

# 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.

### 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.

Activity Codes (Enter the valid automatically code in the Activity Code field and provide a description of the activity.)

A) Teach skills for independent living

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

B) Increase opportunities for community integration, socialization, and fitness

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

2) Staff will support Mary with regular attendance and proper etiquette.

3) Staff will support Mary with learning appropriate social etiquette.

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

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

Medicaid CIN: MM0000000000

Name: Mary Maryson DEMO

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

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

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

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

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

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

Employee's Title: ComHab (DEFAULT)

Service Location: A Home

B Community

C Job Site

D Other

Time Worked (DD:MM:SS)

MDV

From

To

Weekend

Rate

Rate

Activity Code

Description

Place

Initials

Rate

- 6. Click **Save** when done.

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

Teach skills for independent living

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Increase opportunities for community integration, socialization, and fitness

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