

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.

Create Timesheets For Mary Maryson DEMO

[Dashboard](#)[Outcomes](#)[Plan Safeguards](#)[SD Safeguards](#)[Timesheets](#)

COMHAB - [DEFAULT]

Status: Blank
Service Type: ComHab

Create

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**.

New Timesheet

Select Goals

☐ Teach safety skills

☒ Teach skills for independent living

☒ Increase opportunities for community integration, socialization, and fitness

Create

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

[illegible]

6. Click **Save** when done.

Editing Timesheet "[DEFAULT]" For Mary Maryson DEMO

7

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

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Back to All Timesheets

ISS INDEPENDENT SUPPORT SERVICES INC.

Employee Time Sheet for Period Ending:

Participant: Medical CH MM000000M Name Mary Maryson DEMO Signature: Date: / /

Employee: Print Name: Signature: Date: / /

Employee's Title: ComHab [DEFAULT]

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

Time Sheet (24 hours) Tasks: Bill Task Loc. Activity Description From To From To From To From To

1) Staff will support Mary with independent living skills at home and in the workplace.

2) Staff will assist Mary with identifying and accessing preferred social and community engagement opportunities

3) Staff will support Mary with regular exercise and proper nutrition

4) Staff will support Mary with learning appropriate social etiquette

7. To navigate back to all timesheets, clickBack 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

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ISS INDEPENDENT SUPPORT SERVICES INC.

Employee's Name: Mary Maryson DEMO

Participant: Medical CH MM000000M

Employee: Print Name: Mary Maryson DEMO

Employee's Title: ComHab [DEFAULT]

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

Time Sheet (24 hours) Tasks: Bill Task Loc. Activity Description From To From To From To From To

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