.07	10	\$ 10.25	\$ 103.18	Audio
Saturday	04/07/2012	T2025:U5UC - Personal Support Service	8:00:00 am	6:00:00 pm	10.00	10	\$ 10.25	\$ 102.50	
Monday	04/09/2012	T2025:U5UC - Personal Support Service	8:00:00 am	6:04:00 pm	10.06	10	\$ 10.25	\$ 103.16	Audio
Tuesday	04/10/2012	T2025:U5UC - Personal Support Service	7:59:00 am	6:05:00 pm	10.11	10	\$ 10.25	\$ 103.60	Audio
Sunday	04/15/2012	T2025:U5UC - Personal Support Service	8:00:00 am	6:00:00 pm	10.00	10	\$ 10.25	\$ 102.50	
Subtotal:					70.32	70		\$ 720.79	
Grand Total:					70.32	70		\$ 720.79	

Employers: Worksheet & Graphic Reports

From the Home Screen, click on the last item on the home screen named REPORTS.

ASI has Worksheet Reports and Graphic Reports. The Worksheet Reports display your information in columns and rows. The Graphic Reports display your information in pie charts and bar graphs.

To select and print worksheet reports, click inside the circle next to “Worksheet Reports”.

Next, click the arrow to the right of “Please select one”

You will see two kinds of Worksheet Reports.

1. Consumer/Participant Budget and Expense Report and; 2. Consumer/Participant Detailed Payroll Report.





Place your arrow over the name of the first report.

Click on the button VIEW REPORT.

The report will appear on the screen.

Employer Home Screen

Georgia Program Name

	Timesheets	Data Entry & Review for timesheets submitted in the system
	My Profile	Review My Profile
	Budget Authorization	Data Entry & Review Medicaid Budgets for Employers/Participants
	Reports	Reports settings for Georgia Comprehensive Supports Waiver Program

Report Type:

Worksheet Reports **Graphic Reports**

Reports

Please select one

View Report

Report Type:

Worksheet Reports **Graphic Reports**

Reports

1. Consumer/Participant Budget and Expenses Report

Please select one

1. Consumer/Participant Budget and Expenses Report

2. Consumer/Participant Detailed Payroll Report

ASI Report Section

Employers : Worksheet Reports

Sample Consumer/Participant Budget and Expenses Report

AS OF May 2012				Printed: 5/23/2012 11:48:13PM		
Region/Area/County:		Not Assigned				
Budget Start Date:		02/01/2012		End Date:		06/30/2012
Service Coordinator:						
MEDICAID PROCEDURE CODE	BUDGET		CURRENT EXPENSES	Y-T-D EXPENSES	BALANCE Y-T-D	
	HOURLY RATE	TOTAL BUDGET	DOLLARS	DOLLARS	DOLLARS	
February 2012						
T2040:UC - Fiscal Intermediary	\$ 75.00	\$ 375.00	\$ 75.00	\$ 75.00	\$ 300.00	
T2025:U5UC - Personal Support Services	\$ 0.00	\$ 17,925.00	\$ 2,768.70	\$ 2,768.70	\$ 15,156.30	
March 2012						
T2040:UC - Fiscal Intermediary	\$ 75.00	\$ 375.00	\$ 75.00	\$ 150.00	\$ 225.00	
T2025:U5UC - Personal Support Services	\$ 0.00	\$ 17,925.00	\$ 3,190.45	\$ 5,959.15	\$ 11,965.85	

At the top of the report is your name, your service coordinator's name and your budget start and end dates.

On the left, in black typeface, is your budget: Medicaid Procedure Codes, hourly rate and totals.

Next, in red type, are your expenses: current expenses and year-to-date expenses.

The last column, in green type, is the money you have left in your budget.

After you have viewed your report, you can print it by clicking on *FILE* and then *PRINT* from the list. Close the report by clicking the "X" in the right corner. You will return to the Worksheets Report screen.

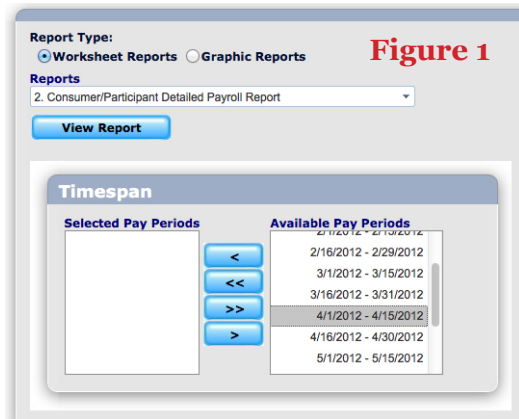
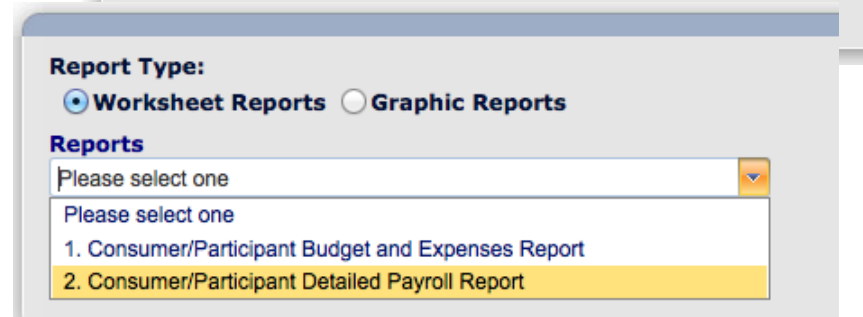
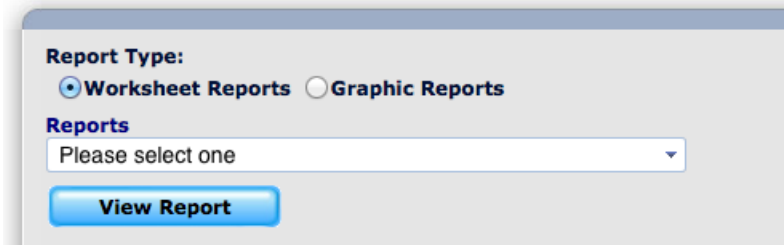
ASI Report Section

Employers : Worksheet Reports



Make sure the circle next to “Worksheet Reports” is still clicked.

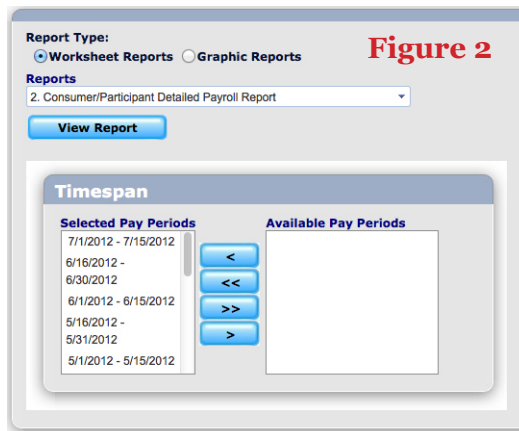
Next, click the arrow to the right of “Please select one”

Click on the title of the second report: Consumer/Participant Detailed Payroll Report. Click on VIEW REPORT.



A box will appear like the one shown in figure one. Select a pay period from the “Available Pay Periods” list.

Click on the blue arrow.  The pay period date will move to the left side. Select all the dates you want to appear in the report. If you make a mistake, select the date and click on the arrow pointing back to the right. 



You can also click the double blue arrow  to move all the pay period dates to the box on the left. (see Figure 2)

When you have selected all the dates, click on “View Report”. (see next page)

The top of the report is your name and pay period. The report shows what has been paid (what you spent) by month for each employee and each procedure code .

ASI Report Section

Employers : Worksheet Reports

Sample: Consumer/Participant Detailed Payroll Report

Region/Area/County: **Region Two**

John Doe

Pay Period **Start Date:** **04/01/2012** **End Date:** **04/15/2012**

Procedure Code: **T2025:U5UC - Personal Support Services**

Employee 1

Day and Dates Worked	Hours Worked	Units	Dollars	Pay Date
Saturday 04/14/2012	3.00	12	\$30.00	04/30/2012
Saturday 04/14/2012	3.50	14	\$35.00	04/30/2012
Sunday 04/15/2012	3.50	14	\$35.00	04/30/2012
Sunday 04/15/2012	4.00	16	\$40.00	04/30/2012

Employee 2

Day and Dates Worked	Hours Worked	Units	Dollars	Pay Date
Friday 04/13/2012	2.00	8	\$20.00	04/30/2012
Friday 04/13/2012	1.17	5	\$11.67	04/30/2012
Friday 04/13/2012	1.00	4	\$10.00	04/30/2012
Friday 04/13/2012	1.50	6	\$15.00	04/30/2012

All Employees Total: **19.67** **79** **\$196.67**

ASI Report Section

Employers : Graphic Reports

From the Home Screen, click on the last item on the home screen named REPORTS. If you are already in the reports section, follow the directions below.

The Graphic Reports display your information in pie charts and bar graphs.

Click inside the circle next to “Graphic Reports”.

Next, click the arrow to the right of “Please select one”

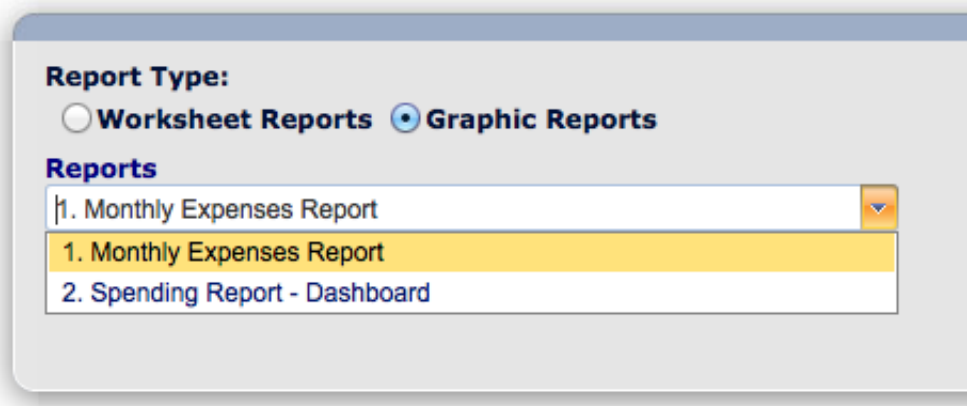
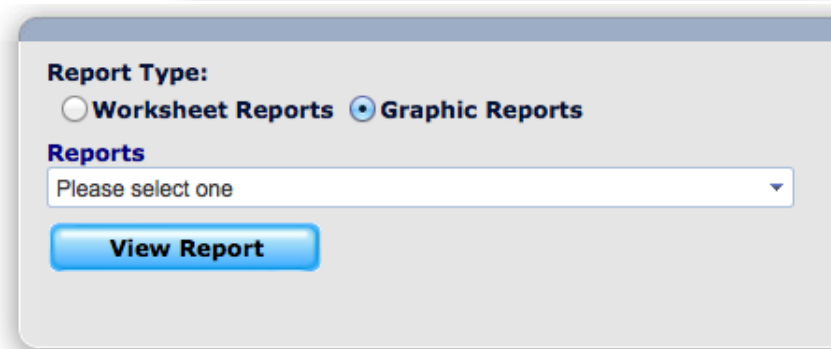
You will see two kinds of Graphic Reports.

1. Monthly Expenses Report and; 2. Spending Report - Dashboard.

Place your arrow over the name of the first report.

Click on the button VIEW REPORT.

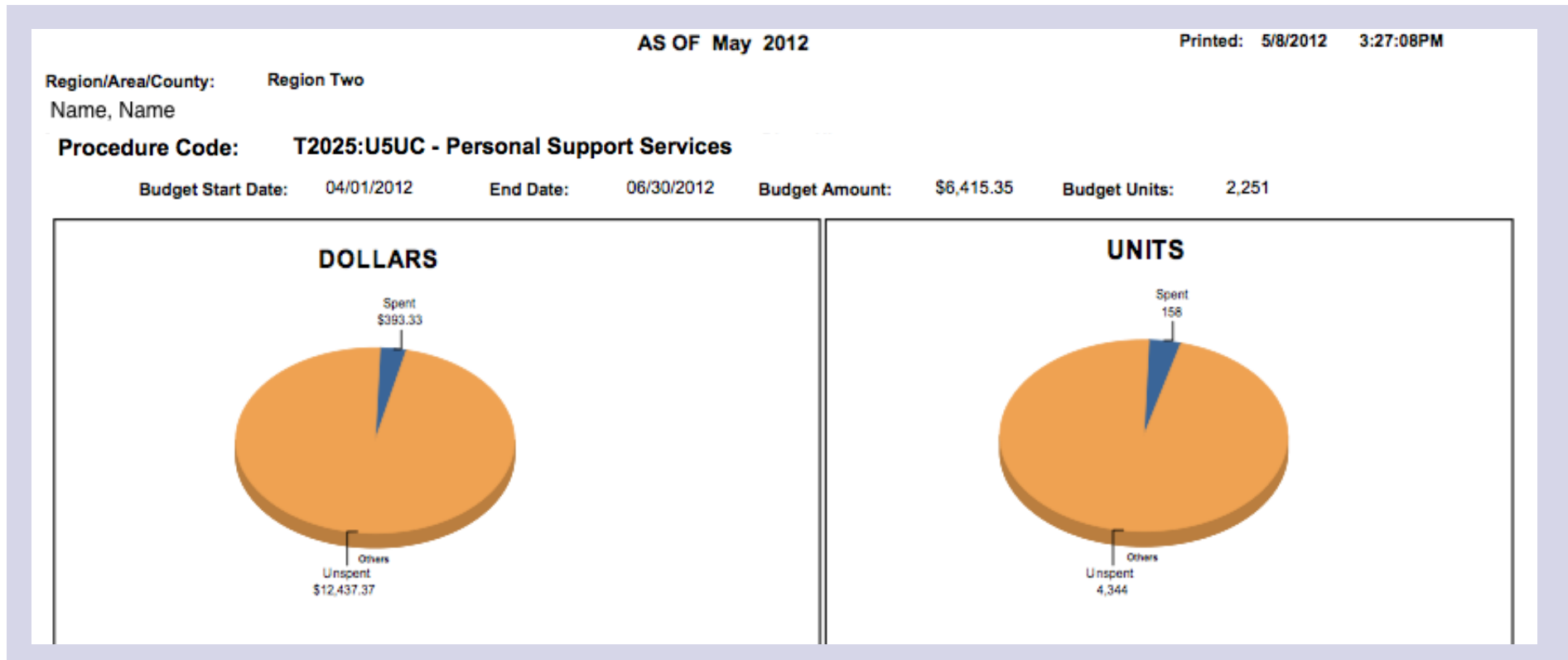
The report will appear on the screen.



ASI Report Section

Employers : Graphic Reports

Sample: Monthly Expenses Report



At the top of the report is your name and your budget start and end dates. The pie charts show dollars and units spent for every procedure code for every month in your budget year. The gold color of the pie is your “unspent” amounts. The blue slice out of the pie chart shows is what you have spent.

WARNING: This report has many pages and will use a lot of ink and paper. You may want to only view onscreen.

After you have viewed your report, you can print it by clicking on FILE and then PRINT from the list. Close the report by clicking the “X” in the right corner. You will return to the Graphics Report screen.

ASI Report Section

Employers : Graphic Reports

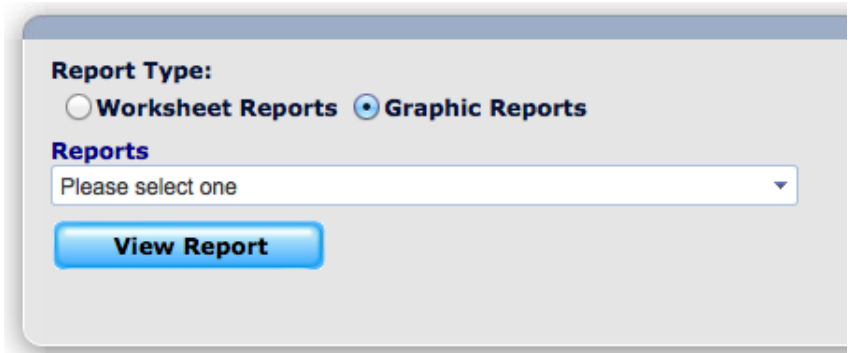
Make sure the circle next to “Graphic Reports” is still clicked.

Next, click the arrow to the right of “Please select one”

Click on the title of the second report: Spending Report - Dashboard

Click on VIEW REPORT.

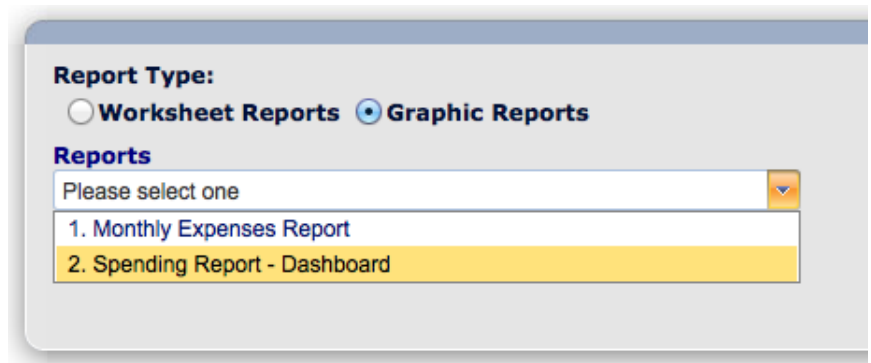
A sample of the Dashboard is on the next page.



Report Type:
 Worksheet Reports Graphic Reports

Reports
Please select one

View Report



Report Type:
 Worksheet Reports Graphic Reports

Reports
Please select one

- 1. Monthly Expenses Report
- 2. Spending Report - Dashboard

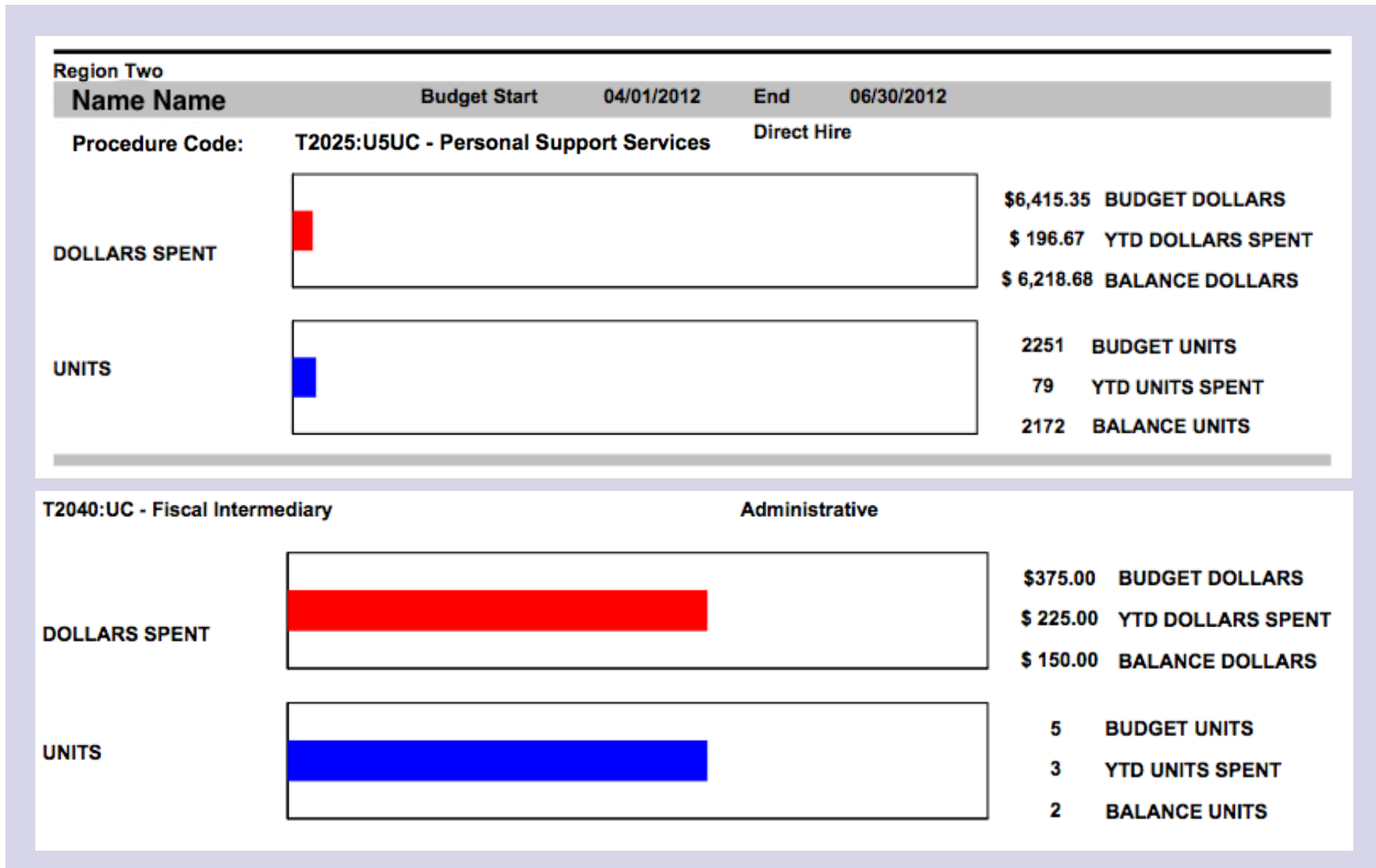
At the top of the report is your name and your budget start and end dates. The Spending Report - Dashboard is a bar graph. For each month, the red bar moves across the page to show your spending in dollars for each procedure code. The blue bar shows your spending in units. The last column summarizes the information.

After you have viewed your report, you can print it by clicking on FILE and then PRINT from the list. Close the report by clicking the “X” in the right corner. You will return to the Graphics Report screen.

ASI Report Section

Employers : Graphic Reports

Sample: Spending Report - Dashboard



ASI Report Section

Tips and Troubleshooting

General

Employers and Employees see different Home Pages and have access to different information. After you log in, you can return to your Home Page at any time – Click Home Page at the top of the screen.

Timesheet Reports

Employers and Employees must select a Pay Period. Information will not display without a pay period selected.

Employers: There is a separate timesheet report for each of your employees. You must select a different employee each time.

Employees: If you work for more than one Employer, you must select the Employer to see the Timesheet Report for that Employer.

Worksheet and Graphic Reports Section (Employers Only)

Employers must always select a pay period for the Worksheet Reports. Information will not display without a pay period.

The Monthly Expenses Graphic Report has many pages and uses a lot of ink and paper. You may want to only view this report on your screen.

*REMINDER: If you need additional help with report or website issues, please call **877-678-4185** and press the **Number 6** on your telephone keypad for tech support.*

Contact Information At-A-Glance

ASI Georgia Consumer-Directed Programs Message Center

877-678-4185

Toll Free Fax

800-226-1110

ASI Regional Office - Central Records

ASIWorks, Inc.

1414 Kingsley Avenue, Suite 3

Orange Park, Florida 32073

877-678-4185

