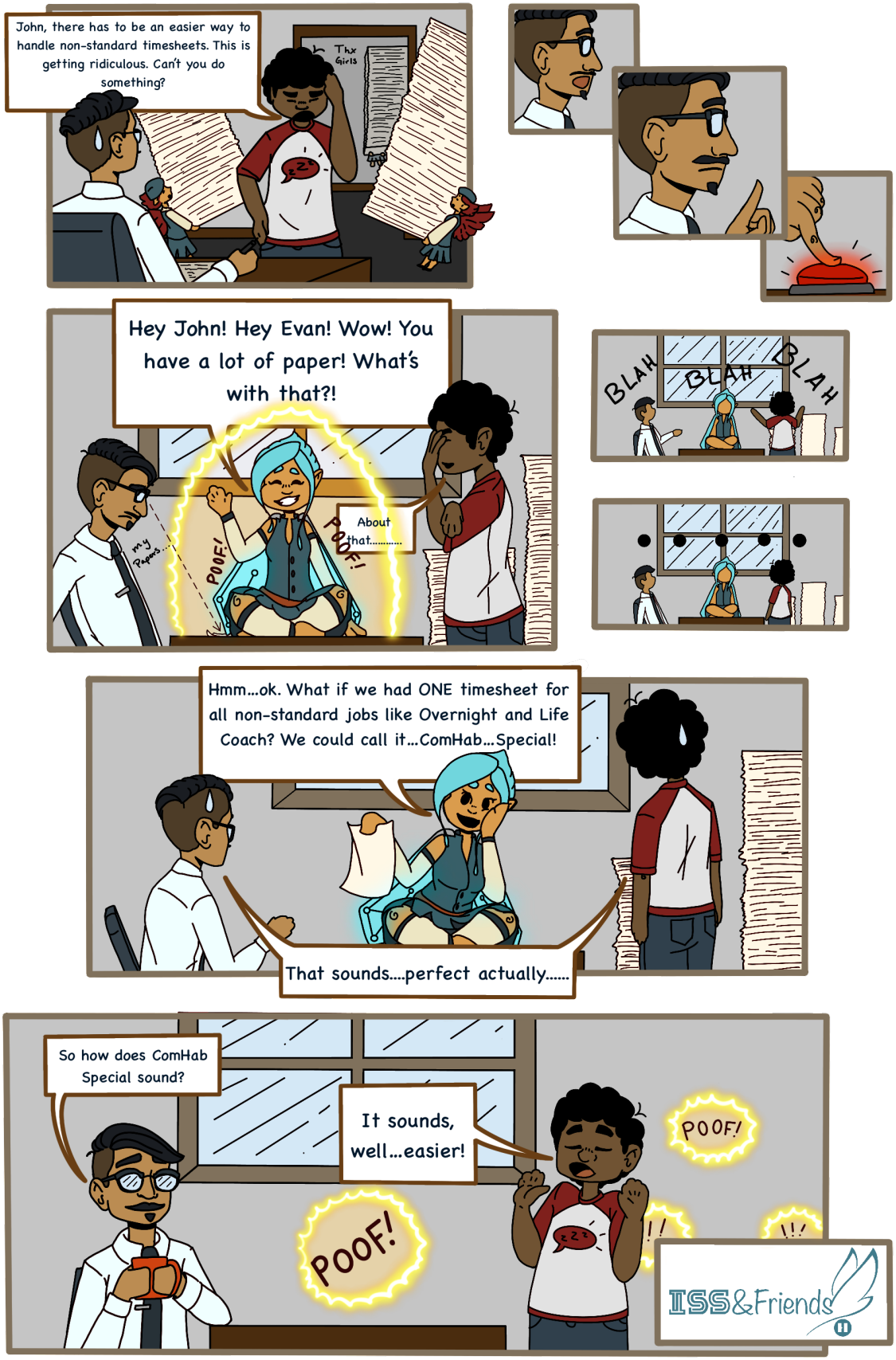
ComHab - {Special}


John, there has to be an easier way to handle non-standard timesheets. This is getting ridiculous. Can't you do something?
Thx Girls
Hey John! Hey Evan! Wow! You have a lot of paper! What's with that?!
My Papers...
POOF!
About that.....
POOF!
BLAH
BLAH
BLAH
Hmm...ok. What if we had ONE timesheet for all non-standard jobs like Overnight and Life Coach? We could call it...ComHab...Special!
That sounds....perfect actually.....
So how does ComHab Special sound?
It sounds, well...easier!
POOF!
POOF!
!!
!!
ISS&Friends

What is ComHab - {Special} (CHS)?

While reviewing an approved budget, an SD Coordinator may determine that a functionally different ComHab position was submitted by the broker. In this case, the SD Coordinator will create a job code for “ComHab - {Special}" (CHS). The most common type of CHS is “ComHab - Overnight”. While still ComHab, the job itself is functionally different than ComHab - [Default].

What do I do if I have a CHS timesheet but only need ComHab - [Default]?

If a CHS tile appears, but you believe only ComHab - [Default] is needed, contact the SD Coordinator to adjust the job codes accordingly and remove the CHS timesheet.

What do I do if I need to create a CHS timesheet but only have ComHab - [Default]?

If a CHS tile does NOT appear (only ComHab - [Default] appears), but you believe a CHS is needed, contact the SD Coordinator to adjust the job codes accordingly and add a CHS timesheet.

What do I do if I need more than one CHS timesheet?

Only one CHS timesheet is allowed. In the event that there are more than one supplementary ComHab positions (ex. “ComHab - [Default]” AND “ComHab - Overnight” AND an additional CHS), create one CHS timesheet and include the outcomes and support actions for both CHS positions on the single timesheet. The Support Staff using the CHS timesheet will record on the timesheet which of the included outcomes and support actions they complete.

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