

# 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.

②

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**ISSS INDEPENDENT SUPPORT SERVICES**

**Activity Codes:** Enter the subject subactivity code in the Activity Code field and provide a description of the activity.

**A) Task title for independent thing**

**B) Increase opportunities for community integration, transportation, and travel**

**C) Staff will receive direct with identifying and assessing unmet needs**

**D) Staff will support staff with regular maintenance and program number**

**E) Staff will support staff with ongoing opportunities across activities**

**Employee Time Sheet for Period Ending:** \_\_\_\_\_

**Participant:** \_\_\_\_\_

**Participant:** Maryland CHN M00000058      **Name:** Mary Mayson DEMO

**Employee:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Agency and Learning Site information may lead to a change of Medicaid fee.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Employee's Title:** **ComLab (DEFAULT)**

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

Day	From	To	Hours	Rate	Notes	Rate	Notes
MON	From	To	Hours	Rate	Notes	Rate	Notes
TUE	From	To	Hours	Rate	Notes	Rate	Notes
WED	From	To	Hours	Rate	Notes	Rate	Notes
THU	From	To	Hours	Rate	Notes	Rate	Notes
FRI	From	To	Hours	Rate	Notes	Rate	Notes
SAT	From	To	Hours	Rate	Notes	Rate	Notes
SUN	From	To	Hours	Rate	Notes	Rate	Notes
TOT	From	To	Hours	Rate	Notes	Rate	Notes

## Editing Timesheet "[DEFAULT]" For Mary Maryson DEMO

Teach skills for independent living

Increase opportunities for community integration, socialization, and fitness

Download

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✎ Updated Sat, Dec 14, 2024 1:37 AM by [Admin](#)