Staff Action Plan Q&A - Timesheets and MSNs

Will each staff type still have their own timesheet?

Yes.

How will the information from the SAP translate to the timesheets and MSNs?

The timesheets and MSNs will include the Provider Assigned Goals (PAG) and the staff action details.

How will the timesheets and MSNs be generated now?

Timesheets will continue to be generated by the Harmonix system as part of the SAP process. Support Staff should clock in and out in real time using the eTime system. See the eTime help documentation for more information.

Monthly Summary Notes (MSNs) should be submitted electronically via the ISS Portal. Visit Submitting Monthly Summary Notes with ISS' AI Summary Helper for more information.

If a behavior, nursing, or other plan is referenced in the SAP, how will that translate onto the timesheet?

If there is another plan in place, please ensure that staff are aware, fully trained, and have access to a copy as needed. The timesheets are only reflecting the PAG and staff action details.

If we haven't completed an SAP yet, where can we find the current timesheet and MSN?

Please reach out to your SD Coordinator with any questions regarding how to handle things if an SAP is not completed.

Updated 10/01/26.

Revision #3
★Created 2020-12-01 16:10:45 UTC by Admin
Updated 2026-10-01 15:13:43 UTC by Elizabeth Lukan