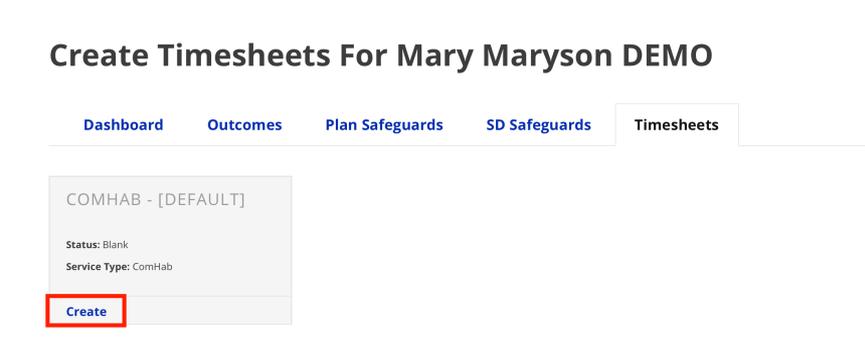


Create SAP (Broker)

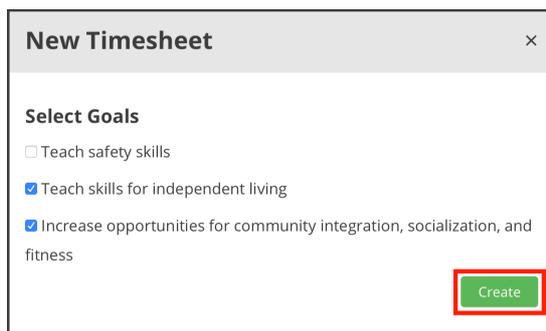
Timesheets can only be created for service types that are in a participant's budget. If an outcome exists in the Staff Action Plan for a service type not in the budget, the timesheet will have a status of "Not In Budget" and no action can be taken against it.

If a Respite outcome exists in the Staff Action Plan and Respite is in the budget, the Respite timesheet will be created automatically and cannot be edited. It will, however, still need to be approved before it can be used.

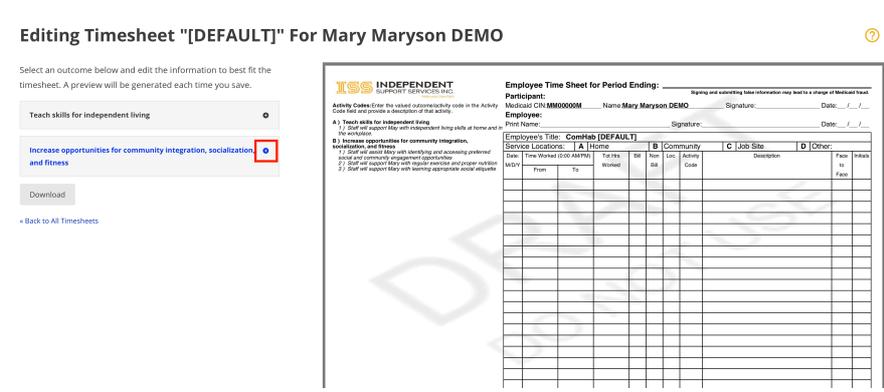
1. To create a timesheet, begin with a finalized and approved Staff Action Plan and navigate to the timesheets section.



2. Click **Create** on the timesheet tile you would like to create.
3. Select the goals/outcomes to be included on the timesheet.
4. Click **Create**.



5. Expand the attached outcomes to edit the text of the Actions as needed.



6. Click **Save** when done.

Editing Timesheet "[DEFAULT]" For Mary Maryson DEMO

Select an outcome below and edit the information to best fit the timesheet. A preview will be generated each time you save.

Teach skills for independent living

Hide

Increase opportunities for community integration, socialization, and fitness

Action 1
Staff will assist Mary with identifying and accessing preferred social and community engagement opportunities

Action 2
Staff will support Mary with regular exercise and proper nutrition

Action 3
Staff will support Mary with learning appropriate social etiquette

Save

Download

[Back to All Timesheets](#)

ISS INDEPENDENT
SUPPORT SERVICES INC.
Helping your Client Thrive

Employee Time Sheet for Period Ending: _____
Signing and submitting this information may lead to a change of Medicaid track

Participant: _____
Activity Codes: Enter the valued outcome/activity code in the Activity Code field and provide a description of that activity.

Employee: **Mary Maryson DEMO** Signature: _____ Date: ____/____/____

Print Name: _____

Employee's Title: **ComHab [DEFAULT]**

Service Locations: **A** Home **B** Community **C** Job Site **D** Other

Day	Time	Home	Community	Job Site	Other	Total
MON	From To					
TUE	From To					
WED	From To					
THU	From To					
FRI	From To					
SAT	From To					
SUN	From To					

7. To navigate back to all timesheets, click **Back to All Timesheets**.

Editing Timesheet "[DEFAULT]" For Mary Maryson DEMO

Select an outcome below and edit the information to best fit the timesheet. A preview will be generated each time you save.

Teach skills for independent living

Increase opportunities for community integration, socialization, and fitness

Download

[Back to All Timesheets](#)

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Employee Time Sheet for Period Ending: _____
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Activity Codes: Enter the valued outcome/activity code in the Activity Code field and provide a description of that activity.

Employee: **Mary Maryson DEMO** Signature: _____ Date: ____/____/____

Print Name: _____

Employee's Title: _____

Service Locations: **A** Home **B** Community **C** Job Site **D** Other

Day	Time	Home	Community	Job Site	Other	Total
MON	From To					
TUE	From To					
WED	From To					
THU	From To					
FRI	From To					
SAT	From To					
SUN	From To					

🔄 Revision #3

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