



NYS OPWDD Consolidated Supports and Services (CSS) Instructions for the Employee Time Sheet/Daily Service Record (CSS-02a & CSS-02b)

The **Employee Time Sheet/Daily Service Record** is available in a biweekly version (CSS-02a) and a weekly version (CSS-02b). The Financial Management Services agency (FMS) will decide which form it prefers to use. These documents are designed to:

- record the hours staff worked and the hours for which staff need to be paid for working, and
- provide the supporting documentation required by OPWDD and Medicaid to support billing and ensure that the CSS participant is receiving the supports and services funded in his/her approved CSS Plan/Budget.

Instructions for the Financial Management Services agency:

The FMS must customize each Employee Time Sheet/Daily Service Record by preprinting the participant's valued outcomes and the supports and services associated with achieving those valued outcomes. The Employee Time Sheet/Daily Service Record only needs to include those valued outcomes and associated supports that the specific employee will be working on with the participant.

The FMS or the employee must complete the top of the form, including the FMS agency, the participant's name and Medicaid CIN (Medicaid CIN may be added after time sheet is completed, signed and submitted to FMS), the employee's name and title, the time sheet end date, and primary service locations.

The employee must complete the Employee Time Sheet/Daily Service Record by entering the dates and times that he/she worked. The employee must also indicate whether he/she met face to face with the participant and must provide a brief description of the staff action provided to the participant in support of a valued outcome. In addition, the employee must put his/her initials in the box at the end of the line for each day services were provided.

When the period the time sheet is covering is completed, the employee must sign the time sheet, initial on the line next to his/her signature, and enter the date of the signature. The signature and date must be contemporaneous to the service provision recorded on the Employee Time Sheet/Daily Service Record.

The Employee Time Sheet/Daily Service Record must also be signed and dated by the participant or his/her designee.

The FMS will use the Employee Time Sheet/Daily Service Record for two purposes:

- to provide the supporting documentation needed to pay staff, and
- to provide the supporting documentation needed to bill eMedNY and/or OPWDD.

Instructions for the Employee:

This time sheet is a little different from a traditional time sheet because it has two purposes:

- It provides the supporting documentation for you to get paid, and
- It serves as documentation of the supports and services provided to the participant.



Each time sheet will have the valued outcomes of the participant you are supporting preprinted on it. Under each valued outcome some of the supports and services you will be providing to help the participant achieve that valued outcome will be listed.

Each day you work you must enter the date and times you worked on the Employee Time Sheet/Daily Service Record. You must also show for each day whether you met face to face with the participant by entering “yes” or “no” in the “Face-to-Face (y/n)” box. In addition, you must write a brief note about your actions in providing supports and services to the participant. Finally, you must put your initials in the box at the end of the line for that day.

At the end of the time period included on the Employee Time Sheet/Daily Service Record, you need to sign, initial and date the form on the line at the bottom. Your signature and the date must be contemporaneous to the service provision recorded on the Employee Time Sheet/Daily Service Record.

Then you give the form to the participant or his/her designee. The participant or his/her designee will review the Employee Time Sheet/Daily Service Record to make sure the information you’ve reported is accurate. The participant or his/her designee will then sign and date the form.

The Employee Time Sheet/Daily Service Record must be sent to the Financial Management Services agency (FMS) so that you can get paid. You can discuss with the participant or his/her designee whether you or the participant will be responsible for sending the Employee Time Sheet/Daily Service Record to the FMS.

Instructions for the Participant:

You must make sure each of your employees is given an Employee Time Sheet/Daily Service Record. You can discuss with your FMS who will be the one to give each employee his/her Employee Time Sheet/Daily Service Record. Each Employee Time Sheet/Daily Service Record will have some of your valued outcomes preprinted on it. Under each valued outcome, there will be a list of some of the supports and services the employee will be providing you to help you achieve that valued outcome.

The employee must complete the Employee Time Sheet/Daily Service Record by entering the dates and times that he/she worked. The employee must also put down whether he/she met face to face with you and must tell a little bit about the supports and services he/she provided to you. In addition, the employee must put his/her initials in the box at the end of the line for the day the supports and services were provided.

When the employee has completed the Employee Time Sheet/Daily Service Record, he/she must give it to you. You or your designee must look it over and see that the information is complete and correct. Also, you must make sure the employee has initialed the line for each day he/she has worked, and signed, initialed and dated the bottom of the form. If everything is correct, you or your designee must sign and date the form. **Any person you give permission to sign this form must be listed in your CSS Plan/Budget.**

The Employee Time Sheet/Daily Service Record must be sent to the FMS. It is very important that the FMS get this form as soon as possible. The FMS needs this form in order to pay your employee. You can discuss with your employee whether you or the employee will send the Employee Time Sheet/Daily Service Record to the FMS.