

October 26, 2016

Enclosed you will find a corrected pay schedule for Fiscal year 2016-17. These are the dates that will now be used for logging timesheets/invoices.

We are enforcing the date that timesheets/respice invoices must be received. We will not process any timesheets or invoices that are received later than 48 hours past the due date. Due date is Monday at 9 AM as indicated on the pay schedule. Final date for submission to be included in the current pay period is Wednesday at 9 AM. We will not be making exceptions – the volume of timesheets/invoices along with the conversion of MORC to a new processing system makes this mandatory.

- 1. Workers must be trained at all times. You as the employer will be responsible for paying your worker for any hours they work when they are not trained. Workers need to submit training as soon as they complete it. If it is not here when we process the timesheet/invoice then they will not be paid. In the past we have sent courtesy letters reminding you and your staff that their training was coming due. We have suspended that practice at this time because of the conversion of both The Arc's billing program and MORC's new billing software. We are hoping to re-instate the practice in early 2017. Please remember these letters are a courtesy only and it is the employer's responsibility to assure their staff is fully trained when they deliver the service.**
2. EOR families MUST maintain service delivery logs and produce them when requested for audits. These logs must reflect the actual goal/objective defined in the PCP that was worked on and the outcomes. Please be sure that the person who received the service is the name that appears in the upper left hand corner – NOT the worker's name. Please be sure that the worker signs the log where indicated.
3. Timesheets/Invoices must be signed by the person served (or their designee) and the worker, include start and stop times for each entry, and must indicate a.m. or p.m. PLEASE be sure that timesheets are legible. Do not use pencil. Remember when they are scanned or photographed to be sure that it is a clear picture. We will have to request clearer copies if necessary and this may delay payment.
4. Please remember workers cannot be paid for any time that a consumer has been admitted to the hospital.
5. Be mindful of overlapping hours with day programs, doctor visits and other services covered by Medicaid. Medicaid does not pay for two services at the same time.
6. All mileage and all other invoices that are not EOR Timesheets or Independent Contractor Respice Invoices will be paid within 30 days of receipt.

We wish you and your family a warm and wonderful holiday and all the best for the New Year.

Diane Pat Monica Megan Elizabeth Danielle Niki Kathy Tracy Lynn