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# DSD - Section 24



# CMIPS

## D-4.2-03 – IHSS CMIPS Detailed System Design (DSD) (R2025.03.01) Section 24

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- DSD 24/Recip CM & OS – Time and Attendance/Error Messages
  - DSD 24/Recip CM & OS – Time and Attendance/Error Messages/Timesheet
    - DSD 24/Recip CM & OS – Time and Attendance/Error Messages/Timesheet (1-20)
    - DSD 24/Recip CM & OS – Time and Attendance/Error Messages/Timesheet (21-40)
    - DSD 24/Recip CM & OS – Time and Attendance/Error Messages/Timesheet (41-60)
    - DSD 24/Recip CM & OS – Time and Attendance/Error Messages/Timesheet (61-80)
    - DSD 24/Recip CM & OS – Time and Attendance/Error Messages/Timesheet (81-100)
    - DSD 24/Recip CM & OS – Time and Attendance/Error Messages/Timesheet (101-120)
    - DSD 24/Recip CM & OS – Time and Attendance/Error Messages/Timesheet (121-140)
  - DSD 24/Recip CM & OS – Time and Attendance/Error Messages/Travel Claim
    - DSD 24/Recip CM & OS – Time and Attendance/Error Messages/Travel Claim (1-20)
    - DSD 24/Recip CM & OS – Time and Attendance/Error Messages/Travel Claim (21-40)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules
  - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing
    - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing (1-10)
    - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing (11-20)
    - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing (21-30)
    - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing (31-40)
    - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing (41-50)
    - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing (51-60)
    - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing (61-70)
    - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing (71-80)
    - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing (81-90)
    - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing (91-100)
    - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing (101-110)
    - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing (111-120)
    - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing (121-130)
  - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Share of Cost Deduction Evaluation
    - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Share of Cost Deduction Evaluation/Share of Cost Deduction Evaluation Process (1-10)
    - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Share of Cost Deduction Evaluation/Share of Cost Deduction Evaluation Process (11-20)
    - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Share of Cost Deduction Evaluation/Share of Cost Deduction Evaluation Process (21-30)
    - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Share of Cost Deduction Evaluation/Share of Cost Deduction Evaluation Triggers (1-10)
    - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Share of Cost Deduction Evaluation/Share of Cost Deduction Evaluation Triggers (11-20)
  - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Hours Management
    - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Hours Management (1-10)
    - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Hours Management (11-20)
  - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Share of Cost Spend-Down
    - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Share of Cost Spend-Down/Share of Cost Spend-Down Process
      - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Share of Cost Spend-Down/Share of Cost Spend-Down Process (1-10)
      - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Share of Cost Spend-Down/Share of Cost Spend-Down Process (11-20)

- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Share of Cost Spend-Down/Share of Cost Spend-Down Process/Explanation of Share of Cost Letters
    - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Share of Cost Spend-Down/Share of Cost Spend-Down Process/Explanation of Share of Cost Letters (1-10)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Resolving Timesheet Exception Tasks
  - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Resolving Timesheet Exception Tasks (1-10)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Generate Next Arrears Timesheet
  - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Generate Next Arrears Timesheet (1-10)
  - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Generate Next Arrears Timesheet (11-20)
  - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Generate Next Arrears Timesheet (21-30)
  - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Generate Next Arrears Timesheet (31-40)
  - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Generate Next Arrears Timesheet (41-50)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Issuance of Advance Pay Timesheets
  - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Issuance of Advance Pay Timesheets (1-10)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Overtime Management
  - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Overtime Management/Overtime Calculations and Triggers
    - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Overtime Management/Overtime Calculations and Triggers (1-10)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/County User Requested Timesheet/Travel Claim
  - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/County User Requested Timesheet/Travel Claim (1-10)
  - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/County User Requested Timesheet/Travel Claim (11-20)
  - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/County User Requested Timesheet/Travel Claim (21-30)
  - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/County User Requested Timesheet/Travel Claim (31-40)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Bulk Issuance of Replacement Timesheets
  - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Bulk Issuance of Replacement Timesheets (1-10)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Calculate Flexible Hours Monthly Overtime Maximum
  - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Calculate Flexible Hours Monthly Overtime Maximum (1-10)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Travel Claim Validation and Processing
  - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Travel Claim Validation and Processing (1-10)
  - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Travel Claim Validation and Processing (11-20)
  - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Travel Claim Validation and Processing (21-30)
  - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Travel Claim Validation and Processing (31-40)
  - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Travel Claim Validation and Processing (41-50)
  - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Travel Claim Validation and Processing (51-60)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Sick Leave
  - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Sick Leave (1-10)
  - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Sick Leave (11-20)
  - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Sick Leave (21-30)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Set EVV Timesheet Effective Date
  - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Set EVV Timesheet Effective Date (1-10)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Telephone Timesheet System
  - DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Telephone Timesheet System (1-10)
- DSD 24/Recip CM & OS – Time and Attendance/Tasks/Notifications
- DSD 24/Recip CM & OS – Time and Attendance/Internal Interfaces
  - DSD 24/Recip CM & OS – Time and Attendance/Internal Interfaces/Send Timesheet Data to Payroll (PRDS109A)
  - DSD 24/Recip CM & OS – Time and Attendance/Internal Interfaces/Share of Cost Spend Down Request (CMNR932A)
  - DSD 24/Recip CM & OS – Time and Attendance/Internal Interfaces/SOC Spend-Down from Payroll Process (800DPRDS)
  - DSD 24/Recip CM & OS – Time and Attendance/Internal Interfaces/SOC Spend-Down to Payroll (801DPRDS)
  - DSD 24/Recip CM & OS – Time and Attendance/Internal Interfaces/Send Manual Timesheet Data to Payroll (PRDR942A)
  - DSD 24/Recip CM & OS – Time and Attendance/Internal Interfaces/Send Manual Travel Claim Data to Payroll (PRNS942B)
  - DSD 24/Recip CM & OS – Time and Attendance/Internal Interfaces/Send Sick Leave Data to Payroll (PRDS108A)
  - DSD 24/Recip CM & OS – Time and Attendance/Internal Interfaces/Send Sick Leave Accrual to Payroll (PRDS943B)
- DSD 24/Recip CM & OS – Time and Attendance/External Interfaces
  - DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Timesheet Process – PRNR998A
  - DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/MEDS POS – 270 Transaction (Spend Down\_Reversal)
  - DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/MEDS POS – 271 Transaction (Eligibility and Benefit Response)
  - DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Timesheet Request – CMDS107Q
  - DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Timesheet/Travel Claim Request – CMDS107R
  - DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Travel Claim Request – CMDS107S
  - DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/TTS Recipient Outbound Campaign (CMNS999A)
  - DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/TTS Provider Outbound Campaign (CMNS999C)
  - DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Travel Claim Processing – PRNR998C
  - DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Sick Leave Claim Receive – PRNR998D
  - DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Recipient TTS (CMOE999B)
    - DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Recipient TTS (CMOE999B)/Internal Layout /System Mapping – Authenticate TTS Recipient Set
    - DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Recipient TTS (CMOE999B)/Internal Layout /System Mapping – Check Timesheet Status Set
    - DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Recipient TTS (CMOE999B)/Internal Layout /System Mapping – Get IVR Recipient Timesheet History Set
    - DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Recipient TTS (CMOE999B)/Internal Layout /System Mapping – Get Timesheet Daily Details Set

- DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Recipient TTS (CMOE999B)/Internal Layout /System Mapping – Get Timesheets Pending Review Set
- DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Recipient TTS (CMOE999B)/Internal Layout /System Mapping – Lock TTS Recipient Authentication Number Set
- DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Recipient TTS (CMOE999B)/Internal Layout /System Mapping – Retrieve TTS Timesheet Details Set
- DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Recipient TTS (CMOE999B)/Internal Layout /System Mapping – Retrieve TTS Timesheet ID Set
- DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Recipient TTS (CMOE999B)/Internal Layout /System Mapping – Retrieve TTS Timesheet Summary Set
- DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Recipient TTS (CMOE999B)/Internal Layout /System Mapping – Stop Outbound Call to Incorrect Telephone Number Set
- DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Recipient TTS (CMOE999B)/Internal Layout /System Mapping – Timesheet Approval/Denial Action Set
- DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Recipient TTS (CMOE999B)/Internal Layout /System Mapping – Timesheet History Request Set
- DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Recipient TTS (CMOE999B)/Internal Layout /System Mapping – Update TS Communication Preference Set
- DSD 24/Recip CM & OS - Time and Attendance/External Interfaces/Provider TTS (CMOE999D)
  - DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Provider TTS (CMOE999D)/Internal Layout /System Mapping – Get Eligible Recipients for Provider Set
  - DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Provider TTS (CMOE999D)/Internal Layout /System Mapping – Get IVR Provider Timesheet History Set
  - DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Provider TTS (CMOE999D)/Internal Layout /System Mapping – Get Provider Rejected Timesheets Set
  - DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Provider TTS (CMOE999D)/Internal Layout /System Mapping – Perform Check In Out
- DSD 24/Recip CM & OS - Time and Attendance/External Interfaces/Common TTS (CMOE999E)
  - DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Common TTS (CMOE999E)/Internal Layout /System Mapping – IVR Validate User Set
  - DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Common TTS (CMOE999E)/Internal Layout /System Mapping – Lock TTS Person Account
  - DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Common TTS (CMOE999E)/Internal Layout /System Mapping – Print Timesheet Set
  - DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Common TTS (CMOE999E)/Internal Layout /System Mapping – Reset Passcode Set
  - DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Common TTS (CMOE999E)/Internal Layout /System Mapping – Stop Outbound Call to Incorrect Telephone Number Set
  - DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Common TTS (CMOE999E)/Internal Layout /System Mapping – TTS User Login Set
  - DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Common TTS (CMOE999E)/Internal Layout /System Mapping – Validate Caller Details For Passcode Reset Set
  - DSD 24/Recip CM & OS - Time and Attendance/External Interfaces/Common TTS (CMOE999E)/Internal Layout /System Mapping - TTS Register User Set
  - DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Generate PDF Standard Timesheet (CMDS970A)
  - DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Generate PDF Timesheet Travel Claim (CMDS971A)
  - DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Generate PDF Travel Claim (CMDS972A)
- DSD 24/Recip CM & OS – Time and Attendance/Batch Processing
- DSD 24/Recip CM & OS – Time and Attendance/Reporting
- DSD 24/Recip CM & OS – Time and Attendance/Forms
- DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions
  - DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions/Timesheet Type
  - DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions/Timesheet Status
  - DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions/Mode of Entry
  - DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions/Timesheet Exception
  - DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions/Timesheet Print Options
  - DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions/BVI Timesheet Actions
  - DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions/BVI Timesheet Rejection Reason
  - DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions/Travel Claim Type
  - DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions/Travel Claim Status
  - DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions/Travel Claim Exception
  - DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions/Transaction Delete Type
  - DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions/Sick Leave Exception
  - DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions/Sick Leave Claim Status
  - DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions/Sick Leave Mode of Entry
  - DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions/Timesheet Communication Preference
  - DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions/TTS Error Messages
  - DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions/TTS Timesheet Status
  - DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions/Timesheet Accommodations
  - DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions/Timesheet Signature Method
  - DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions/Timesheet Search Status
  - DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions/Travel Claim Print Options
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities
  - DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Timesheet
  - DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Timesheet Snapshot
  - DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Timesheet Exception
  - DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Batch Timesheet
  - DSD 24/Recip CM & OS – Time and Attendance/Database Entities/MEDS Spenddown
  - DSD 24/Recip CM & OS – Time and Attendance/Database Entities/FLSA Next Timesheet Data

- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/BVI Timesheet History
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/BVI Held Timesheet
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/BVI Work In Progress
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/BVI Stop OB Cases
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Case BVI
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Bulk Timesheet Reissuance Trigger
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Travel Claim
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Travel Claim Snapshot
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Timesheet Letter Trigger
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Timesheet Attachment Link
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Travel Claim Exception
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Warrant Travel Claim Link
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Travel Claim Data
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Transaction Delete Information
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Late Held Timesheet
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Timesheet Replacement Link
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Timesheet PC Link
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Monthly Provider Paid Hours
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Monthly Provider Paid Hours Snapshot
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Monthly Provider Paid Hours Details
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Monthly Provider Paid Hours Details Snapshot
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Case ETS Enrollment
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Case ETS Enrollment Snapshot
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Case ETS RAN Comments
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Case ETS RAN Comments Snapshot
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Case Provider ETS Enrollment
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Case Provider ETS Enrollment Snapshot
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/EHeld Timesheet
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/ETimesheet History
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/ETimesheet County Go Live Month
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/TPF Timesheet Data
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Timesheet Statistics
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Timesheet Statistics by Server
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/FLSA Overtime Transaction
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Travel Claim Scan Details
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Travel Claim Stats
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Travel Claim Stats By Server
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Travel Claim TPF Exception
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Provider Sick Leave Claim TPF Exception
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Sick Leave Claim Stats
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Sick Leave Claim Stats by Server
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Sick Leave Claim TPF Scan Details
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/EVV County Go Live Details
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/TTS Person Status
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/TTS Person Status History
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Case EVV Details
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Provider EVV Details
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Timesheet Comments
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/EVV Location Data
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/PaidClaimsCompanionFileBatch
- DSD 24/Recip CM & OS – Time and Attendance/Database Entities/County Opt Out Paper Timesheet
- DSD 24/Recip CM & OS – Time and Attendance/Business Class Definitions
  - DSD 24/Recip CM & OS – Time and Attendance/Business Class Definitions/Maintain Timesheet
  - DSD 24/Recip CM & OS – Time and Attendance/Business Class Definitions/Timesheet Search
  - DSD 24/Recip CM & OS – Time and Attendance/Business Class Definitions/Issue Timesheet
  - DSD 24/Recip CM & OS – Time and Attendance/Business Class Definitions/Process Timesheet
  - DSD 24/Recip CM & OS – Time and Attendance/Business Class Definitions/Legacy Timesheet

## **DSD 24/Recip CM & OS – Time and Attendance**

## **DSD 24/Recip CM & OS – Time and Attendance/Time and Attendance Topic Area**

IHSS/WPCS program electronic timesheets can be submitted by a Provider through the IHSS Electronic Services Portal (ESP). During time entry and submission the error and validation messages will assist the Provider in eliminating data entry exceptions prior to the timesheet submission being accepted into Case Management. After electronic submission which includes the Provider's electronic signature, the timesheet is accepted into CMIPS to await Recipient approval or, in the case of a Recipient using the telephone timesheet system, telephone approval or assisted approval by the IHSS Service Desk.

Once an electronic timesheet has been approved by the Recipient, the timesheet data will be further analyzed by Case Management against defined business rules. Case Management will notify the county of any exception conditions associated with the timesheet and provide the ability for the county user to view the timesheet data and any associated exceptions.

The data for electronic timesheets that pass all completion points in Case Management will be interfaced to the Payroll component of CMIPS for payment.

## **DSD 24/Recip CM & OS – Time and Attendance/Business Process**

# **DSD 24/Recip CM & OS – Time and Attendance/Business Process/TPF Timesheet Processing**

IHSS/WPCS program paper timesheets will be processed at a centralized Timesheet Processing Facility (TPF). Once a timesheet is received at TPF, it will go through five functional processing areas for mail handling, image capture, OCR/ICR recognition, data completion and storage. This will be an automated process from the time of scanning though the data transfer to the Business Process Manager (BPM).

The automated timesheet system will have minimal manual intervention. There will be quality checkpoints throughout the timesheet processing for form scanning preparation, image quality verification, and data completion for fields on the form that the system is unable to identify. Once processing is complete at the TPF, the captured timesheet data and any associated exception information will be passed from the TPF through BPM of the Case Management component of CMIPS.

The timesheet data will be further analyzed by Case Management against defined business rules. Case Management will notify the county of any exception conditions associated with the timesheet, whether discovered at the TPF or by Case Management and provide the ability for the user to view the timesheet data, timesheet image and any associated exceptions.

The data for timesheets that pass all completion points at the TPF and Case Management will be interfaced to the Payroll component of CMIPS for payment.

Although it is encouraged that all CMIPS paper timesheets be processed through the TPF, Case Management will also provide the ability for county staff to enter timesheets directly into CMIPS.

Legacy, original CMIPS or Advance Pay monthly timesheets that are inadvertently sent to TPF will be returned to the appropriate county. The counties will then be responsible for issuing a new timesheet(s) for the provider.

## **DSD 24/Recip CM & OS – Time and Attendance/Business Process/Electronic Timesheet Processing**

IHSS/WPCS program electronic timesheets can be submitted by a Provider through the IHSS Website. During time entry and submission the error and validation messages will assist the Provider in eliminating data entry exceptions prior to the timesheet submission being accepted into Case Management. After electronic submission which includes the Provider's electronic signature, the timesheet is accepted into CMIPS to await Recipient approval or, in the case of a BVI Recipient using the telephonic system, batch release.

Once an electronic timesheet has been approved by the Recipient, the timesheet data will be further analyzed by Case Management against defined business rules. Case Management will notify the county of any exception conditions associated with the timesheet and provide the ability for the user to view the timesheet data and any associated exceptions.

The data for electronic timesheets that pass all completion points in Case Management will be interfaced to the Payroll component of CMIPS for payment.

## **DSD 24/Recip CM & OS – Time and Attendance/Business Process/TPF Travel Claim Form Processing**

Travel Claim Forms are received at the TPF. These forms are manually extracted and separated from the timesheet work flow. Each Travel Claim Form is manually checked to determine if it is a valid Travel Claim Form, this evaluation includes verifying the form is not a copy and does not have whiteout /corrections, etc. Forms that do not pass validation are mailed back to the Provider with a letter detailing the issue with the form. Valid Travel Claim Forms are scanned and the data and an image of the form are sent via interface to Case Management for processing. If Case Management processing results in an error for a defined condition a task is generated for the Back Office Travel Claim Errors work queue to address. The physical form is confidentially destroyed based on documented TPF processes.

# DSD 24/Recip CM & OS – Time and Attendance/Business Process/Overtime Payroll Processing

The following is a high-level diagram explaining how the internal FLSA Configuration control table is used when payments are processed.

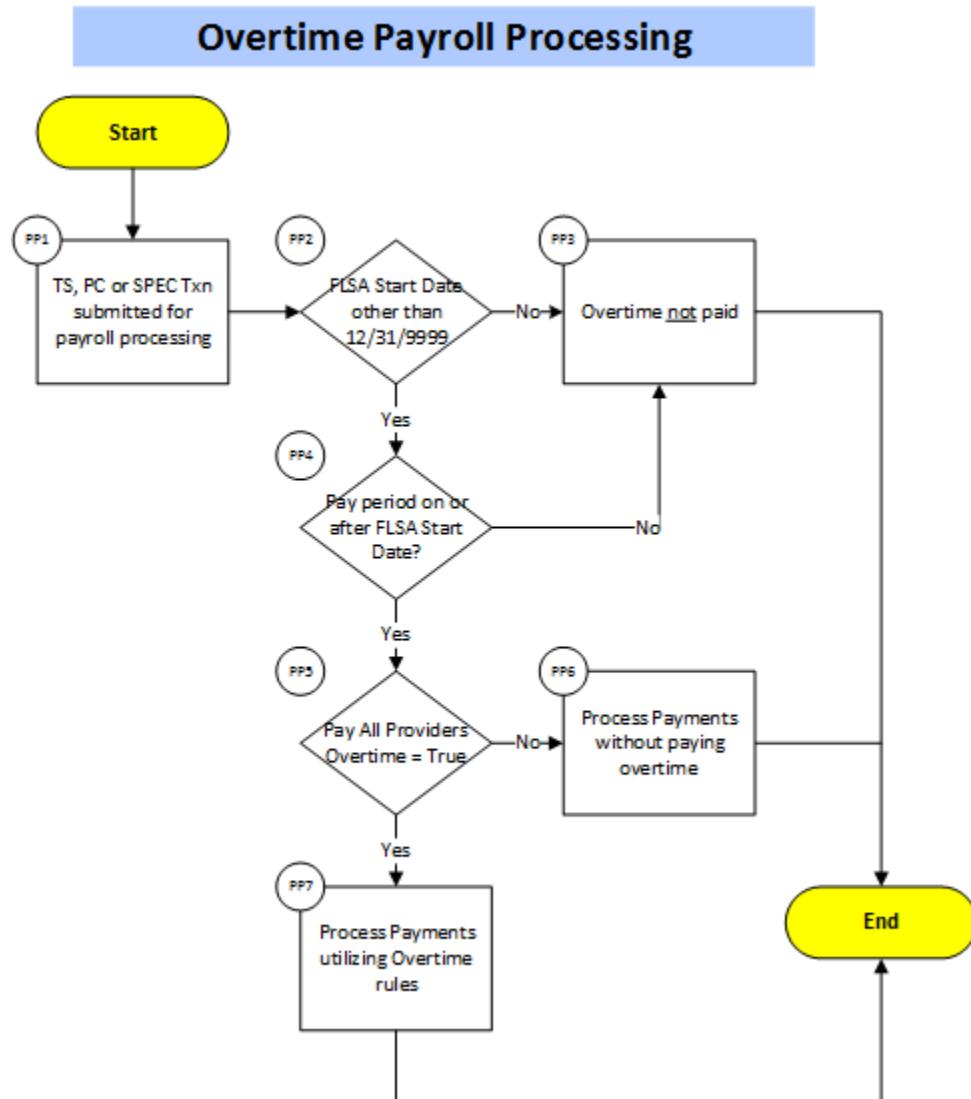


Figure - Overtime Payroll Processing

- PP1, PP2 & PP3 – When a payment Timesheet (TS), Payment Correction (PC) or Special Transaction (ST) is processed the first check is the FLSA Start Date. When the FLSA Start Date is set to the system high date (12/31/9999) overtime is not paid
- PP4, PP5 and PP7 – If the date(s) being paid for the timesheet, payment correction or special transaction are on or after the FLSA start date the next check will be to see if the Pay All Providers Overtime field is set to "True" or "False". If this field is set to "True" then payments will be processed utilizing the Overtime rules.
- PP6 – If the Pay All Provider Overtime is set to "False" then payments will be processed with the payment of overtime.

# **DSD 24/Recip CM & OS – Time and Attendance/Business Process Functions**

# **DSD 24/Recip CM & OS – Time and Attendance/Business Process Functions/Additional Overtime Business Process Functions**

Please see DSD Section 25A Business Process Functions for additional information related to "Overtime Calculations and Actions".

## **DSD 24/Recip CM & OS – Time and Attendance/Business Process Functions/TPF Mailroom**

Refer to the IHSS CMIPS Program Support Plan for TPF mailroom business processes.

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Functions/TPF Image Capture

CI	Document Name
 CI-67608 - DSD BF TPF Image Capture <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_BF_TPF_Image_Capture.doc

During the Document Intake process, forms received in the mail are batched by PO Box and scanned using the IBML ImageTrac Lite scanners.

The TPF forms are sent to the following PO Box addresses:

**Table – Documents/Forms by PO Box**

FORM / DOCUMENT TYPE	CGI PO BOX
Travel Claim Form (SOC 2275)	P.O. Box 989780 West Sacramento, CA 95798- 9780
<b>Timesheets with an associated Travel Claim Form</b>	P.O. Box 989780
Waiver Personal Care Services (WPCS) Timesheet (SOC 2261)	West Sacramento, CA
Timesheet (SOC 2261)	95798- 9780
Advance Pay Timesheet (SOC 2261)	
Supplemental Timesheet (SOC 2261)	
Large Font Timesheet (SOC 2261L)	P.O. Box 2340 West Sacramento, CA 95691-7340
<b>Timesheets without an associated Travel Claim Form</b>	P.O. Box 989740
Waiver Personal Care Services (WPCS) Timesheet (SOC 2261)	West Sacramento, CA
Timesheet (SOC 2261)	95798- 9740
Advance Pay Timesheet (SOC 2261)	
Supplemental Timesheet (SOC 2261)	
EVV Exception Timesheet (SOC 2261EVV)	
Paid Sick Leave Claim Form (SOC 2302)	P.O. Box 1700 West Sacramento, CA 95691- 6700

## Document Preparation – Timesheet form (SOC 2261)

During the Document Preparation process, upon receipt of a Timesheet Form (SOC 2261), the TPF uses ACE machines to extract the Timesheet Form from the envelope and separates the Timesheet Form from any other documents included in the envelope. Timesheets are routed directly to the Timesheet workflow for regular batching, scanning and processing. Any other documents are routed to the established workflow applicable to the document to organize forms by form type into batches for either scanning by TPF capture or for processing by Back Office staff.

As batches are scanned, the Scan Operator enters the box to be filed and the Mail Receipt Date, which is recorded with the batch metadata. Form images are created and sent into the TPF processing system for recognition and verification.

## Document Preparation – Large Font Timesheet form (SOC 2261L)

During the Document Preparation process, upon receipt of a Large Font Timesheet Form (SOC 2261L), the TPF uses the Omation letter opener machines to open the top of the envelope containing the Large Font Timesheet forms as envelopes supplied by the program are standard size envelopes. TPF Agents manually pull the Large Font Timesheet forms from the envelope and separates the form from any other documents included in the envelope. Documents that accompanied the Large Font Timesheet Form are routed directly to the Large Font Timesheet workflow for regular batching and processing. Any other documents are routed to the established workflow applicable to that document to organize by form type into batches for either scanning by TPF capture or for processing by Back Office staff.

As batches are scanned, the Scan Operator enters the box to be filed and the Mail Receipt Date, which is recorded with the batch metadata. Form images created and sent into the TPF processing system for recognition and verification.

#### **Document Preparation – Travel Claim form (SOC 2275)**

During the Document Preparation process, upon receipt of a Travel Claim Form (SOC 2275), the TPF uses ACE machines to extract the Travel Claim form from the envelope and separates the Travel Claim form from any other documents included in the envelope. Timesheets that accompanied the Travel Claim Form are routed directly to the Travel Claim workflow for regular batching and processing. Any other documents are routed to the established workflow applicable to the document to organize forms by form type into batches for either scanning by TPF capture or for processing by Back Office staff.

As batches are scanned, the Scan Operator enters the box to be filed and the Mail Receipt Date, which is recorded with the batch metadata. Form images created and sent into the TPF processing system for recognition and verification.

#### **Document Preparation – Sick Leave Claim form (SOC 2302)**

During the Document Preparation process, upon receipt of a Paid Sick Leave Claim Form (SOC 2302), the TPF uses the Omentation letter opener machines to open the top of the envelope containing the Paid Sick Leave Claim forms as envelopes are supplied by the Provider. TPF Agents manually pull the Paid Sick Leave Claim forms from the envelope and separates the form from any other documents included in the envelope. Documents that accompanied the Paid Sick Leave Claim Form are routed directly to the Paid Sick Leave Claim workflow for regular batching and processing. Any other documents are routed to the established workflow applicable to that document to organize by form type into batches for either scanning by TPF capture or for processing by Back Office staff.

As batches are scanned, the Scan Operator enters the box to be filed and the Mail Receipt Date, which is recorded with the batch metadata. Form images created and sent into the TPF processing system for recognition and verification.

#### **Document Preparation – EVV Exception form (SOC 2261EVV)**

During the Document Preparation process, upon receipt of an EVV Exception Timesheet, the TPF will use the Agissar ACE machines to extract the form from the envelope and will separate the form from any other documents included in the envelope. Any other documents will be routed to the established workflow applicable to that document to organize forms by form type into batches for either scanning by TPF capture or for processing by Back Office staff.

As batches are scanned, the TPF Scan Operator will enter the box to be filed and the Mail Receipt Date, which will be recorded with the batch metadata. Form images will be created and sent into the TPF processing system for automated recognition and TPF Agent verification.

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Functions/TPF OCR/ICR Recognition and Completion

CI	Document Name
 CI-67620 - DSD BF TPF OCR ICR Recognition and Completion <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_BF_TPF_OCR_ICR_Recognition_and_Completion.doc

## Timesheet Forms

Timesheet form types are identified by the TPF Agent as either a Timesheet without Travel, a Large Font Timesheet or an EVV Exception Timesheet. Once the form image is captured and forwarded into the TPF processing system for OCR/ICR, the timesheet form is identified by the IBM Datacap software using fingerprints that specify the data element layout to capture. This ensures different timesheet form types are processed for recognition according to the correct layout per timesheet form type. If a form is identified to be of a different layout than the remaining batch, it is removed from the current batch in the system, rebatched with the appropriate layout and rescanned.

All timesheet form types correctly identified by the system OCR/ICR engine for data extraction and collection.

For all timesheets printed at a print vendor, the daily/weekly time entry and signature fields are in a scanning drop out color, i.e., red ink. This allows the IBM Scan/IBM Datacap solution to identify and remove the field outlines from the image to reduce obstructions for more accurate recognition by the OCR /ICR engine.

For all timesheets printed on a County printer, the daily/weekly time entry and signature fields are in a lighter greyscale color. This allows the IBM Datacap software to identify and reduce the color of the field outlines on the image to reduce obstructions for more accurate recognition by the ICR engine.

For all EVV Exception Timesheets printed by the counties, the daily/weekly time entry boxes and signature boxes will be in black and white. Printing in black and white or gray scale reduces the potential accuracy of the OCR/ICR engine. Ideally, the signature box would be printed in a red ink, enabling the OCR/ICR engine to drop the Signature Box outlines from the image and pick up the presence or absence of content in the configured zone.

The PDF 417 barcode printed on timesheet forms is used to automatically capture and populate data for the following timesheet data elements:

- County Code
- District Office
- Recipient Case Number
- Provider Number
- Timesheet Type Code
- Timesheet Number
- Pay Period Start Date
- Pay Period End Date

These additional fields are included in the bar code for the standard, large font and EVV Exception Timesheets:

- First Day Indicator (WXDX)
- Last Day Indicator (WXDX)

This final field is included in the bar code for the standard timesheet only:

- Travel Claim Indicator

Please refer to the Form section of the DSD (Section 31) for the values contained in the TPF barcode.

The daily hours and minutes are captured from the standard Timesheet and Large Font Timesheet forms using the IBM Datacap OCR/ICR software engine. The fields to be captured from the standard Timesheet and Large Font Timesheet forms are:

- Provider Number
- Provider Name
- Recipient Case Number
- Recipient Name
- Type
- Timesheet Number
- Pay From
- Pay To
- Hours and Minutes by Month and Day

The values captured from the timesheet and large font back page are the presence or absence of:

- Markings for Recipient Signature
- Markings for Provider Signature

Derived values and flagged exceptions on the standard Timesheet and Large Font Timesheet forms are required as inputs to the Case Management business rules:

- Mail receipt date of the timesheet
- Work Day Number for hours reported within the pay period
- Time reported that is not part of a valid workday for the pay period
- Illegible time

The fields to be captured from the EVV Exception Timesheet are:

- Provider Number
- Provider Name
- Recipient Case Number
- Recipient Name
- Type
- Timesheet Number
- Pay From
- Pay To

The EVV Exception Timesheet software processing is only the presence or absence of Markings for Recipient Signature.

The recognition engine reads and interprets each of the identified field values on each form for validity and verification. The recognition processing can interpret typed and handwritten characters for data collection. The system captures only data entered within the associated boxes. The IBM Datacap software then compares certain collected data with state identified data field edit rules for accuracy and validity. The presence of a provider and recipient signatures is also be verified. For data elements or fields that fail an edit rule, the system flags the timesheet and continues with the corresponding exception handling process. For PDF-417 barcodes or the data elements that are unable to be read or recognized by the software, a flag is set, and the form is routed to a completion operator for visual verification and data collection.

Once the image processing is completed, the data, image, and any corresponding exceptions are formatted into an XML file that is retrieved by BPM for processing into the Case Management system for special handling, further validation, and exception notification or authorization.

## Travel Claim Forms

Travel Claim forms are processed by the TPF using the same infrastructure and business process as described above for the Timesheet forms. Providers are allowed up to seven (7) hours of travel time per week. The daily hours and minutes will be captured using the IBM Datacap software engine.

The PDF 417 barcode printed forms will be used to automatically capture and populate data for the following on Travel Claim forms:

- County Code
- District Office
- Recipient Case Number
- Provider Number
- Travel Claim Type Code
- Travel Claim ID
- Pay Period Start Date
- Pay Period End Date
- First Day of the Week Indicator (WXDX)
- Last Day of the Week Indicator (WXDX)
- Travel Claim Indicator

The fields captured from the Travel Claim form page are:

- Provider Name
- Provider Number
- Recipient Name
- Travel Claim Number
- Recipient Case Number
- Pay Period From
- Pay Period To
- Program Type
- Hours and Minutes by Month and Day

As well as the presence or absence of:

- Markings for the Recipient Signature
- Markings for the Provider Signature

The following fields are not required as values in Case Management as they can be viewed on the image:

- Distance Traveled Between Case Numbers and
- Comments

Derived values and flagged exceptions are required as inputs to the Case Management business rules:

- Receipt date of the Travel Claim form at the TPF
- Work Day Number for the hours reported within the pay period
- Time reported that is not part of a valid work day for the pay period
- Illegible time
- No hours reported

For values that cannot be captured with the confidence threshold, errors will be presented to TPF Index staff to review the images and data captured and manually enter corrections or confirm that the captured value was in fact correct. The IBM Datacap confidence threshold is "8" on a scale from 0-10, with 10 being a 100% match.

## Sick Leave Claim Forms

The guidance given to Providers on the Sick Leave Claim form is as follows as of TPF go live in May, 2019:

### PROVIDER REQUIREMENTS:

You can only request paid sick leave if you have earned paid sick leave. Your sick leave balance is shown on your pay warrant.

You can use paid sick leave for yourself or to care for a family member who is sick or has a medical appointment.

If you are going to be using paid sick leave for a planned medical appointment, you must notify your recipient(s) at least 48 hours prior to using the sick leave.

If you need to use paid sick leave for an unplanned medical need, you must notify your recipient immediately or within two (2.0) hours prior to your start time.

You must determine how many hours of paid sick leave you need to take for each occurrence; the minimum amount of paid sick leave that may be used for each occurrence is one (1.0) hour with additional time used in increments of 30 minutes.

### INSTRUCTIONS:

This form must be completed, signed, and dated by the provider.

You must complete a separate Provider Sick Leave Request Form for each recipient you work for during the sick leave hours you are requesting.

You must submit the completed second page of the Provider Sick Leave Request Form to the address indicated on the form prior to or at the same time as your submission of the timesheet for the pay period during which you requested the paid sick time.

Failure to sign and/or timely submit a Sick Leave Request Form may result in your sick leave pay being delayed.

Use black ink only and press firmly. Numbers must be readable.

For all Sick Leave Claim forms, the daily/weekly time entry boxes and signature boxes will be in a lighter greyscale color. This will allow the IBM Datacap software to identify and reduce color of the box outlines on the image to reduce obstructions for more accurate recognition by the OCR/ICR engine.

The fields captured from the Paid Sick Leave Claim form (SOC 2303) are:

- Provider Number
- Recipient Case Number
- Pay Period
- Absence Date MM/DD/YYYY
- Hours and Minutes by Absence Date

As well as the presence or absence of:

- Provider Signature

## Capture

The following data must be verified and captured accurately in the export file for TPF forms.

**Table 2 – Fields for the TPF Export File**

Field	Field Name	Brief Description	Populated by	Displayed on Index Panel in IBM Datacap Y/N?
1.	Absence Date MM/DD/YYYY	The Month, Day and Year the Provider was not at work.	Timesheet 2261, 2261L and 2261EVV – N/A Travel Claim 2275 – N/A Sick Leave 2303- OCR	Y
2.	Case Number	Recipient Case Number	Timesheet 2261, 2261L and 2261EVV – Barcode Travel Claim 2275 – Barcode Sick Leave 2303- OCR	Y

3.	County ID	Recipient Case Number: The first two digits are the County Code; the next two digits are the District and then the Case Number	Timesheet 2261, 2261L and 2261EVV – Barcode  Travel Claim 2275 – Barcode  Sick Leave 2303- OCR	Y
4.	Form Type	Timesheet (2261, 2261L and 2261EVV), Travel Claim 2275 or Paid Sick Leave Claim 2302 forms	IBML Batch Type	N
5.	Hours and Minutes by Day Number in Pay Period	Time worked claimed by Provider each day	Timesheet 2261, 2261L - OCR  Not Included for Timesheet 2261EVV  Travel Claim 2275 – OCR  Sick Leave 2303 - OCR	Y
6.	Day in Pay Period  (Part A: 1 -15)  Part B: 16 – end of month)	Day in Pay Period for which the Provider claimed time;  The Day Number of the Pay Period from the Start Date of the Pay Period (1 – 15) or (16 – last day of the month)	Timesheet 2261, 2261L - OCR  Not Included for Timesheet 2261EVV  Travel Claim 2275 – OCR  Sick Leave 2303 - OCR	Y
7.	Pay Period From	Start Date of the Pay Period	Timesheet 2261, 2261L and 2261EVV – Barcode  Travel Claim 2275 – Barcode  Sick Leave 2303 - OCR	Y
8.	Pay Period To	End Date of the Pay Period	Timesheet 2261, 2261L and 2261EVV – Barcode  Travel Claim 2275 – Barcode  Sick Leave 2303 - OCR	Y
9.	Program Type*	Sponsor; Typically the Value = "IHSS"	Timesheet 2261, 2261L and 2261EVV – Barcode  Travel Claim 2275 – Barcode  Sick Leave 2303 - N/A	Y
10.	Provider Name	First and Last Name of the Individual Providing Services to the Recipient	Timesheet 2261, 2261L and 2261EVV – Barcode  Travel Claim 2275 – Barcode  Sick Leave 2303 - OCR	Y
11.	Provider Number	Assigned Unique ID to the Provider	Timesheet 2261, 2261L and 2261EVV – Barcode  Travel Claim 2275 – Barcode  Sick Leave 2303 - OCR	Y
12.	Provider Signature Present Flag Y/N	The presence or absence of any value on the Provider Signature line (e.g., even an "X" is acceptable for affirmative presence of a value)	Timesheet 2261, 2261L – Barcode  Not Included for Timesheet 2261EVV  Travel Claim 2275 – Barcode  Sick Leave 2303 - OCR	Y

1 3.	Recipient Case Number	Assigned Unique ID to the Recipient	Timesheet 2261, 2261L and 2261EVV – Barcode  Travel Claim 2275 – Barcode  Sick Leave 2303 - OCR	Y
1 4.	Recipient Name	First and Last Name of the Individual Consumer Receiving Services from the Provider	Timesheet 2261, 2261L and 2261EVV – Barcode  Travel Claim 2275 – Barcode  Sick Leave 2303 - OCR	Y
1 5.	Recipient Signature Present Flag Y/N	The presence or absence of any value on the Recipient Signature line (e.g., even an "X" is acceptable for affirmative presence of a value)	Timesheet 2261, 2261L and 2261EVV – OCR  Travel Claim 2275 – OCR  Sick Leave 2303 - N/A	Y
1 6.	Timesheet Number	Assigned Unique ID to the Timesheet	Timesheet 2261, 2261L and 2261EVV – Barcode  Travel Claim 2275 – N/A  Sick Leave 2303 - N/A	Y
1 7.	Travel Claim Number	Assigned Unique ID to the Travel Claim	Timesheet 2261, 2261L and 2261EVV – N/A  Travel Claim 2275 – Barcode  Sick Leave 2303 - N/A	N
1 8.	Scan Date/Time	Date and Time Image was Scanned	System (IBML)	N
1 9.	Doc ID	Unique Document ID from the Image Repository	System	N
2 0.	Received Date/Time	Date/Time Mail Received	Entered by Scan Operator at time of Scan	Y

\*NOTE: One program type per Timesheet or Travel Claim form submittal. The IHSS and WPCS hours are authorized separately. The provider will receive two (2) Time Reports:

- One from IHO for WPCS hours; and
- One from the county for IHSS hours.

## Travel Claim Exception

The following defines the exceptions the case management system business logic identifies.

**Table – SOC 2275 Exception Types**

#	Code	Type	Description
1	ICN	Exception	Travel Claim Number - [insert entered travel claim number] Not Found.
2	DTC	Exception	Travel Claim Number - [insert travel claim number] previously processed.
3	NET	Exception	Travel Time record does not exist for this pay period.
4	MAX	Exception	Provider has already been paid the 14:00 hour maximum for Travel Time for all workweeks in this pay period.
5	TCC	Exception	Prior Travel Claim Number - [insert processed travel claim number] has been cancelled.
6	DST	Exception	Special Transaction previously submitted for the selected service period.
7	NYP	Hold	The corresponding timesheet for this pay period has not been processed.
8	PROC	Processed	Claims originally marked with an Exception, Hold, or Not Processed that is later able to be processed.
9	CXLD	Unprocessed	If a Travel Claim Form special transaction is entered, and then cancelled.
10	FVI1	Unprocessed	Failed Visual Inspection – missing case number.
11	FVI2	Unprocessed	Failed Visual Inspection – no hours claimed.

12	FVI3	Unprocessed	Failed Visual Inspection – photocopy.
13	FVI4	Unprocessed	Failed Visual Inspection – illegible entries.
14	FVI5	Unprocessed	Failed Visual Inspection – damaged or torn.
15	FVI6	Unprocessed	Failed Visual Inspection – 2 entries in 1 box.
16	FVI7	Unprocessed	Failed Visual Inspection – Missing provider signature.

The code for Failed Visual Inspection is also used for the routing of Travel Claim Forms that could not be resolved during TPF processing. For example, the TPF OCR/ICR processing may not capture the Case Number. If during the TPF Verify process, a Case Number cannot be read and entered manually, possibly due to writing or other visual obstruction mailed in on the paper Travel Claim Form by the Provider, the exception code would be FVI1.

## **DSD 24/Recip CM & OS – Time and Attendance/Business Process Functions/TPF Address Change for Legacy Timesheets (for converted counties to CMIPS)**

Refer to the IHSS CMIPS Program Support Plan for TPF Legacy Timesheet business processes.

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Functions/TPF Image Storage

CI	Document Name
 CI-67617 - DSD BF TPF Image Storage <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_BF_TPF_Image_Storage.doc

The form image, created by the IBM ImageTrac Lite scanner, is saved in the TPF Cloudian Image Repository for later linking and display to authorized users in the Case Management system. Images are scanned and OCR/ICR'ed in the tiff image format and represent both sides of the following TPF form types:

- Timesheet 22671
- Large Font Timesheet 2261L
- EVV Exception Timesheet 2261EVV
- Travel Claim 2275

Scanned images will represent the second page of Paid Sick Leave Claim form Images.

Images are unalterable, once created. Timesheet types captured are Initial/Replacement and Supplemental for Advance Pay, IHSS Individual Provider (IP) and WPCS IP for EVV Exception Timesheets (form: 2261EVV), just as they are currently on both Timesheet (form: SOC 2261) and Large Font Timesheet (form: SOC 2261L) forms.

The form image is exported from the scanning and OCR/ICR process as a **color PDF** to the Cloudian Image Repository to be kept for long-term storage and retrieval by the Case Management system. The images and index information are stored in the Image Repository for retrieval and viewing.

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Functions/TPF Timesheet Data Completion

CI	Document Name
 CI-67616 - DSD BF TPF Timesheet Data Completion <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_BF_TPF_Timesheet_Data_Completion.doc

Upon processing and collecting the timesheet data from the form, the IBM Datacap software will validate the data elements based on field edit rules and state-identified business rules:

## Automated Timesheet Validations

TPF Requirements for a Valid Timesheet – Edit checks will be performed based on the form field edit and state identified business rules:

CMIPS Timesheets (SOC 2261 and SOC 2261L):

- Form is an authorized CMIPS timesheet.
- Daily time entry is less than or equal to 24 hours total for single day:
  - Daily hour entry box – A single standard English numeric value in the range [0-9] or the box can be blank. This applies to each individual box that is pre-printed with "H" indicating hour.
  - Daily minute entry box – A single standard English numeric value in the range [0-9] or the box can be blank. This applies to each individual box that is pre-printed with "M" indicating minute.
- Provider box – Signature present.
- Recipient box – Signature present.
- No edits or alterations to pre-printed data on timesheet.
- Time entry is visually legible.

Invalid Timesheet: Any timesheet that fails one or more of the identified field edits or business rules will be flagged as invalid.

EVV Exception Timesheets (SOC 2261EVV) will be subject to the TPF Requirements for a Valid Timesheet – Edit checks will be performed based on the form field edit and state identified business rules:

- Form is an authorized CMIPS timesheet.
- Recipient box – Signature present.
- No edits or alterations to pre-printed data on timesheet.

Invalid Timesheet: Any timesheet that fails one or more of the identified field edits or business rules will be flagged as invalid.

## Automated Travel Claim Validations

TPF Requirements for a Valid Travel Claim – Edit checks will be performed based on the form field edit and state identified business rules:

CMIPS Travel Claims (SOC 2275):

- Form is an authorized CMIPS Travel Claim.
- Daily time entry is less than or equal to 24 hours total for single day:
  - Daily hour entry box – A single standard English numeric value in the range [0-9] or the box can be blank. This applies to each individual box that is pre-printed with "H" indicating hour.
  - Daily minute entry box – A single standard English numeric value in the range [0-9] or the box can be blank. This applies to each individual box that is pre-printed with "M" indicating minute.
- Provider box – Signature present.
- Recipient box – Signature present.
- No edits or alterations to pre-printed data on Travel Claim.
- Time entry is visually legible.

Invalid Travel Claim: Any Travel Claim that fails one or more of the identified field edits or business rules will be flagged as invalid.

## Automated Paid Sick Leave Claim Validations

TPF Requirements for a Valid Paid Sick Leave Claim – Edit checks will be performed based on the form field edit and state identified business rules:

CMIPS Paid Sick Leave Claims (SOC 2302):

- Daily time entry is less than or equal to 24 hours total for single day:
  - Daily hour entry box – A single standard English numeric value in the range [0-9] or the box can be blank. This applies to each individual box that is pre-printed with "H" indicating hour.
  - Daily minute entry box – A single standard English numeric value in the range [0-9] or the box can be blank. This applies to each individual box that is pre-printed with "M" indicating minute.
- Provider box – Signature present.
- Recipient box – Signature present.
- Time entry is visually legible.

Invalid Paid Sick Leave Claim: Any Paid Sick Leave Claim that fails one or more of the identified field edits or business rules will be flagged as invalid.

The State business rules that involve calculations will be applied in the IBM Curam Case Management application, such as:

- Recipient's authorized hours by program, IHSS or WPCS, and the hours claimed across one or more providers
- Sick Leave must be claimed in a minimum of 1 hour and thereafter 30 minute increments per form

Incoming scanned batches go through the IBM Datacap software worklists in the following order:

1. **Barcode Index:** only documents that have a low confidence on a barcode field are presented to the TPF Agent for correction.
  - During this process a TPF Agent can put a batch on "Hold" status and go to break or lunch and return to the batch in progress under their user name.
  - Sick Leave Claims do not have barcodes and therefore would not qualify for this workflow.
2. **Signature Index:** only documents that have a low confidence on a signature page are presented to the TPF Agent for correction.
  - During this process a TPF Agent can put a batch on "Hold" status and go to break or lunch and return to the batch in progress under their user name.
  - Sick Leave Claims are presented as a single page in Index and therefore would not qualify for this workflow.
3. **Index:** all forms are presented in Index (forms: SOC 2261, SOC 2261L, SOC 2275 and SOC 2302) for verification of the scanned image and extracted data. Any errors are either corrected by the TPF Agent and completed or are flagged for Destroy (e.g., top page of timesheet instructions that was scanned in error) or Rescan (e.g., Post-it Note obstructing form content).
  - EVV Exception Timesheets will bypass the Index workflow in IBM Datacap as hours and minutes are not going to be captured and validated as part of the scope of this CR.
  - Refer to the following subsection for the exception processing and approval using the Admin Queue and Rescan Queue workflow.
4. **QA:** A subset of each TPF Agent's batches begin populating the QA queue at 9am Pacific Standard Time for a second review by a super user to ensure each TPF Agent is completing data with accuracy per the CDSS approved reasonable standards.

## TPF Capture IBM Datacap Exception Business Process: Admin and Rescan Queue Overview

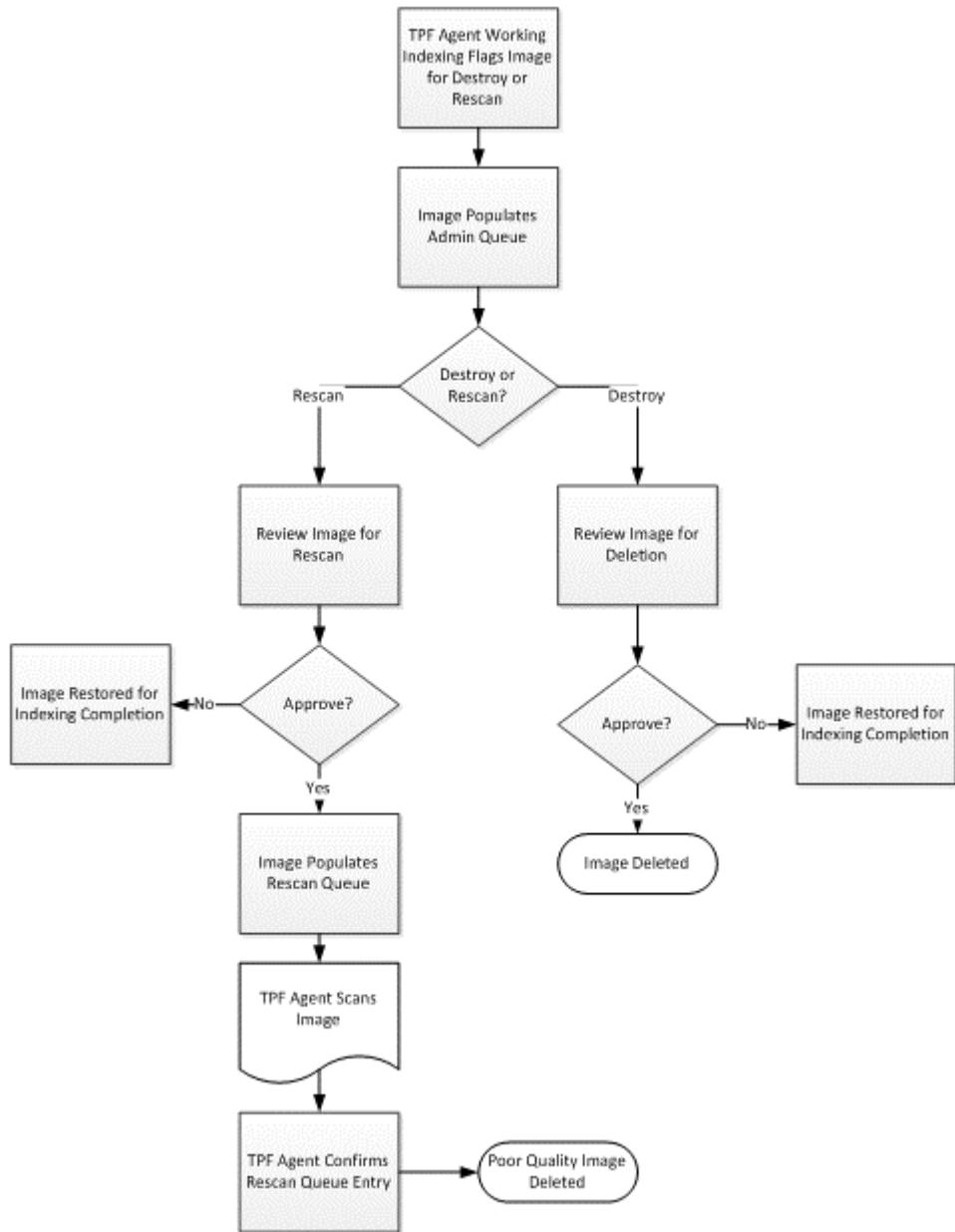
TPF Agents are responsible for the quality of images and data processed by the TPF capture solution software. During Indexing, a TPF Agent can take the following actions to resolve a worklist item:

- Corrected data completion values;
- Flag an image for Destroy (e.g., top page of timesheet instructions that was scanned in error) or
- Flag an image for Rescan (e.g., Post-it Note obstructing form content).

When a TPF Agent flags an image for either destruction or rescanning, the image is decoupled from the batch as a single document image and is routed the Admin queue for a second level review and approval.

The Admin queue user can take the following actions to resolve a worklist item:

- Approve the image for destruction and the image is deleted by the system;
- Restore the image, effectively not approving the image for deletion or
- Approve the image for rescanning and the image is routed to the Rescan queue for a TPF Agent to pull the paper form and rescan the image.



**Figure – TPF Capture Admin Queue Process Flow**

## Operations Report

Timesheet Processing Operations Report: For Timesheets, Travel Claims and Paid Sick Leave Claim forms received and processed at the centralized processing facility (TPF), the system collects and stores processing metrics by form (i.e., forms: SOC 2261, 2261L, 2275 and 2302) and audit data. The new EVV Exception Timesheet form type will be included in the reporting data for use by TPF Management for TPF Agent productivity monitoring.

Any updates to the reports pulled from BusinessObjects: the Timesheet Daily Processing and the Timesheet Statistics reports will be expanded to include data for the new EVV Exception Timesheet form type by the Agile teams.

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Functions/Validate Timesheet for Business Rule Compliance and MEDS POS Eligibility

CI	Document Name
 CI-67618 - DSD BF Validate Timesheet for Business Rule Compliance and MEDS POS Eligibility <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_BF_Validate_Timesheet_for_Business_Rule_Compliance_and_MEDS_POS_Eligibility.doc

 This functionality applies only to timesheets submitted for pay periods prior to the Share of Cost (SOC) cutoff date. SOC functionality has shifted from timesheet-based to Recipient case-based. This business process document is maintained for historical reference.

When timesheet data and exception information (if applicable) is passed from the TPF to CM, the data is further validated to ensure compliance with defined business rules. These validations are defined in the Business Rules section.

If after validation, an In-Home Supportive Services (IHSS) arrears or Waiver Personal Care Services (WPCS) timesheet, is determined to be payable and the associated case has a non-certified Medi-Cal Share of Cost (SOC) for the service period, CM will make an inquiry to the Medi-Cal Eligibility Data System (MEDS) POS to validate eligibility and to determine if the SOC has recently been certified. If a MEDS POS eligibility error is encountered, a 24-hour hold will be placed on the timesheet. At the end of the next business day, the timesheet will be automatically released and revalidated. If the timesheet passes the validations, another attempt is made to process a MEDS POS eligibility transaction. If successful, the timesheet will be passed to Payroll for processing. Otherwise, timesheet processing will be halted and the county notified to take action on the exception condition. The purpose of this inquiry is to reduce the occurrence of MEDS POS errors encountered during SOC spend-down processing, which occurs after the timesheet has been sent to Payroll for processing.

As part of this process, IHSS arrears timesheets associated with cases that have an IHSS – Residual Program (IHSS-R) SOC will also be evaluated to determine if there is an outstanding SOC that should be collected.

The business rules surrounding these processes are further defined in the Business Rules section.

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Functions/TPF Travel Claim Form Handling

CI	Document Name
 CI-514759 - DSD BF TPF Travel Claim Form Handling <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_BF_TPF_Travel_Claim_Form_Handling.doc

The Travel Claim form (SOC 2275) will follow the same workflow as the Timesheet form (SOC 2261). The Travel Claim form will arrive at the Travel Claim PO Box, with or without an accompanying Timesheet form (SOC 2261), or potentially will be received as an exception if received through a PO Box not setup to receive Travel Claims, and will be batched with other Travel Claim forms for scanning.

Upon receipt of a Travel Claim Form (SOC 2275) the TPF team will extract the travel claim form from the envelope, using the Agassir machines, and will separate the travel claim form from any other documents included in the envelope. Travel Claims will be routed to the travel claim workflow for validation and processing. Timesheets that accompanied the travel claim form will be routed directly to the timesheet workflow for regular processing and any other documents will be routed to the established workflow applicable to that document.

**Timesheet Processing Operations Report:** For travel claim forms received at the centralized processing facility (TPF), the system will collect and store metrics on the number of Travel Claim Forms (SOC 2275) received each day. This data will be made available to the appropriate state or county staff in the TPF Operations Management Report (not CMIPS generated). This data is not captured in BusinessObjects.

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Functions/Make Timesheet Image and Data Available to County

CI	Document Name
 CI-67606 - DSD BF Make Paper Timesheet Image and Data Available to County <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_BF_Make_Paper_Timesheet_Image_and_Data_Available_to_County.doc

After validation of the Timesheet, the timesheet image and timesheet data are made available for viewing on the View Timesheet screen in CM. In addition to the Timesheet data, all of the exceptions detected during TPF processing, CM business rule validation, and the MEDS POS eligibility inquiry are listed on the View Timesheet screen. The Timesheet image is made available to the counties within one business day of the image stored on the content repository.

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Functions/Notify County of Exceptions

CI	Document Name
 CI-67614 - DSD BF Notify County of Timesheet Exceptions <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_BF_Notify_County_of_Timesheet_Exceptions.doc

## Hard Edits

If exceptions are encountered during TPF processing, the CM business rule validation or the MEDS POS eligibility inquiry that prevent payment of a timesheet (hard edits), a task will be sent to the county to review the timesheet.

Cúram has Out-of-the-Box (OOTB) functionality to generate user tasks which will be leveraged for this purpose. Tasks are items that require the user to take action.

Tasks related to IHSS timesheet exceptions will be routed to County staff using payroll work queues. To allow the counties to better manage timesheet tasks, the following payroll work queues will be established for each county:

- Timesheet Errors
- Timesheet Eligibility Errors

If a task is not reserved from one of these work queues within three business days, the task will be escalated to the Payroll Supervisor work queue. If a task is reserved by a user and the task is not completed within two business days, the task will be escalated to the supervisor of the person who reserved the task.

There will be just one WPCS payroll work queue for tasks related to WPCS timesheets; these tasks will not be subject to escalation.

Although all exceptions applicable to a timesheet will be viewable on the View Timesheet screen, only one task will be generated per erred timesheet. The task will include a link that takes the user to the View Timesheet screen. The View Timesheet screen also provides timesheet data as captured by the TPF and provides a link to view the timesheet image. **NOTE:** Early submission with future hours is considered an exception.

Hard edits will be included on the Timesheet Exception Summary report.

## Hold Conditions

Hold Conditions will be evaluated in the following order:

### Early Timesheet Submission Hold – No Future Hours

If no hard edits are encountered during TPF processing or CM business rule validation the timesheet will be evaluated for Early Submission with no future hours. If a timesheet has been submitted prior to the end of the applicable pay period for that timesheet, and there are no future hours claimed and the provider is not in a terminated status, then the timesheet will be held for Early Submission and will be viewable in the Timesheets on Hold Work Queue until they are released by a CMIPS batch job after the last day of the pay period. Upon release these timesheet will be evaluated against hard edits, additional hold conditions and soft edits as part of normal processing.

### Late Timesheet Submission Hold

If no hard edits were encountered during TPF processing or CM business rule validation and the configuration values for late timesheets indicate that rules are in effect, an IHSS or WPCS initial arrears timesheet will be evaluated for late submission. If an IHSS or WPCS initial timesheet is received more than (15) days after the end of the applicable pay period for that timesheet, the timesheet will be held by the system as a late timesheet for at least (10) but not more than (30) days.. County and WPCS users will be sent a task, when a Timesheet is Held for Late Submission, to manually request timesheet issuance for the next pay period, if appropriate, in order to assist providers in becoming compliant with timesheet submission timeframe requirements. These timesheet tasks will be viewable in the Timesheets on Hold Work Queue (for IHSS timesheets) or the WPCS Work Queue (for WPCS timesheets) until either a future timesheet is issued; or the Held Timesheet is released by an authorized County or WPCS user; or the Held Timesheet is released by a CMIPS batch job. Upon release these timesheet will be evaluated against hard edits, additional hold conditions and soft edits as part of normal processing.

### BVI Recipient Review Required

If no hard edits are encountered during TPF processing or CM business rule validation, the timesheet will be evaluated for BVI Recipient Review Required. If the TPF has indicated that the Recipient signature is not present on the paper timesheet and the Recipient has an active BVI record with an indication of "Blind" and is registered for the Telephone Timesheet System (TTS), then the TTS process will be initiated and the timesheet will be placed in "Pending Recipient Electronic Review".

If the timesheet was held for Early Submission with no future hours or was held for Late Submission and, the BVI recipient review required condition also applies, the TTS system will be initiated. After approval of the timesheet, by the BVI recipient, the timesheet will remain in Held – Early Submission or Held – Late Submission until the criteria for hold release are met. If the timesheet is rejected by the BVI recipient the timesheet status will update as rejected and the hold condition will be cleared.

If a timesheet is not held for Early Submission or Late submission and is only held for review by the BVI recipient, upon release the timesheet **will not be evaluated** for any additional hold conditions but **will be** evaluated against soft edits as part of normal processing.

## User Review Hold Conditions

If no hard edits are encountered during TPF processing or CM timesheet submission business rule validation or the timesheet has been released from an early or late timesheet submission hold and was not subject to BVI Recipient Review the timesheet will be evaluated for the following hold conditions (in the order below):

- Excessive Hours Claimed – Over 70% of hours claimed
- Flagged for Review

Tasks related to timesheets claiming Excessive Hours will be routed to the following work queue:

- Timesheets Over 70%

Tasks related to timesheets Flagged for Review or selected for Random Sampling will be routed to the following work queue:

- Timesheets on Hold

The tasks routed to the Timesheets Over 70% and Timesheets on Hold work queues are not subject to escalation, as it is required that the user take action or the system will release the timesheet for processing at the end of the next business day. Once released by either a user or the system, the timesheet will be re-validated against CM timesheet validation business rules (hard and soft edits). However, these timesheets will not be subject to evaluation for further hold conditions.

## Other Hold Conditions

If no hard edits or hold conditions are encountered during TPF processing or CM timesheet submission business rule validation the timesheet will be evaluated for the following hold condition:

- Random Sampling

The tasks routed to the Hold work queues are not subject to escalation, as it is required that the user take action or the system will release the timesheet for processing at the end of the next business day. Once released by either a user or the system, the timesheet will be re-validated against CM timesheet validation business rules (hard and soft edits).

## Soft Edits

If no hard edit are encountered during TPF processing or CM business rule validation or the timesheet is released from a hold condition, the timesheet will be further evaluated for soft edit conditions. Soft edits do not prevent payroll processing. The timesheet will be flagged for inclusion on the Timesheet Exception Summary report, and the exception will also be displayed on the View Timesheet screen. However, no tasks will be generated. These soft edits include information on cutback hours, ineligible claimed hours, etc.

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Functions/Submit Timesheet to Payroll

CI	Document Name
 CI-67615 - DSD BF Submit Timesheet to Payroll	IMPLEMENTED DSD_BF_Submit_Timesheet_to_Payroll.doc

The final step in timesheet processing for CM is to pass the timesheet data to Payroll for processing. Only timesheets deemed eligible for payment during CM validation processing will be passed to Payroll.

Based on the SOC evaluation performed during validation processing, CM will communicate to Payroll whether or not a SOC deduction applies.

If the timesheet is an Advance Pay timesheet, along with the timesheet data CM will pass a flag indicating a SOC is not applicable to the timesheet. In addition, CM will reduce the Individual Provider (IP) hours available for Advance Pay reconciliation timesheets for the service month for which the timesheet is applicable. CM will also capture and store the daily IP hours and capture and record the Overtime hours.

For IHSS arrears and WPCS timesheets with an outstanding MEDS or IHSS-R SOC, CM will set a SOC flag indicating that Payroll should calculate a preliminary net pay based on the timesheet data provided. At this time CM will also reduce the remaining hours available for payment in the service month for which the timesheet is applicable. CM will also capture and store the daily IP hours and capture and record the Overtime hours.

Once calculated, Payroll will send the preliminary net pay information back to CM.

If the timesheet is associated to a case with an uncertified Medi-Cal SOC, CM will make a call to the MEDS POS to spend-down the SOC. CM will send the spend-down amount to Payroll for use in the payroll calculation as a SOC deduction.

If the timesheet is associated to a case with only an IHSS SOC, CM will draw down the remaining IHSS SOC.

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Functions/Key Timesheet

CI	Document Name
 CI-67622 - DSD BF Key Timesheet <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_BF_Key_Timesheet.doc

For situations where a timesheet is sent directly to the county, a Timesheet Manual Entry screen will be available in CM to allow County staff to key timesheet data directly into CMIPS.

When a timesheet is manually entered, County staff will need to visually check the timesheet for invalid timesheet conditions that would otherwise be detected at the TPF. This includes whether or not both the Recipient and Provider have signed the timesheet, etc. When keying timesheet data into the Timesheet Manual Entry screen, compliance to business rules as described in the Business Rules section will be monitored and exceptions displayed on the screen. Those exceptions which prevent payroll processing will be hard edits, which display as error message on the manual timesheet entry screen, and will not allow the user to save the timesheet data. Those exceptions which do not prevent payroll processing will be displayed in the form of informational messages (soft edits) on the View Timesheet screen but will not prevent the user from saving the timesheet data. As described in Business Process Function – Validate Timesheet for Business Rule Compliance and MEDS POS Eligibility, CM will make an inquiry to the MEDS POS to validate eligibility and also to determine if the SOC has been certified. If a MEDS POS eligibility error is encountered, the county will be notified of the error online and they will be unable to submit the timesheet for processing.

When timesheet data is saved, the remaining hours available for payment in the service month for which the timesheet is applicable will be reduced. The county will have until the end of the processing day to edit or cancel a manually entered timesheet. At the end of the business day, CM will capture and store the daily IP hours and capture and record the Overtime hours and the timesheet data will be submitted to Payroll for processing. If the user edits or deletes the timesheet prior to the timesheet data being sent to Payroll, the remaining hours will be adjusted accordingly. Daily IP hours and Overtime hours will not be captured or adjusted until the end of the business day.

When a CMIPS timesheet is manually keyed at the county, project direction requires that the timesheet be sent to the TPF facility for image storage. The link to the timesheet image will be passed to CM and associated with the manually entered timesheet data. During the process to link the timesheet image with the manually entered timesheet data, the timesheet data will not be stored in the CM database or re-validated as this was previously done during the manual entry process.

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Functions/Issue Timesheet

CI	Document Name
 CI-67610 - DSD BF Issue Timesheet <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_BF_Issue_Timesheet.doc

## Standard Timesheet

CMIPS will have the ability to generate standard timesheet forms. Each timesheet will have a timesheet number that begins with a '4'. The timesheet form generated in CMIPS will be pre-populated with the following variable information:

- Non-Overtime or Overtime Important Instructions
- Provider Name
- Provider Number
- Recipient Name
- Recipient Case Number (County Code/District Office Number followed by Recipient Case Number, e.g. 19 01 1234567)
- Timesheet Type
- Claimed (Label and Value not included if payment of overtime is not active)
- Timesheet Number
- Pay From date
- Pay To date
- Hours

This pre-populated information listed above is for display purposes only. The form also includes a barcode containing:

- County Code
- District Office Number
- Recipient Case ID
- Provider ID
- Timesheet Type Code
- Timesheet ID
- Pay Period Start Date
- Pay Period End Date
- First Day Indicator
- Last Day Indicator
- Travel Time Indicator

TPF and CMIPS use the information in the barcode during timesheet processing; thus payment will be made to the provider specified in the barcode.

Timesheets can be generated in a number of ways:

- Automatically upon assignment of a provider to a case
- When payments are made on arrears timesheets
- During monthly processing to generate Advance Pay timesheets
- Per user request on the Timesheet Issuance screen

## Automatic Generation of Initial Timesheet

This topic is covered in the Detailed System Design (DSD) for Provider Management.

## Large Font Timesheet

The Timesheet Issuance screen allows the user to request an initial/replacement or supplemental timesheet for a single service period or for multiple consecutive service periods for the specific Recipient/Provider relationship. If the recipient is designated for Large Font Timesheets the request will be sent to the print vendor.

For initial timesheets a travel claim form request might also be generated automatically with the timesheet.

For a replacement timesheet request the user can indicate if they also need a travel claim form request generated.

## Next Arrears Timesheet Issuance

Case Management (CM) generates the data for the Next Timesheet (standard and large font) in the print vendor format when validation is completed successfully for TPF received or for manually keyed timesheets.

A data file for standard timesheets and a data file for standard timesheets which need an accompanying travel claim form are sent daily to the standard timesheet Print Vendor at the end of the business day. The print vendor will mail the standard timesheet or the standard timesheet with accompanying travel claim form to the provider along with the appropriate return envelope addressed to the TPF.

A print file is generated for large font timesheets and is sent to the large font print vendor. The print vendor will mail the large font timesheet with the appropriate return envelope addressed to the TPF. Requests for Travel Claim Forms needed for providers receiving large font timesheets will be included in a data file for travel claim form requests only and sent to the standard timesheet print vendor in the next batch cycle. The standard timesheet print vendor will mail the travel claim form to the provider along with the appropriate return envelope addressed to the TPF.

## Advance Pay Timesheet Issuance

Within two business days after the 15th of the month, CM will execute a batch process to generate Advance Pay timesheets for Providers serving Advance Pay Recipients. The Advance Pay timesheet is generated in two parts. The top portion is a statement of earnings and deductions and the bottom portion is the Advance Pay timesheet for the current month. The information for the statement of earnings and deductions will be derived by CM from the Warrant Information table maintained by Payroll.

The State Contractor will mail the Advance Pay timesheet to the Provider along with a return envelope addressed to the TPF.

## User Requested Timesheet Issuance

The Timesheet Issuance screen allows the user to request an initial/replacement or supplemental timesheet for a single service period or for multiple consecutive service periods for the specific Recipient/Provider relationship.

For initial timesheets a travel claim form request might also be generated automatically with the timesheet based on eligibility for travel.

For a replacement timesheet request the user can indicate if they also need a travel claim form request generated.

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Functions/Random Sampling

CI	Document Name
 CI-67619 - DSD BF Random Sampling <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_BF_Random_Sampling.doc

One percent (1%) of timesheets processed by the TPF will be selected for placement in a Held status for county verification. If a timesheet is selected for random sampling, a task will be created for the county to verify the timesheet signature.

After an IHSS timesheet is successfully validated and accepted for payroll processing, it will be determined if the timesheet will be selected for a signature verification. Every timesheet has an equal chance of being selected. A random number between one and 100 will be generated for each timesheet. If the generated number is one, the timesheet will be selected for signature verification. While this method will produce on average 1 percent sampling of the submitted timesheets, a given trial is likely to select slightly more or less than 1 percent of the submitted timesheets for review.

The task will contain a link to the View Timesheet screen where county staff can review the timesheet image to verify the signatures. After the county reviews the timesheet, it will either release the timesheet for payment or terminate timesheet processing. If a timesheet is not released or rejected at the end of the next business day, the timesheet will be automatically released by the system. When a Held timesheet is released (by the user or the system), it will be re-validated against CM timesheet validation business rules (hard and soft edits) but will not be subject to evaluation for further hold conditions.

Timesheets that have already been manually entered and were sent to TPF for imaging only will not be subject to random sampling.

All scanned timesheets are subject to random sampling except WPCS timesheets. Electronically submitted timesheets are not subject to random sampling.

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Functions/Timesheets Flagged for Review

CI	Document Name
 CI-67605 - DSD BF Timesheets Flagged for Review <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_BF_Timesheets_Flagged_for_Review.doc

After CM successfully validates an IHSS timesheet processed by TPF, it determines whether or not timesheets for the Recipient/Provider relationship have been flagged for review based on the value in the Timesheet Review field on the View Case Provider screen. If flagged for review, a new task will be generated to notify the county user.

The task will contain a link to the View Timesheet screen where county staff can review the timesheet image and either release the timesheet for payment or terminate timesheet processing. If a flagged timesheet is not released at the end of the next business day, the timesheet will be automatically released by the system. When a Held timesheet is released (by the user or the system), it will be re-validated against CM timesheet validation business rules (hard and soft edits) but will not be subject to evaluation for further hold conditions.

Timesheets that have already been manually entered and were sent to TPF for imaging only will not be held even if flagged for review.

The functionality to flag timesheets for review applies only to IHSS and is not available for WPCS.

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Functions/Timesheets Received Before the End of the Pay Period (Early Submission)

CI	Document Name
 CI-67621 - DSD BF Timesheets Received Before the End of the Pay Period IMPLEMENTED	DSD_BF_Timesheets_Received_Before_the_End_of_the_Pay_Period.doc

Timesheets received by TPF prior to the end of the pay period will be held and automatically released on the first business day of the following pay period. There are two conditions when this will not occur:

When a timesheet is received for a terminated Provider before the end of the pay period, the timesheet will not be held and, if all validations are passed, will be processed for payment.

When a timesheet is received before the end of the pay period and hours are recorded for days after the date the timesheet is received, an exception will be generated and timesheet processing will cease.

When the timesheet is released by the system, it will be re-validated against CM timesheet validation business rules (hard edits, hold conditions and soft edits).

The business rules surrounding this process are further defined in the Business Rules – Timesheet Processing section.

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Functions/Timesheets with Excessive Hours in First Pay Period

CI	Document Name
 CI-67611 - DSD BF Timesheets with Excessive Hours In First Pay Period <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	DSD_BF_Timesheets_with_Excessive_Hours_In_First_Pay_Period.doc

When a Part A timesheet is processed through the Timesheet Processing Facility (TPF), which causes the total hours paid for all Pending and Processed Part A timesheets for the month to exceed 70 percent of the Recipient's Total Auth to Purchase After Reduced Hours or WPCS hours, the timesheet will be placed on hold, an exception generated, and a task allocated to the Timesheets Over 70 percent payroll work queue.

Note: The 70 percent is a parameter driven threshold.

On the View Timesheet screen, the county will have the ability to view the exception condition and release or terminate processing of the timesheet as needed. If a timesheet exceeding the 70 percent threshold is not released at the end of the next business day, the timesheet will be automatically released by the system. When a Held timesheet is released (by the user or the system), it will be revalidated against CM timesheet validation business rules (hard and soft edits) but will not be subject to evaluation for further hold conditions.

For manually keyed Part A timesheets, which cause the total paid hours for all Pending and Processed Part A timesheets for the month to exceed 70 percent of the Recipient's Total Auth to Purchase After Reduced Hours or WPCS hours, an informational message will be displayed on the Timesheet Manual Entry screen. The user will have the option to continue processing of the timesheet or cancel the manual entry of the timesheet. If the timesheet data is saved and the county sends the timesheet to TPF for imaging, the timesheet will not be subject again to this or any other validation.

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Functions/Supplemental Timesheet Processing

CI	Document Name
 CI-67613 - DSD BF Supplemental Timesheet Processing <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_BF_Supplemental_Timesheet_Processing.doc

When a case reassessment increases the authorized hours for the Recipient, a supplemental timesheet can be issued by the counties on the Timesheet Issuance screen. A supplemental timesheet provides a means for Providers to claim additional hours when a previous timesheet for a pay period affected by the reassessment has already been processed.

Although subject to different validations, supplemental timesheets are otherwise processed like any other CMIPS timesheet. They can be processed through TPF or manually entered on the Timesheet Manual Entry screen.

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Functions/Travel Claim Processing

CI	Document Name
 CI-480783 - DSD BF Travel Claim Processing <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_BF_Travel_Claim_Processing.doc

For IHSS and WPCS providers, travel time is paid from a Travel Claim Form. The statutory maximum for Travel is seven (7:00) hours per week across recipients across programs (IHSS or WPCS). Travel hours must always be paid from a travel claim form. To pay travel hours the following is required:

- The provider must have been paid service hours for that recipient in the same day/date that travel is claimed.
- The provider must have an active Travel Time record for that recipient and program for each date/day where travel is claimed.

If the travel claim being processed does not meet these criteria some of the travel time will not be paid.

If a provider claims travel time for day/date(s) in the pay period and there are no paid service hours for that recipient for the same workweek, the travel time for the day/date(s) will be cutback.

If a provider claims in excess of 7:00 hours per workweek of travel across all recipients, the claimed travel hours will be paid up to a limit of 14:00 hours per workweek and the associated payment(s) will be flagged as an Overtime Violation – Excess Travel Time.

If a provider claims greater than 14:00 hours of travel in a workweek across recipients, for either program (IHSS or WPCS), the Travel hours will be cutback to 14:00 hours and the provider will not be paid the excess hours.

If, at a later date, the county determines the cutback travel hours in excess of 14:00 hours for the workweek should be paid, a request for a special payment transaction will be submitted, by the county, to CDSS. There is no limit to the number of Travel Hours, over 14:00 hours, a CDSS user may pay in a workweek. To process the special payment transaction for excess travel hours a travel claim(s) (IHSS or WPCS) must have already been paid up to a total of 14:00 hours.

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Functions/Large Font Timesheet Replacement Process

CI	Document Name
 CI-497743 - DSD BF Large Font Timesheet Replacement Process <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_BF_Large_Font_Timesheet_Replacement_Process.doc

If a Large Font Timesheet is damaged during printing at the Vendor Print Center, the Center opens a ticket with the CMIPS Help Desk and assigns it to the CMIPS Back Office to reissue the damaged timesheet. The ticket contains the timesheet number, case number, and Provider number associated with each damaged timesheet listed in the ticket.

The CMIPS Back Office logs into Case Management, and uses the timesheet information included in the CMIPS Help Desk ticket to reissue the timesheet on the Reissue Large Font Timesheet screen.

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Functions/Large Font Timesheet Print Vendor

CI	Document Name
 CI-497923 - DSD BF Large Font Timesheet Print Vendor <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_BF_Large_Font_Timesheet_Print_Vendor.doc

## Printing

### SOC 2261L – Timesheet

All Large font timesheets will be printed by a centralized print center. The print vendor receives (4) daily interface files during the nightly batch process, one for each supported language, that contain the PDF data overlays for all CMIPS generated large font timesheets pending issuance. The print vendor utilizes CDSS approved timesheet stock (SOC 2261L) with some pre-printed static data and the PDF data overlay provided by CMIPS to create the completed Large Font Timesheet. The figures below are a sample of a printed timesheet that is ready for mailing:

**IN-HOME SUPPORTIVE SERVICES (IHSS)**  
**INDIVIDUAL PROVIDER TIMESHEET**

Yolo County DSS  
500 Jefferson BLVD, STE A-100  
W Sacramento, CA 95605

AARON JAMES  
8001 Foothills BLVD  
Roseville, CA 95747

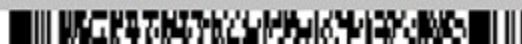
Record your daily hours and minutes like these samples

Did not work	H	H	M	M
6 hours 30 minutes	H	6	3	0
4 hours 45 minutes	H	4	4	5
10 hours	1	0	M	M
Total	2	1	1	5

----- Cut along dotted line -----

Provider #	0001234567	Provider Name	JAMES, AARON
Case #	57 01 1234567	Recipient Name	DOE, JOHN
Type	W100	Time Period	00000001004
Par			

TEST SAMPLE NOT A VALID TIMESHEET



*Workweek # 1      Workweek # 2      Workweek # 3      Workweek # 4*  
*Claimed : 12:45      Claimed : 05:30      Claimed : 04:45      Claimed : 00:00*

S 01	H	H	M	M	S 08	H	H	M	M	S 15	H	H	M	M	S 0	O	O	O	O
M 02	H	H	M	M	M 09	H	H	M	M	M 0	O	O	O	O	M 0	O	O	O	O
T 03	H	H	M	M	T 10	H	H	M	M	T 0	O	O	O	O	T 0	O	O	O	O
W 04	H	H	M	M	W 11	H	H	M	M	W 0	O	O	O	O	W 0	O	O	O	O
T 05	H	H	M	M	T 12	H	H	M	M	T 0	O	O	O	O	T 0	O	O	O	O
F 06	H	H	M	M	F 13	H	H	M	M	F 0	O	O	O	O	F 0	O	O	O	O
S 07	H	H	M	M	S 14	H	H	M	M	S 0	O	O	O	O	S 0	O	O	O	O

Total \_\_\_\_\_ Total \_\_\_\_\_ Total \_\_\_\_\_ Total \_\_\_\_\_

Turn over and sign →

Figure – Printed SOC 2261L – Front

# Intentionally Left Blank

----- Cut along dotted line -----

I declare that the information on this timesheet is true and correct. I understand that any false claim may be prosecuted under Federal and State laws and that if convicted of fraud, I may also be subject to civil penalties.

**TEST SAMPLE NOT A VALID TIMESHEET**

Recipient's Signature

Date

Provider's Signature

Date

Mail Detached Timesheet To: IHSS Timesheet Processing Facility,  
P.O. BOX 2340, West Sacramento, CA 95691-7340

Figure – Printed SOC 2261L – Back

## SOC 2261L 2 – Important Instructions

Using the Large Font Timesheet Important Instruction Set PDF provided by CMIPS, the print vendor will print Important Instruction sheets on standard 8 ½" x 11" paper (SOC 2261L 2) as needed for inclusion in the mailing envelope with each timesheet.

## Mailing

Once the Large Font timesheet is printed the print vendor will add the second page Important Instructions Set (SOC 2261L 2) that corresponds to the language provided in the now processed print file. The two pages will be folded and inserted into the timesheet mailing envelope so that the county return address and the Provider mailing address are visible; a timesheet return envelope addressed to the TPF Large Font Timesheet mailbox (P.O. Box 2340, West Sacramento, CA 95691-7340) will also be included in the envelope. The mailing envelope will be placed into the U.S. Mail, with appropriate postage, for delivery to the addressee.

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Functions/Bulk Issuance of Replacement Timesheets

CI	
<a href="#">CI-507595</a> - DSD BF Bulk Issuance of Replacement Timesheets <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_BF_Bulk_Issuance_of_Replacement_Timesheets.docx

The bulk issuance of replacement IHSS and/or WPCS timesheets will be initiated by a request from either a County or CDSS. The information required along with the request for bulk issuance of replacement timesheets is the County and District Office(s) for which the timesheets must be issued, the pay period corresponding to the timesheets to be issued, and whether the timesheet type is IHSS, WPCS, or both.

CDSS must approve the request for the timesheets to be issued in bulk. When CDSS approves the request, the details will then be submitted to the CMIPS Help Desk. CGI will schedule and run a batch job to issue replacement timesheets for all timesheets in "Issued" status for the County District Office (s) and pay period provided by a County or CDSS. The replacement timesheets will be of the same type and will have the same timesheet number as the previously issued timesheet (i.e. Advance Pay, Large Font, etc.), the status will remain as "Issued", history will be created and the "Status Date" will be updated to the date the replacement was generated.

When approved by CDSS and scheduled by the State Contractor, the following Help Desk Notification will be sent the day that the nightly batch job processes:

SUBJECT: <Name> County – Bulk Issuance of Replacement Timesheets Approved

NOTIFICATION: The request for bulk issuance of replacement <IHSS, WPCS, or IHSS and WPCS> timesheets for <Name> County District Office(s) <All, single, or multiple (list as appropriate)> for <Month A/B> Pay Period (<MM/DD> through <MM/DD>) has been approved. The Advance Pay timesheets will be printed on <MM/DD/YYYY> to the County printer. All other timesheets will be sent to the Centralized Print Vendor on <MM/DD/YYYY> for printing and mailing.

Bulk Issuance of Replacement Timesheets (800NINRN) batch job is modified for the counties with a paper timesheet cutoff date system configuration so that paper timesheets are no longer generated via bulk issuance of replacement timesheet process and generate electronic replacement timesheets instead.

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Functions/Issue Travel Claim Form

CI	Document Name
 CI-513979 - DSD BF Issue Travel Claim Form <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_BF_Issue_Travel_Claim_Form.docx

## User Requested Travel Claim Form

CMIPS will have the ability for a user to request an initial/replacement or supplemental Travel Claim Form two ways on the Travel Claim Issuance screen: 1) Print/Mail from a Centralized Print Center and 2) Electronic.

Each travel claim form will have a travel claim number that begins with a '2'. Case Management will generate the data for the Travel Claim Form based on travel payment eligibility and established business rules.

- If Print/Mail from a Centralized Print Center is indicated, the data will be generated in the print vendor format. A data file for Travel Claim Form requests that do not have an accompanying timesheet is sent daily to a print vendor at the end of the business day. The print vendor will mail the travel claim form to the provider along with a "red bar" return envelope addressed to the TPF. The user requested travel claim form will not be mailed with a timesheet.
- If Electronic is indicated, the travel claim will be generated electronically and will be available for the Provider to fill out on the ESP.

## Automatic Generation of Initial Travel Claim Form

This topic is covered in the Detailed System Design (DSD) for Provider Management – Assign Case Provider.

## Automatic Travel Claim Form Issuance

### Accompanying Standard Timesheet

When timesheet validation is completed successfully for TPF received or for manually keyed timesheets Case Management (CM) generates the data for the Next Standard Timesheet and if the provider is eligible for travel to the associated recipient in that pay period, CM will generate the data for an accompanying Travel Claim Form in the print vendor format. A data file that includes standard timesheets which need an accompanying travel claim form is sent daily to a Print Vendor at the end of the business day.

The print vendor will mail the standard timesheet with accompanying travel claim form to the provider along with a "red bar" return envelope addressed to the TPF.

### Large Font Timesheet Travel Claim Form Issuance

When timesheet validation is completed successfully for TPF received or for manually keyed timesheets Case Management (CM) generates the data for the Next Large Font Timesheet which will be sent to the large font print vendor. If the provider is eligible for travel to the associated recipient in that pay period, CM will also generate the data for a Travel Claim Form in the travel claim form print vendor format. A data file that includes travel claim form requests is sent daily to a Print Vendor at the end of the next business day.

The print vendor will mail the travel claim form to the provider along with a "red bar" return envelope addressed to the TPF. The travel claim form will not be mailed with the Large Font timesheet.

## Advance Pay Provider Travel Claim Form Issuance

CM will execute a batch process to trigger Travel Claim Form requests for providers that are eligible for travel to their Advance Pay recipient. This batch process will run after the semi-monthly process to generate Advance Pay timesheets is completed. The data for the request will be sent to the travel claim form print vendor in the next travel claim form file (end of the following business day).

The print vendor will mail the travel claim form to the provider along with a "red bar" return envelope addressed to the TPF. The Advance Pay provider's travel claim form will not be mailed with the Advance Pay timesheet.

## Automatic Generation with User Requested Timesheet

This topic is covered in the Detailed System Design (DSD) for Time and Attendance – Issue Timesheet – User Requested Timesheet Issuance.

## Automatic Generation with Creation of Travel Time Record

When a Travel Time record is created for a recipient/provider/program and there are already timesheet records without travel claim records for any pay periods covered by the Travel Time record, then CMIPS will automatically generate request(s) for Travel Claim(s) to the print vendor for the applicable pay periods.

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Functions/Travel Claim Exceptions

CI	Document Name
 CI-673767 - DSD BF Travel Claim Exceptions <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_BF_Travel_Claim_Exceptions.docx

When a Travel Claim is scanned by the vendor, business rules will be evaluated to determine eligibility for payment of the travel claim. Any exceptions will be displayed for the end user on the View Travel Claim screen. Any reasonably valid, signed travel claim will be entered into CMIPS. These travel claims will be flagged for inclusion on the Timesheet/Travel Claim Exception Summary report, and the exception will also be displayed on the View Travel Claim screen. No tasks or notifications will be generated.

**NOTE:** Exception information for a travel claim that was returned to the provider by TPF for no signature will not be available in CMIPS. A travel claim that has been submitted with the same travel claim number as a previously entered travel claim will not be entered in CMIPS. A travel claim that has been submitted with an invalid travel claim number will not be entered in CMIPS.

## Hold Conditions

A Hold Condition is an exception that indicates all Travel Claim criteria are not met for payment. This Hold condition is evaluated at entry of the Travel Claim. For a Travel Claim there is only one Hold Condition:

- Timesheet for this recipient and pay period has not been processed

A nightly batch job will evaluate these held travel claims for release. After release the Travel Claim will then be evaluated against Hard and Soft Edits. If after 30 days there is still not a processed timesheet then a hard edit will be encountered and the travel claim will not be paid.

## Hard Edits

Hard Edits are exceptions that prevent payment of a travel claim. These are exceptions are:

- Provider not eligible for Travel Time
- Provider has been paid 14:00 hours of travel for each workweek in the pay period
- Recipient ineligible, terminated or on leave for entire pay period
- Provider ineligible, terminated or on leave for entire pay period
- No Timesheet Processed – more than 30 days

## Soft Edits

If no hard edit or hold conditions are encountered during CM business rule validation, the travel claim will be further evaluated for soft edit conditions. Soft edits do not prevent payroll processing. These exceptions provide information on specific day/date(s) that are not eligible for payment.

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Functions/Travel Claim Received Before a Timesheet

CI	Document Name
 CI-673766 - DSD BF Travel Claim Received Before Timesheet <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_BF_Travel_Claim_Received_Before_Timesheet.docx

A Travel Claim that is received by the vendor and entered into CMIPS or received electronically prior to the receipt of a timesheet, for the same recipient and pay period, will be held. Each night a batch job will evaluate these held travel claims and if a timesheet has successfully processed, for payment, for the corresponding recipient/provider/pay period or it has been 30 days since the travel claim was received then the travel claim will be released for processing.

When the travel claim is released by the system, it will be validated against CM travel claim validation and payment business rules (hard edits, soft edits and payment eligibility). Payment will not be made for any travel claim released after 30 days where a timesheet has still not been processed for payment.

The business rules surrounding this process are further defined in the Business Rules – Travel Claim Processing section.

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Functions/Make Electronic Timesheet Data Available to County

CI	Document Name
 CI-753308 - DSD BF Make Electronic TS Data Available to County <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_BF_Make_Electronic_TS_Data_Available_to_County.docx

After CM accepts a timesheet that was submitted electronically or using the TTS the time entry data it will be made available for viewing on the View Timesheet screen in CM. In addition to the timesheet data, all hold conditions or exceptions detected during CM business rule validation, and the MEDS POS eligibility inquiry will be listed on the View Timesheet screen. Electronic Timesheet data is considered accepted when: (1) the Provider submits the timesheet and the Recipient has a Timesheet Communication Preference of 'Telephone' to initiate timesheet review; or (2) the Provider and Recipient have both electronically signed the timesheet using the IHSS ESP. There are no scanned images of electronic timesheets so a timesheet image link will not be available. A link will be provided to allow a County or State user to render and print a hard copy version of a timesheet with a Mode of Entry of 'Electronic' or 'Telephonic'.

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Functions/Make Travel Claim Image and Data Available to County

CI	Document Name
 CI-822293 - DSD BF Make Travel Claim Image and Data Available to County <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD BF Make Travel Claim Image and Data Available to County

After processing of the Travel Claim Form, if the travel claim was submitted via the TPF, the form image and data are made available for viewing on the View Travel Claim screen in CM; otherwise, if the travel claim was submitted electronically, only the travel claim data is made available in CMIPS, the form image is not. In addition to the Travel Claim data, all of the exceptions detected during TPF processing, CM business rule validation, and the MEDS POS eligibility inquiry are listed on the View Travel Claim screen. The Travel Claim image is made available to the counties within one business day of the image stored on the content repository.

The Travel Claim Form is time-stamped, counted and verified for provider signature. If a provider signature is not present and the Travel Claim Form provider address is intact, TPF staff hands off the form to the Back Office staff to place the Travel Claim Form, a CDSS signature request letter and a Red Bar return envelope into a Travel Claim Form mailing envelope. The mailing envelope containing the unsigned Travel Claim Form sent via USPS to the provider. All other Travel Claim Forms are transferred to payment processing.

Below is an example of the travel claim metrics in the TPF Operations Management Report:

- Number of Travel Claim Forms received per time period

**Note:** Only successfully processed Travel Claims are available for County and CDSS users on the Case Management View Travel Claim screen. The image is only made available if the travel claim was submitted via the TPF.

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Functions/TPF Travel Claim Data Completion

CI	Document Name
 CI-822292 - DSD BF TPF Travel Claim Data Completion <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD BF TPF Travel Claim Data Completion

TPF Requirements for a Valid Travel Claim – Edit checks is performed based on the form field edit and state identified business rules:

CMIPS Travel Claims (SOC 2275):

- Form is an authorized CMIPS Travel Claim.
- Daily time entry is less than or equal to 24 hours total for a single day:
  - Daily hour entry field – A single standard English numeric value in the range [0-9] or the field can be blank. This applies to each individual box that is preprinted with H indicating hour.
  - Daily minute entry field – A single standard English numeric value in the range [0-9] or the field can be blank. This applies to each individual box that is preprinted with M indicating minute.
- Provider box – Signature present.
- Recipient box – Signature present.
- No edits or alterations to preprinted data on Travel Claim.
- Time entry is visually legible.

Invalid Travel Claim: Any Travel Claim that fails one or more of the identified field edits or business rules is flagged as invalid.

**Timesheet Processing Operations Report:** For travel claim forms received at the centralized processing facility (TPF), the system collects and store metrics on the number of Travel Claim Forms (SOC 2275) received each day. This data is made available to the appropriate state or county staff in the TPF Operations Management Report. This data is not captured in BusinessObjects.

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Functions/Make Sick Leave Claim Image and Data Available to County

CI	Document Name
 <b>CI-822315</b> - DSD BF Make Sick Leave Claim Image and Data Available to County <b>IMPLEMENTED</b>	DSD BF Make Sick Leave Claim Image and Data Available to County

Upon receipt of a Sick Leave Claim Form (SOC 2302) at the TPF, the form is time-stamped, counted, and verified for provider signature. If a provider signature is not present and the Sick Leave claim form provider address is intact, TPF staff hands off the form to the Back Office staff to place the Sick Leave claim form, a CDSS signature request letter, and a Red Bar return envelope into a Sick Leave Claim form mailing envelope. The mailing envelope containing the unsigned Sick Leave Claim form is sent via USPS to the provider. All other Sick Leave Claim forms are transferred to payment processing.

Below are examples of the Sick Leave Claim metrics in the TPF Operations Management Report:

- Number of Sick Leave Claim forms received per time period

**Note:** Only successfully processed Sick Leave Claims are available for County and CDSS users on the Case Management View Sick Leave Claim screen.

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Functions/TPF Sick Leave Claim Data Completion

CI	Document Name
 CI-822314 - DSD BF TPF Sick Leave Claim Data Completion <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD BF TPF Sick Leave Claim Data Completion

TPF Requirements for a Valid Paid Sick Leave Claim – Edit checks are performed based on the form field edit and state identified business rules:

CMIPS Paid Sick Leave Claims (SOC 2302):

- Form is an authorized CDSS Paid Sick Leave Claim form.
- Daily time entry is less than or equal to 24 hours total for a single day:
  - Daily hour entry field – A single standard English numeric value in the range [0-9] or the field can be blank. This applies to each individual field that is in the column with the header HH indicating hours.
  - Daily minute entry field – A single standard English numeric value in the range [0-9] or the field can be blank. This applies to each individual field that is in the column with the header MM indicating minutes.
- Provider field – Signature present.
- Time entry is visually legible.

Invalid Paid Sick Leave Claim: Any Paid Sick Leave Claim that fails one or more of the identified field edits or business rules is flagged as invalid.

The State business rules that involve calculations are applied in the IBM Cúram Case Management application, such as:

- A minimum of one (1) hour of Sick Leave must be claimed and thereafter of 30 minute increments per form.

**Timesheet Processing Operations Report.** For sick leave claim forms received at the centralized processing facility (TPF), the system collects and stores metrics on the number of Sick Leave Claim Forms (SOC 2302) received each day. This data is made available to the appropriate state or county staff in the TPF Operations Management Report (not CMIPS generated). This data is not captured in BusinessObjects.

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Functions/TPF Sick Leave Claim Form Handling

CI	Document Name
 CI-822316 - DSD BF TPF Sick Leave Claim Form Handling <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD BF TPF Sick Leave Claim Form Handling

The Sick Leave Claim form (SOC 2302) will follow the same workflow as the Timesheet form (SOC 2261). The Sick Leave Claim form will arrive at the Sick Leave Claim PO Box or potentially will be received as an exception if received through a PO Box not setup to receive Sick Leave Claims, and will be batched with other Sick Leave Claim forms for scanning.

Upon receipt of a Sick Leave Claim Form (SOC 2302) the TPF team will extract the sick leave claim form from the envelope, using the Agassir machines, and will separate the sick leave claim form from any other documents included in the envelope. Sick Leave Claims will be routed to the sick leave claim workflow for validation and processing. Timesheets that accompanied the sick leave claim form will be routed directly to the timesheet workflow for regular processing and any other documents will be routed to the established workflow applicable to that document.

**Timesheet Processing Operations Report.** For sick leave claim forms received at the centralized processing facility (TPF), the system will collect and store metrics on the number of Sick Leave Claim Forms (SOC 2302) received each day. This data will be made available to the appropriate state or county staff in the TPF Operations Management Report (not CMIPS generated). This data is not captured in BusinessObjects.

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Functions/Provider Telephone Timesheet System (TTS) Activity

CI
 CI-822330 - DSD BF Provider TTS Activity <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>

IHSS and WPCS Providers can register with the IHSS TTS for submission of EVV timesheets. Once registered, a Provider will be able to listen to timesheet history of timesheets that are received through TPF or that are submitted through ESP or TTS for a pay period start date selected by the Provider.

A Provider that is subject to EVV timesheet reporting, whose Recipient is registered for ESP or TTS for timesheet review will have the ability to complete their timesheets through the TTS and to submit those timesheets using the telephone. When a Provider submits a timesheet using the TTS it is validated prior to submission and the TTS will warn the Provider of any errors that might impact that timesheet, including warnings for potential violations. The Provider then confirms their agreement to the timesheet declaration to sign and submit the timesheet. Once submitted the timesheet and the details are sent to Case Management and the Recipient is notified of a timesheet that is ready for their review based on the Recipient's Timesheet Communication Preference identified in Case Management.

TTS can only be used for collection data for EVV timesheets. When subject to EVV timesheets a Provider must submit their time using an electronic method.

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Functions/Standard Timesheet and Travel Claim Form Print Vendor

CI	Document Name
 CI-822746 - DSD BF Standard Timesheet Travel Claim Form Print Vendor IMPLEMENTED	DSD_BF_Standard_Timesheet_Travel_Claim_Form_Print_Vendor.doc

## Printing

### SOC 2261 – Standard Timesheet

All standard Timesheets will be printed by a centralized print center. The print vendor receives one or more daily interface file(s) through the CMDS970A interface, that contain the PDF data overlays for all standard Timesheets pending issuance. The print vendor utilizes CDSS approved Timesheet stock (SOC 2261) with pre-printed static data and the PDF data overlay provided by CMIPS to create the completed standard Timesheet. The figures below are a sample of a printed Timesheet that is ready for mailing:

YOUR COUNTY IHSS OFFICE  
123 SOMETHING AVENUE  
SAMPLES CA 99999-9999

FIRST LAST  
123 SOMETHING STREET  
SAMPLES CA 99999-9999

**IN-HOME SUPPORTIVE SERVICES (IHSS)  
INDIVIDUAL PROVIDER  
TIMESHEET**

Record your daily hours and minutes  
like these samples.

Did not work	H	H	M	M
6 hours 30 minutes	H	6	3	0
4 hours 45 minutes	H	4	4	5
10 hours	1	0	M	M
<b>Total</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>5</b>

Instructions

1. Use black ink only and press firmly. Numbers must be readable.
2. Your defined workweek is from Sunday 12:00 AM to Saturday 11:59 PM.
3. Do not send any other documents with the timesheet.
4. Only write in the hours, minutes, signature, and date boxes. Do not write in any box with a preprinted 0. Any extra writing on the timesheet can delay your paycheck.

**EST SAMPLE - NOT A VALID TIMESHEET**

Provider #:	999999999	Provider Name:	LASTNAME, FIRSTNAME
Case #:	99 99 9999999	Recipient Name:	LASTNAME, FIRSTNAME
Type:	IHSS	Timesheet No:	99999999999999999
Pay From:	02/01/2018	Pay To:	02/15/2018 Hours: 71:12

**Workweek #1**

▲ *Claimed : 00:00*

**Workweek #2**

▲ *Claimed : 00:00*

**Workweek #3**

▲ *Claimed : 00:00*

**Workweek #4**

▲ *Claimed : 00:00*

S	0	0	0	0	S04	H	H	M	M	S11	H	H	M	M	S	0	0	0	0
M	0	0	0	0	M05	H	H	M	M	M12	H	H	M	M	M	0	0	0	0
T	0	0	0	0	T06	H	H	M	M	T13	H	H	M	M	T	0	0	0	0
W	0	0	0	0	W07	H	H	M	M	W14	H	H	M	M	W	0	0	0	0
T01	H	H	M	M	T08	H	H	M	M	T15	H	H	M	M	T	0	0	0	0
F02	H	H	M	M	F09	H	H	M	M	F	0	0	0	0	F	0	0	0	0
S03	H	H	M	M	S10	H	H	M	M	S	0	0	0	0	S	0	0	0	0

Total \_\_\_\_\_ Total \_\_\_\_\_ Total \_\_\_\_\_ Total \_\_\_\_\_

Turn over and sign. ➔



Figure – Printed SOC 2261 – Front

**Recipient Instructions**

1. Use black ink only and press firmly. Numbers must be readable.
2. Your defined workweek is from Sunday 12:00 AM to Saturday 11:59 PM.
3. Do not send any other documents with the timesheet.
4. Only write in the hours, minutes, signature, and date boxes. Do not write in any box with a preprinted 0. Any extra writing on the timesheet can delay your paycheck.
5. You will not be paid for hours claimed more than the recipient's case authorized hours, your assigned hours, or the remaining hours (as shown in the "hours" field below). Claiming extra hours can delay your paycheck.

# **TEST SAMPLE - NOT A**

# **VALID TIMESHEET**

Subject to civil penalties.

Recipient's Signature	Date	Provider's Signature	Date

Mail Detached Timesheet To:  
IHSS Timesheet Processing Facility • PO Box 989740 • West Sacramento, CA 95798-9740

Figure – Printed SOC 2261 – Back

## SOC 2275 – Travel Claim Form

All Travel Claim Forms will be printed by a centralized print center. The print vendor receives one or more daily interface file(s) through the CMDS971A interface, that contain the PDF data overlays for all Travel Claim Forms pending issuance. The print vendor utilizes CDSS approved Travel Claim Form stock (SOC 2275) with pre-printed static data and the PDF data overlay provided by CMIPS to create the completed Travel Claim Form. The figures below are a sample of a printed Travel Claim Form that is ready for mailing:



000000001

YOUR COUNTY IHSS OFFICE  
123 SOMETHING AVENUE  
SAMPLES CA 99999-9999

STATE OF CALIFORNIA  
HEALTH AND HUMAN SERVICES AGENCY  
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
SOC 2275 (09/18)

FIRST LAST  
123 SOMETHING STREET  
SAMPLES CA 99999-9999

### TRAVEL CLAIM FORM INSTRUCTIONS

1. This Travel Claim Form must be submitted only after a timesheet with service hours for the same pay period has been submitted.
2. Time travelled from one recipient to another on the same day must be claimed on the Travel Claim Form for the recipient you travelled To.
3. In special circumstances where you travelled to the same recipient twice in the same day, enter the total amount of time travelled for that day. A comment is required in this situation.

## **TEST SAMPLE - NOT A VALID TRAVEL CLAIM**

- If a special circumstance occurred to cause the travel time to be longer than expected.
- 9. The Provider must sign and date the back of Travel Claim Form.
- 10. The Total line is optional.

Record your daily hours, minutes, case number, distance, and comments like this sample:

Travel Week #1	Case # From:	Distance:	Comments:
S 0 0 0 0			
M 13 H H 1 5	0000000	1.1	
T 14 H H 2 0	0000000	1.7	Rerouted due to road construction.
W 15 H H 1 5	0000000	1.1	
T 16 H H 1 5	0000000	1.1	
F 17 H H 2 5	0000000	1.1	Traffic jam due to car accident.
S 0 0 0 0			
<b>TOTAL</b>	<b>1 3 0</b>		

TURN OVER AND COMPLETE →

Mail To:  
IHSS Timesheet Processing Facility • PO Box 1780 • West Sacramento, CA 95691-6780

## TRAVEL CLAIM FORM

Provider Name:	LAST, FIRST MI (provider)	Recipient Name:	LAST, FIRST (recipient)
Provider #:	999999999	Travel Claim #:	9999999999999999
Pay Period From:	04/16/2018	Pay Period To:	04/30/2018
Program Type:	IHSS		

Travel Week #1		Case # From:	Distance:	Comments:
S	0   0   0   0			
M 16	H   H   M   M			
T 17	H   H   M   M			
W 18	H   H   M   M			
T 19	H   H   M   M			
F 20	H   H   M   M			
S 21	H   H   M   M			
<b>TOTAL</b>				
Travel Week #2		Case # From:	Distance:	Comments:
S 22	H   H   M   M			
M 23	H   H   M   M			

**TEST SAMPLE - NOT A VALID TRAVEL CLAIM**

M 30		H   H   M   M				
T		0   0   0   0				
W		0   0   0   0				
T		0   0   0   0				
F		0   0   0   0				
S		0   0   0   0				
<b>TOTAL</b>						
Travel Week #4		Case # From:	Distance:	Comments:		
S		0   0   0   0				
M		0   0   0   0				
T		0   0   0   0				
W		0   0   0   0				
T		0   0   0   0				
F		0   0   0   0				
S		0   0   0   0				
<b>TOTAL</b>						

I understand that any false claim relating to this travel claim form may be prosecuted under Federal and State laws and that if convicted of fraud, I may also be subject to civil penalties. By signing as the provider, I declare that the travel time claimed on this travel claim form is true and correct.

Provider's Signature	Date
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Figure – Printed SOC 2275 – Back

## **Combination File(s) – Standard Timesheet and Accompanying Travel Claim Form**

All standard Timesheets with accompanying Travel Claim Forms will be printed by a centralized print center. The print vendor receives one or more daily interface file(s) through the CMDS972A interface, that contain the PDF data overlays for all standard Timesheets with accompanying Travel Claim Forms pending issuance. The print vendor utilizes CDSS approved stock with pre-printed static data and the PDF data overlay provided by CMIPS to create the completed combination file. See the above figures for the samples ready for mailing.

## **Mailing**

Once the standard Timesheets, standard Timesheets with accompanying Travel Claim Forms, and Travel Claim Forms are printed, the print vendor will fold and insert pages into the mailing envelopes so that the county return address and the Provider mailing address are visible; the return envelope addressed to TPF will also be included in the envelope. The mailing envelope will be placed into the U.S. Mail, with appropriate postage, for delivery to the addressee.

## **DSD 24/Recip CM & OS – Time and Attendance/Business Process Flow**

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Flow/Time and Attendance Overview

CI	Document Name
CI-67627 - DSD BP TPF Time and Attendance Overview <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_BP_TPF_Time_and_Attendance_Overview.doc

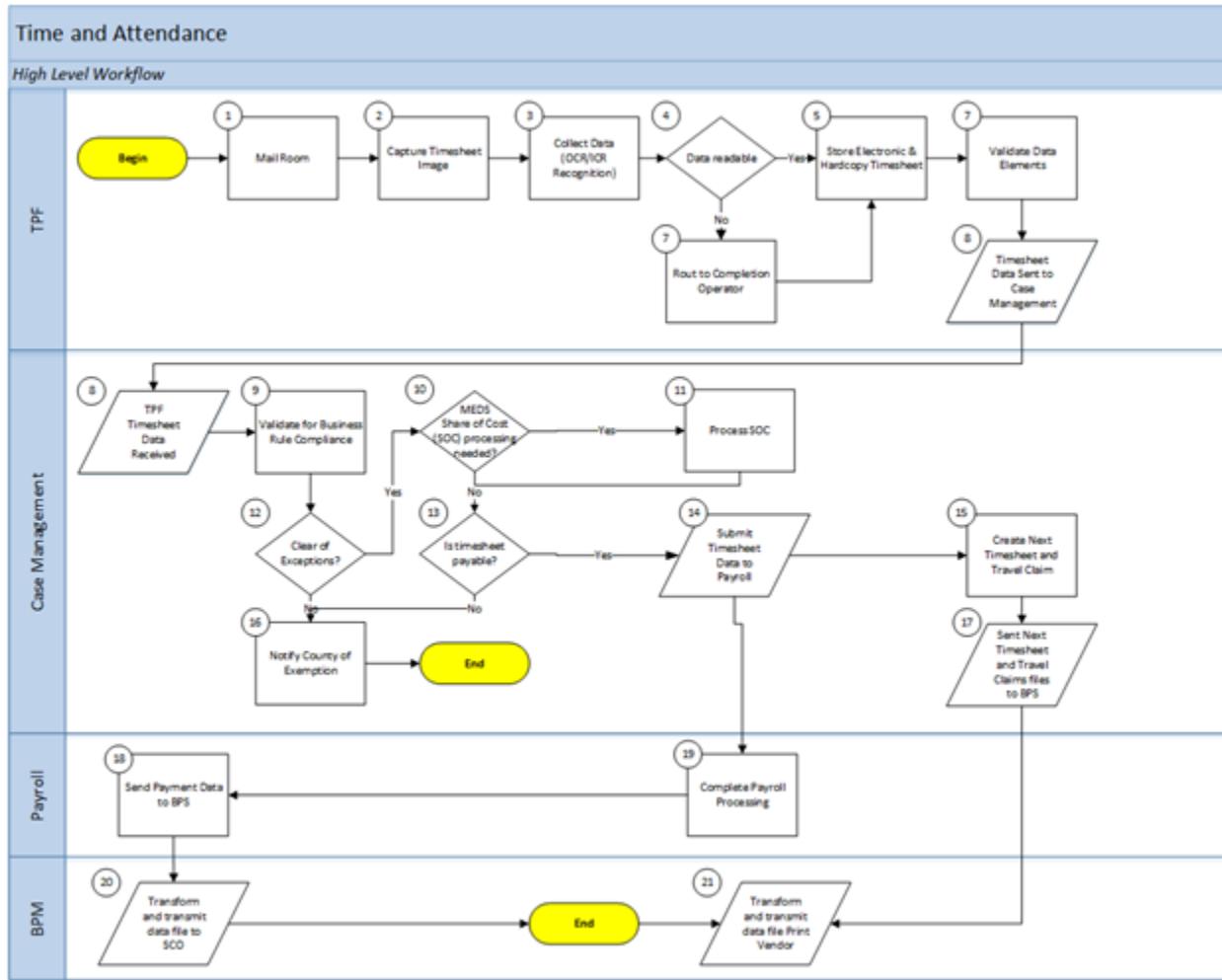


Figure – Time and Attendance Overview

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Flow/TPF Timesheet Processing

CI	Document Name
CI-67631 - DSD BP TPF Timesheet Processing <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_BP_TPF_Timesheet_Processing.doc

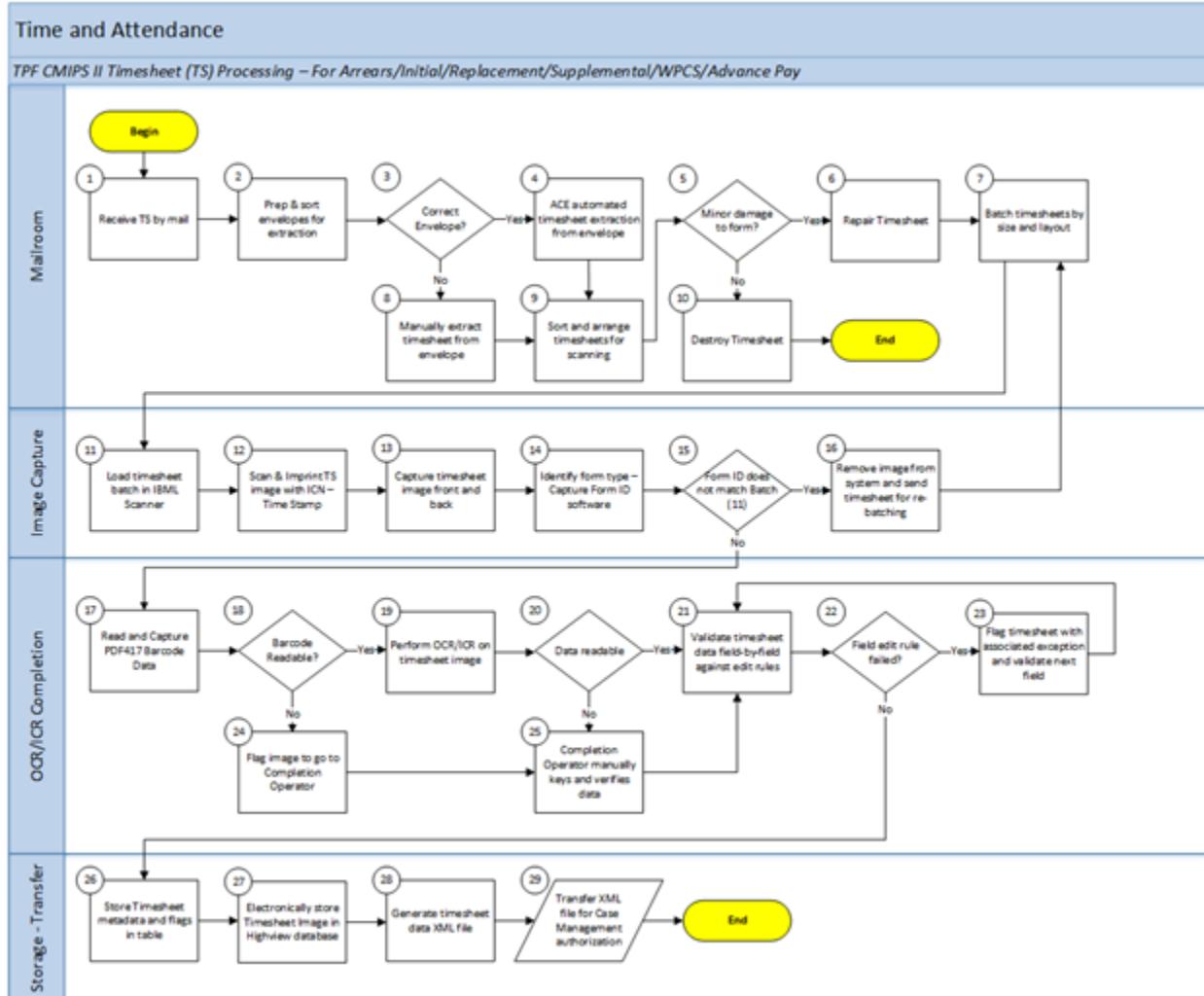


Figure – TPF Timesheet Processing

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Flow/Validate Timesheet for Business Rule Compliance

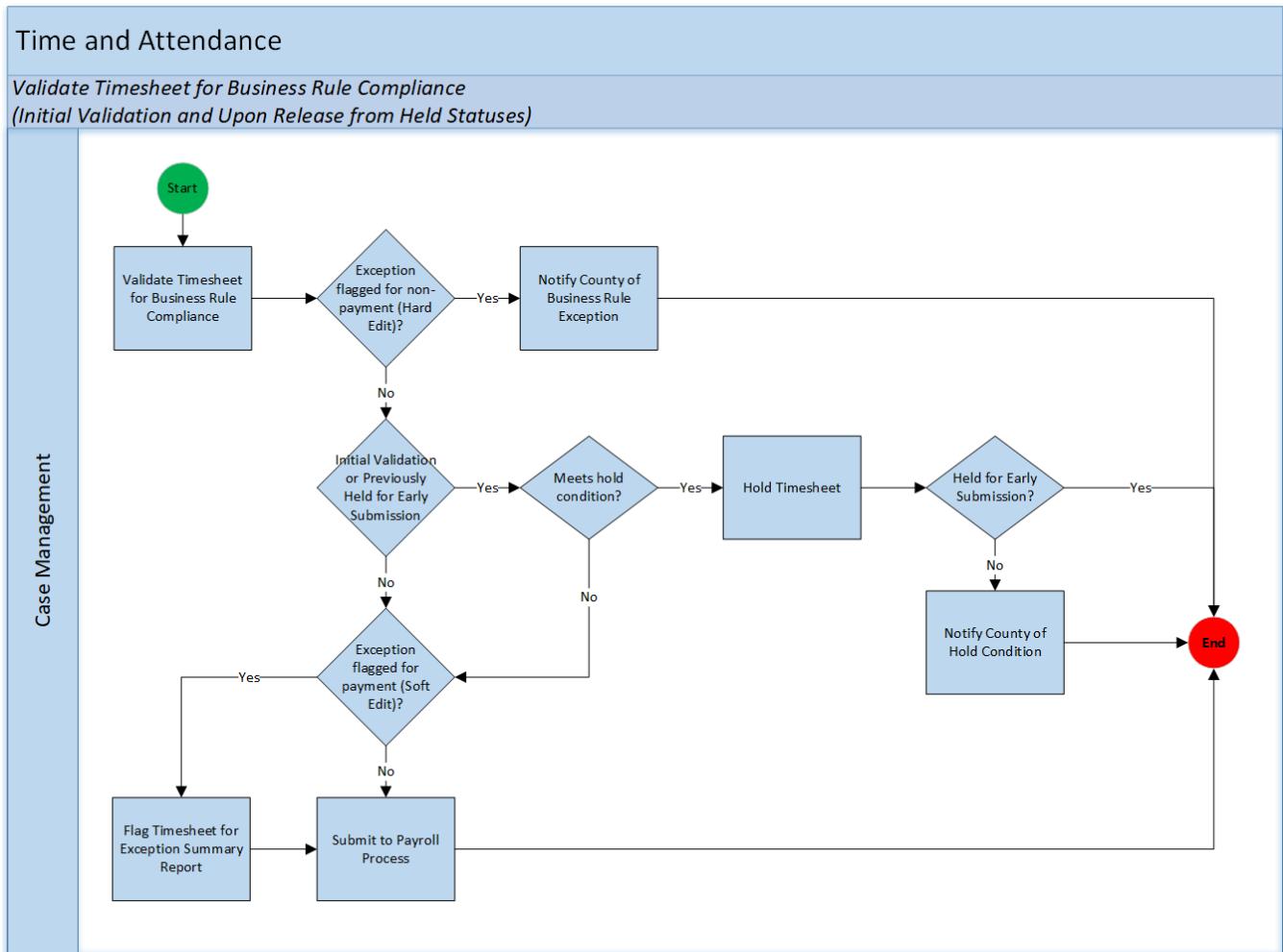
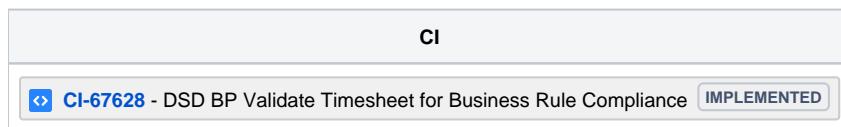


Figure – Validate Timesheet for Business Rule Compliance

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Flow/Release Timesheet in Held MEDS POS Error Status

CI	Document Name
<b>CI-67626</b> - DSD BP Release Timesheet in Held MEDS POS Error Status <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	DSD_BP_Release_Timesheet_in_Held_MEDS_POS_Error_Status.doc

**⚠️** This functionality applies only to timesheets submitted for pay periods prior to the Share of Cost (SOC) cutoff date. SOC functionality has shifted from timesheet-based to Recipient case-based. This flow is maintained for historical reference.

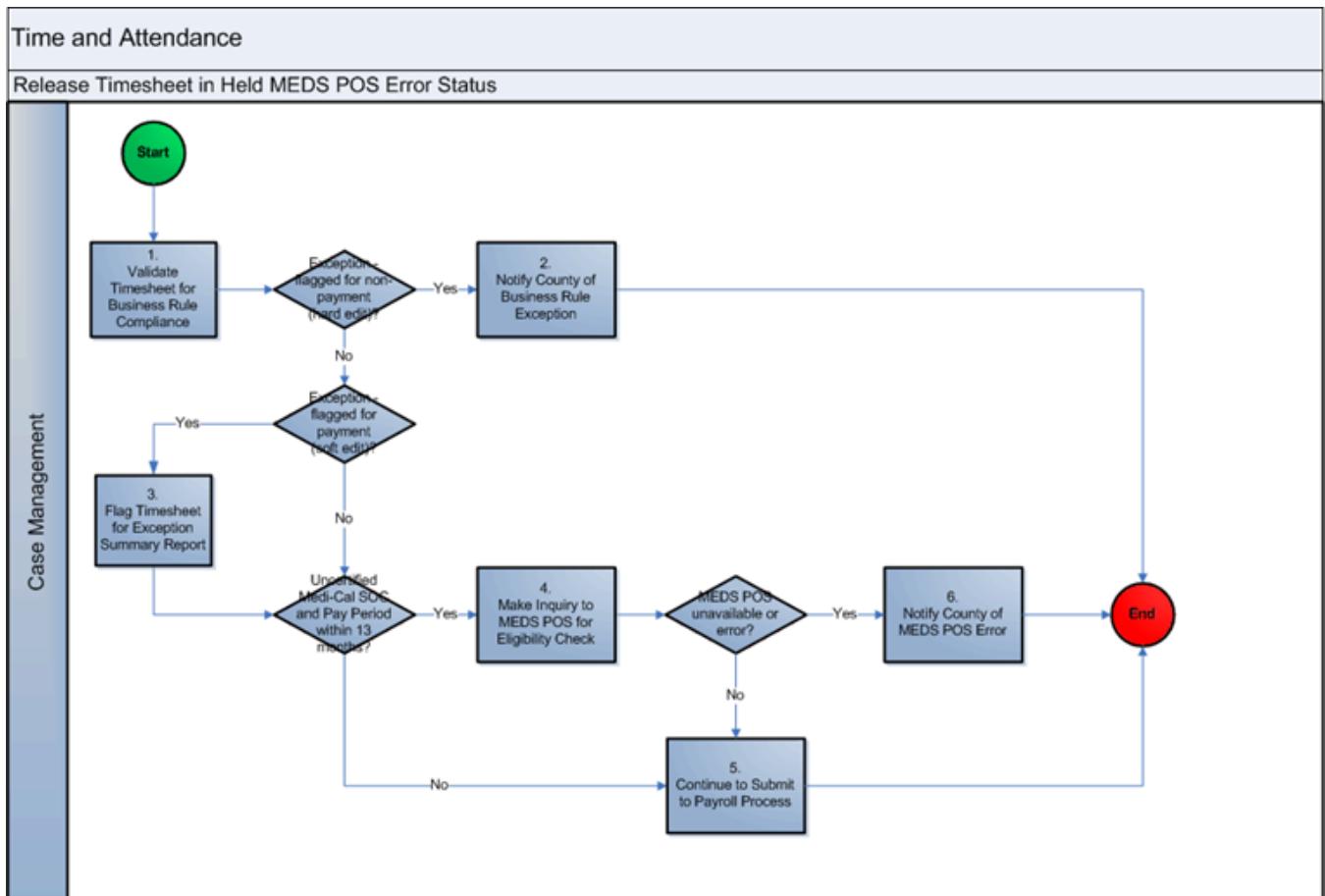


Figure – Release Timesheet in Held MEDS POS Error Status

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Flow/Submit Timesheet to Payroll

CI	Document Name
CI-67629 - DSD BP Submit Timesheet to Payroll <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_BP_Submit_Timesheet_to_Payroll.doc

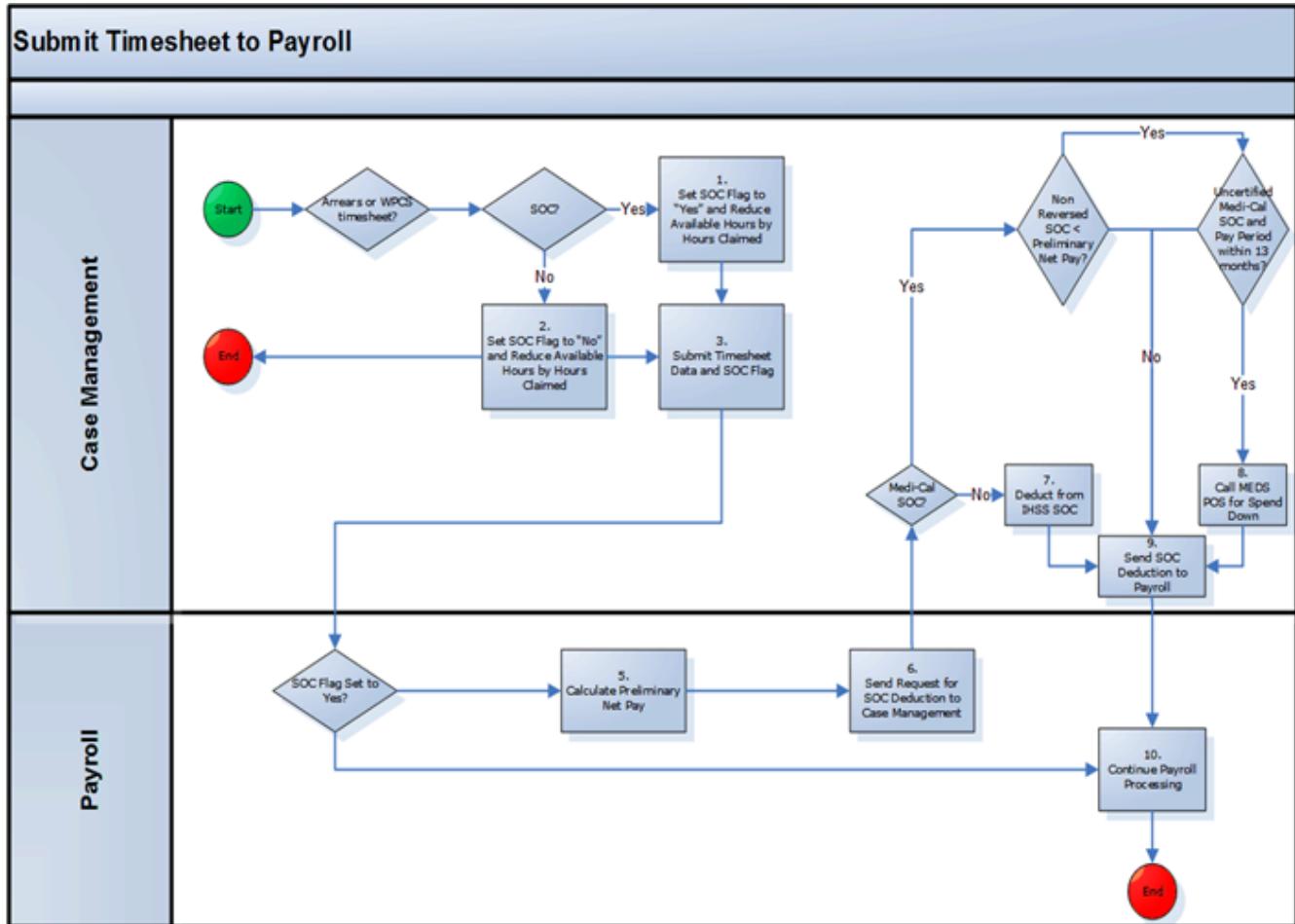


Figure – Submit Timesheet to Payroll

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Flow/Key Timesheet

CI	Document Name
CI-67625 - DSD BP Key Timesheet <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_BP_Key_Timesheet.doc

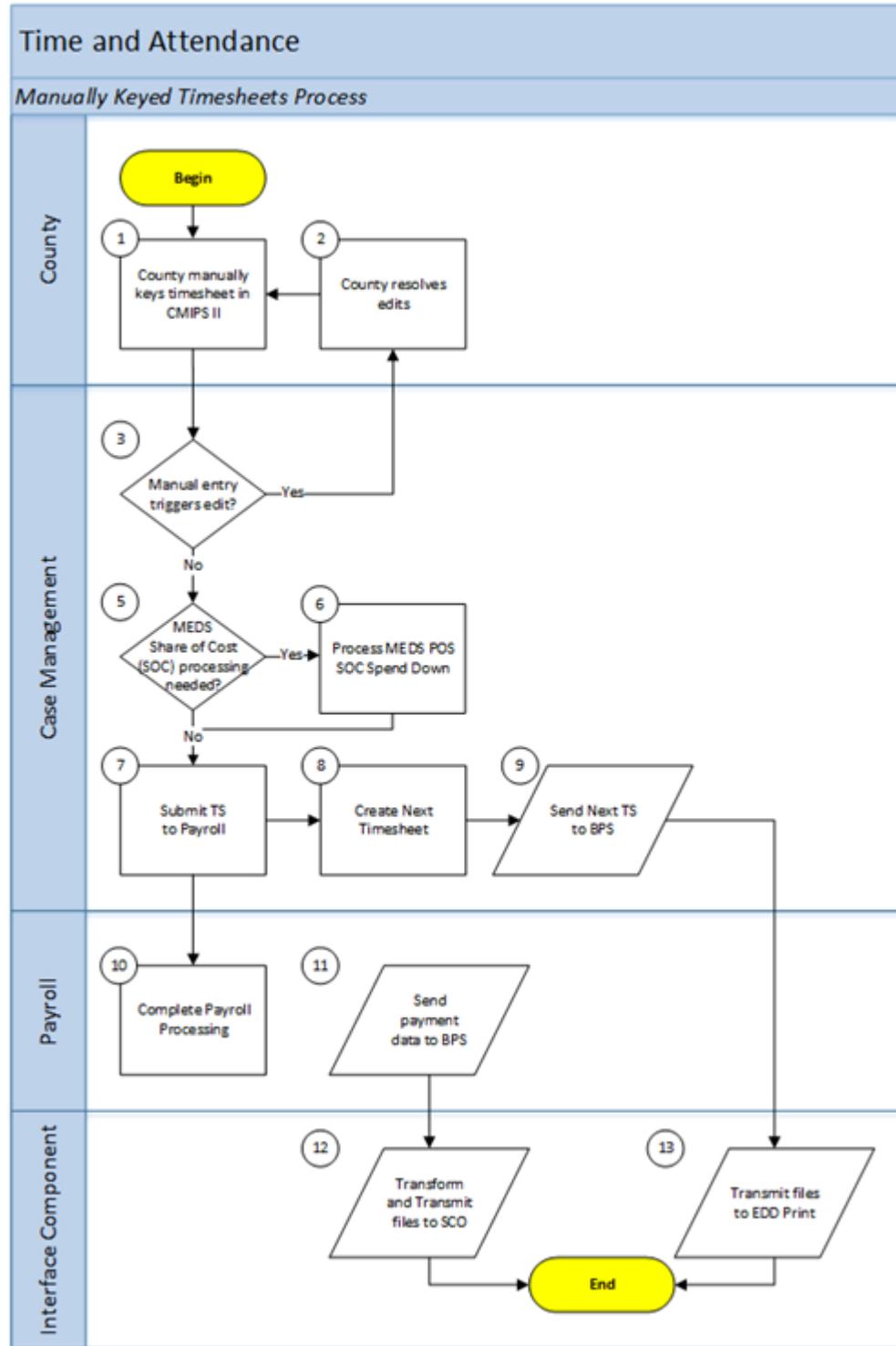


Figure – Key Timesheet

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Flow/Travel Claim Processing

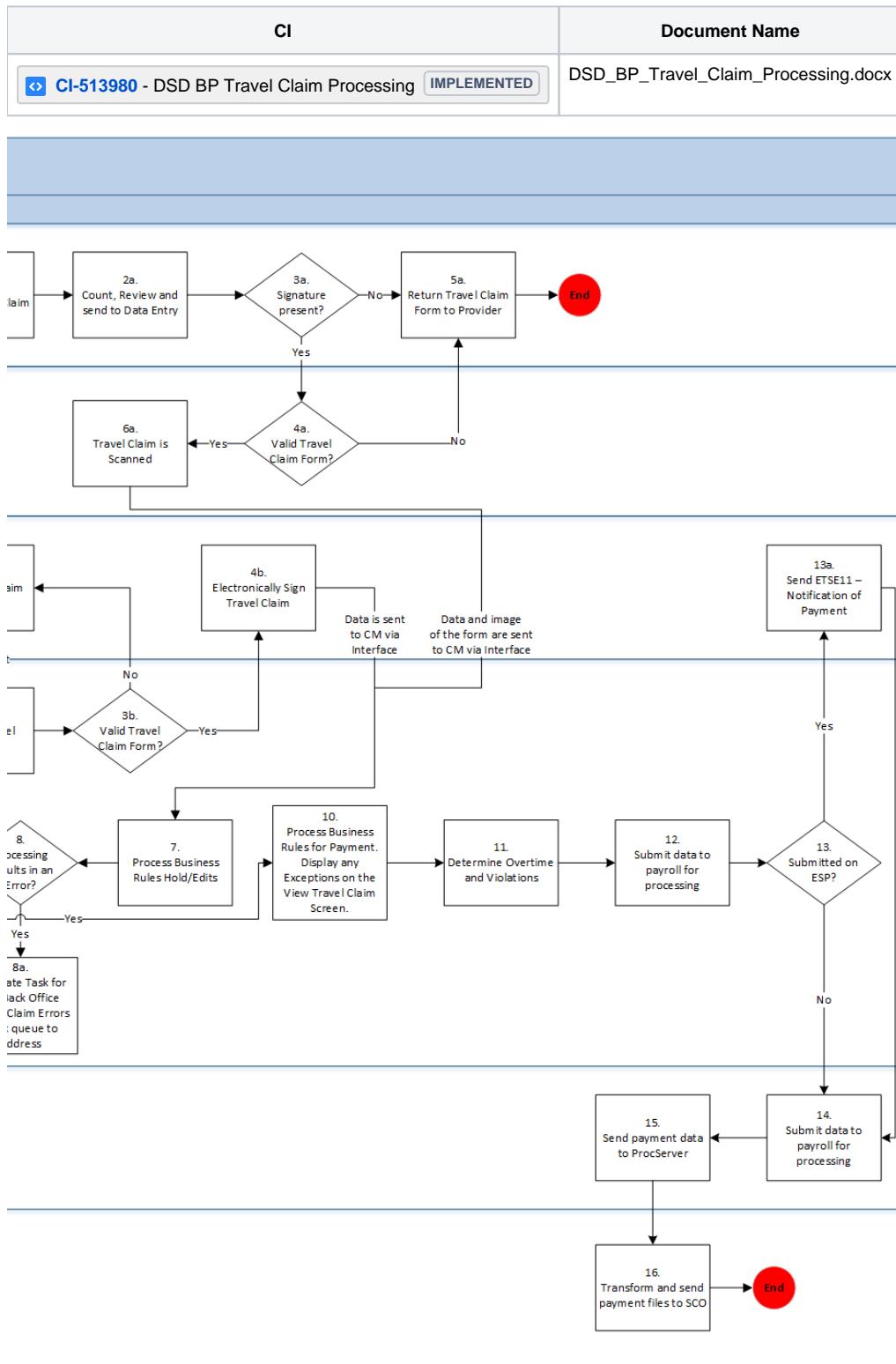


Figure – Travel Claim Processing

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Flow/ESP and TTS Electronic Timesheet Time and Attendance Overview

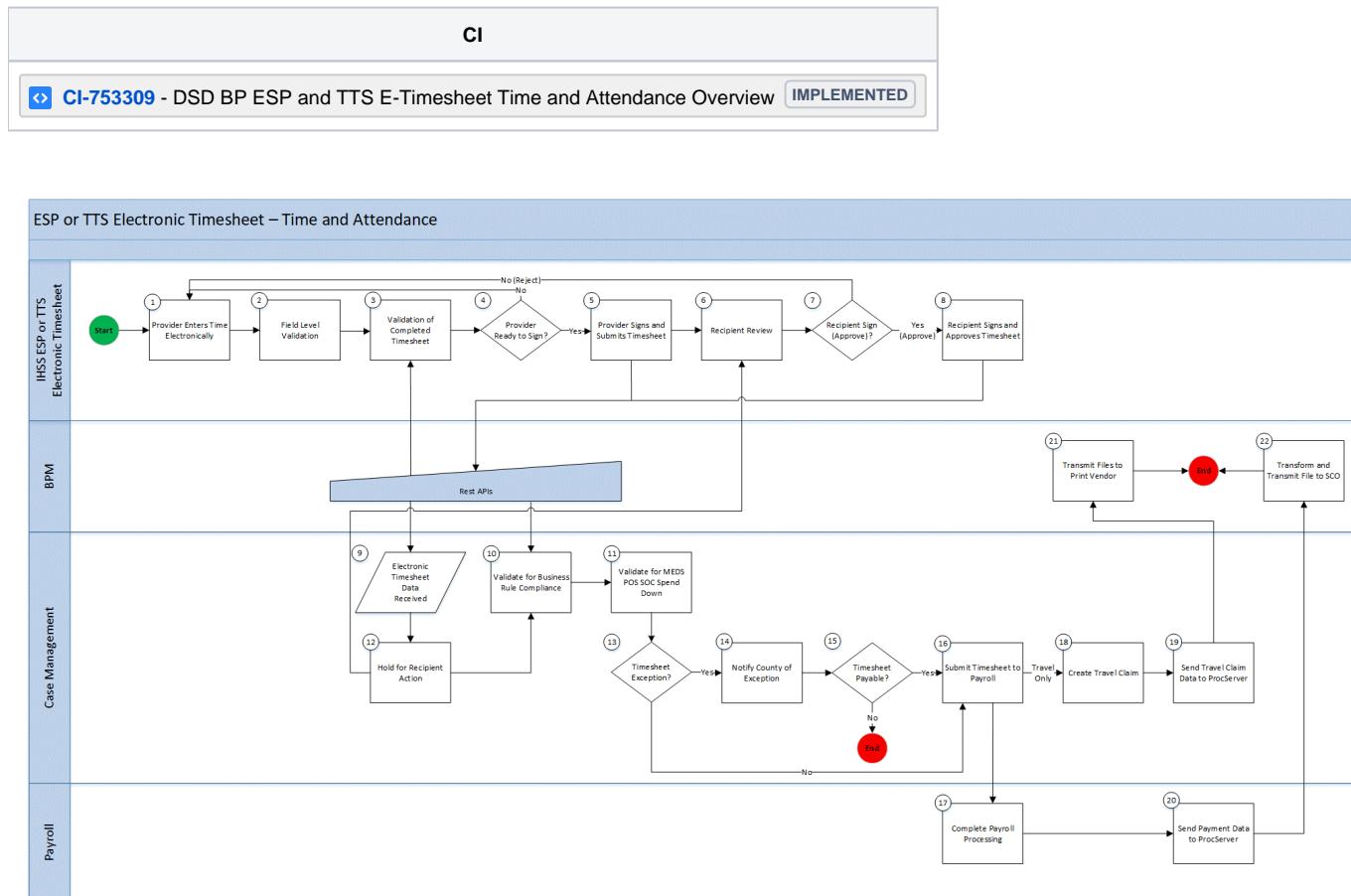


Figure – Electronic Time and Attendance Overview

## Initiation/Triggers, Pre-Conditions and Post Conditions

No.	Business Function	Initiation/Triggers	Pre-Conditions	Post Conditions
<b>TPF Business Processes</b>				
1	Refer to the IHSS CMIPS Program Support Plan for TPF mailroom business processes.			
2	Image Capture	TPF staff initiated	Valid Timesheet Form	Timesheet form scanned and time stamped
3	OCR/ICR	Image transferred to Captiva	Form type identified by FormID	Timesheet data read and collected
3a	Route to Completion Operator	Timesheet data unreadable by OCR/ICR equipment	Timesheet data readable by visual inspection	Timesheet data validated for accuracy
4	Refer to the IHSS CMIPS Program Support Plan for TPF Legacy Timesheet business processes.			
5	Store Electronic and Hardcopy	Timesheet Form scanned at TPF	Valid Timesheet form in a physical condition that can be scanned	Electronic image stored in HighView database. Hardcopy stored at TPF storage facility.
6	Validate Data Elements	Timesheet data readable	Timesheet data readable	Timesheet data validated for accuracy
<b>CM Business Processes</b>				
7	Removed CR 928			

8	Validate Timesheet for Business Rule Compliance and MEDS POS Eligibility	Validation of a timesheet for MEDS POS is initiated when (1) a timesheet is processed through the TPF, (2) a timesheet is keyed manually in CM or (3) when a timesheet is submitted and approved electronically.	Timesheet data must be available in CMIPS	If errors are discovered, initiate the Notify County of Exceptions function.  If no errors are discovered, initiate the Submit to Payroll function.
9	Make Timesheet Image and Data Available to County	The timesheet image and data are made available to the counties after all timesheet validations are complete; within 4 hours of discovery for errred timesheets and within 1 business day if no exceptions for timesheets submitted through the TPF.	Timesheet processed at TPF facility. If manually entered, timesheet sent to TPF for scanning and image storage	Provide access to the timesheet image and, if applicable, produce a task for county staff to review the errors and take appropriate action.
10	Notify County of Timesheet Exceptions	Counties are notified when an error(s) is detected on a timesheet processed by either (1) the TPF or (2) during validation for business rule compliance.  This function is also initiated when a timesheet is manually keyed in CMIPS.	Timesheet processed at TPF facility, submitted/approved electronically or manually keyed in CMIPS	If the timesheet was processed at TPF and the exception prevents payment (hard edit), allocate a task to the Payroll Work queue for county staff to review the errors and take appropriate action.  If the timesheet was submitted through TPF or electronically and the exception does not prevent payment (soft edit), flag the timesheet for inclusion on the Timesheet Exception Summary report.  If the timesheet was manually keyed in CMIPS, provide user with immediate feedback on Timesheet Entry screen.
11	Submit Timesheet to Payroll	Timesheets are submitted for payment when no hard edits have been detected	Timesheet must have passed all hard edits	Send timesheet data to Payroll for processing
12	Key Timesheet	Paper timesheets are manually keyed at county	Recipient and Provider must be known to CMIPS	Initiate processes above
13	Issue Timesheet	When payments are made on arrears timesheets  During semi-monthly processing to generate advance pay timesheets  During the semi-monthly process to generate electronic timesheets  Per user request on the Timesheet Issuance screen	Data for timesheet form must be available in CMIPS  All business rules outlined below must be met	Produce timesheet
14	Random Sampling	This process is initiated when a timesheet is processed through TPF and it is selected for review through random sampling	The timesheet is not a manually entered timesheet sent to TPF for imaging only	Hold timesheet for county review  If a timesheet selected for sampling is not released or rejected at the end of the next business day, the timesheet will be automatically released by the system for processing
15	Timesheet Flagged for Review	This process is initiated when a timesheet is submitted through TPF, electronically or through TTS and the Timesheet Review field on the View Case Provider screen for the Recipient/Provider relationship is selected	The Recipient/Provider relationship must be flagged for timesheet review.  The timesheet is not a manually entered timesheet sent to TPF for imaging only.	Hold timesheet for county review.  If a flagged timesheet is not released or rejected at the end of the next business day, the timesheet will be automatically released by the system for processing.
16	Timesheets Received Before the End of the Pay Period	This process is initiated when a timesheet is received before the end of the pay period	The timesheet is received before the end of the pay period.  AND  The Provider is not terminated.  AND  There are no hours claimed for days after the date the timesheet is received.  Then the timesheet will be held.  If hours are claimed on future days, an exception will be generated.  If the Provider is terminated, the timesheet will be processed.	Hold timesheet and release on the first day of the following pay period
17	Timesheets with Excessive Hours In First Pay Period	This process is initiated when a Part A timesheet is processed and the total paid hours for all Pending and Processed Part A timesheets for the month exceeds 70 percent of the Recipient's Total Auth to Purchase After Reduced Hours or WPCS hours	Timesheet is for the first pay period (Part A)  Timesheet causes the total paid hours for all Pending and Processed Part A timesheets for the month to exceed 70 percent of the Recipient's Total Auth to Purchase After Reduced Hours or WPCS hours  The timesheet is not a manually entered timesheet sent to TPF for imaging only	Timesheets processed through TPF or submitted/approved electronically:  Hold timesheet for county review  If not released or rejected at the end of the next business day, the timesheet will be automatically released by the system for processing  Manually Keyed Timesheets:  Display informational message and provide the user with the option to continue or cancel without saving the timesheet data

18	Supplemental Timesheet Processing	The county requests issuance of a supplemental timesheet  OR Provider requests a supplemental timesheet through the ESP	A previous timesheet for the pay period has already been processed for the Provider  There are available IP Mode of Service or WPCS hours on the case for the month associated with the requested supplemental timesheet	Generate supplemental timesheet based on established business rules  Process supplemental timesheet when received at TPF, submitted/approved electronically or when keyed directly into CMIPS
19	Hold paper timesheet for BVI Recipient Approval	A paper timesheet submitted with no Recipient signature where Recipient has an active BVI record and is registered with TTS (either the Accommodations or the DIALEVV line)	Timesheet is received with no Recipient signature  AND Recipient is registered for TTS  OR Recipient is registered for ESP  AND There are no other hard edits encountered	IF  Recipient Communication Preference is Telephone then initiate DIALEVV TTS OR Accommodations TTS for Recipient review of timesheet based on Recipient Timesheet Accommodations selection  OR IF  Recipient Communication Preference is Email then send email timesheet review  AND IF  Recipient rejects timesheet the status of the timesheet is updated as rejected.  OR IF  Recipient Approves timesheet and the status is Held – Early Submission or Held – Late Submission the "Pending Recipient Review" condition is released but the timesheet remains in current held status until the rules for release are met  OR IF  Recipient Approves the timesheet and there are no additional hold conditions, the status is updated to "Pending Payroll" and is released for payroll processing
20	Hold Late Timesheets	When the HoldLateIHSSTimesheet configuration value is 'True'  AND/OR The HoldLateWPCSTimesheet configuration value is 'True'.  THEN WHEN  An applicable IHSS or WPCS arrears timesheet is received more than 15 days after the end of the pay period.	Timesheet is not: <ul style="list-style-type: none"><li>• Advance Pay</li><li>• Supplemental</li><li>• Replacement for an Exception Timesheet</li></ul> Provider is not: <ul style="list-style-type: none"><li>• Terminated</li><li>• New</li></ul> AND Timesheet is received more than 15 days after the last day of the pay period	Hold Timesheet for release by semi-monthly batch job  OR  Release by County or WPCS user  AND  Generate task to the case user to manually generate next timesheet if appropriate  THEN  After release process Timesheet against payroll business rules and next timesheet business rules
21	Hold Electronic Timesheet "Pending Recipient Electronic Review"	A provider submits timesheet electronically using ESP or TTS	AND  Recipient is registered for TTS  OR Recipient is registered for ESP	IF  Recipient Communication Preference is Telephone then initiate DIALEVV TTS OR Accommodations TTS for Recipient review of timesheet based on Recipient Timesheet Accommodations selection  OR IF  Recipient Communication Preference is Email then send email timesheet review  AND IF  Recipient rejects timesheet the status of the timesheet is updated as rejected.  OR IF  Recipient Approves timesheet and the status is Held – Early Submission or Held – Late Submission the "Pending Recipient Review" condition is released but the timesheet remains in current held status until the rules for release are met  OR IF  Recipient Approves the timesheet and there are no additional hold conditions, the status is updated to "Pending Payroll" and is released for payroll processing

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Flow/Set Electronic Timesheet Indicator

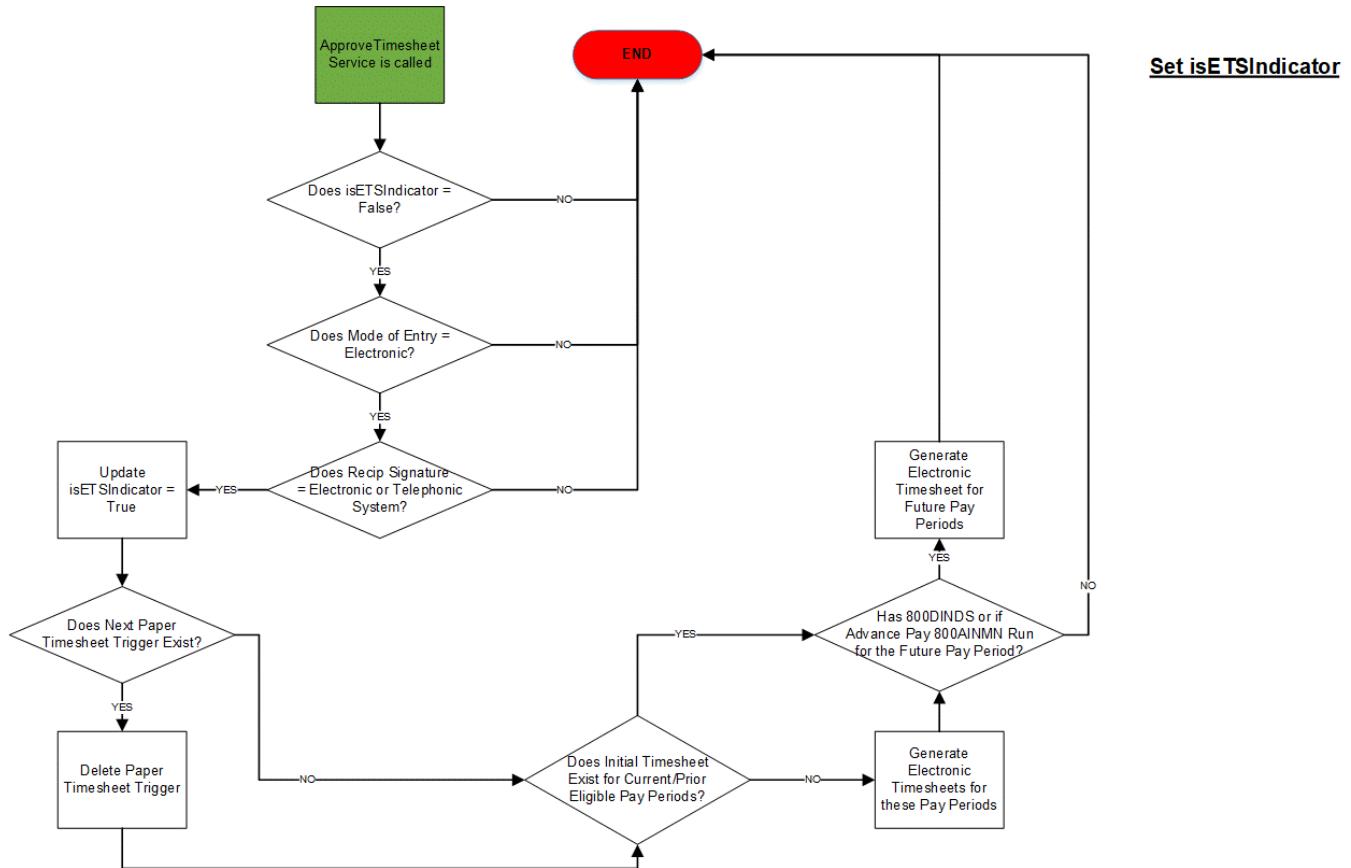
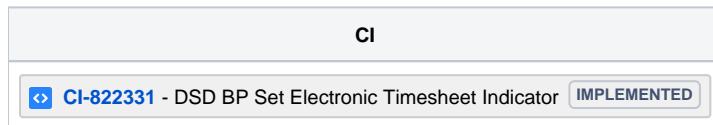


Figure – Set Electronic Timesheet Indicator

## **DSD 24/Recip CM & OS – Time and Attendance/Business Process Flow/EVV Process Flows**

This section will detail how EVV Effective Dates are determined for both the CaseEVVDetails table and the CaseProviderEVVDetails table. The determination for when to begin issuing EVV Timesheets is driven by the CaseProviderEVVDetails EVVEffectiveDate field. The CaseProviderEVVDetails EVVEffectiveDate is displayed on the View Recipient Timesheet Preferences and the View Provider Timesheet

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Flow/EVV Process Flows/Assign Existing Case Provider EVV Flow

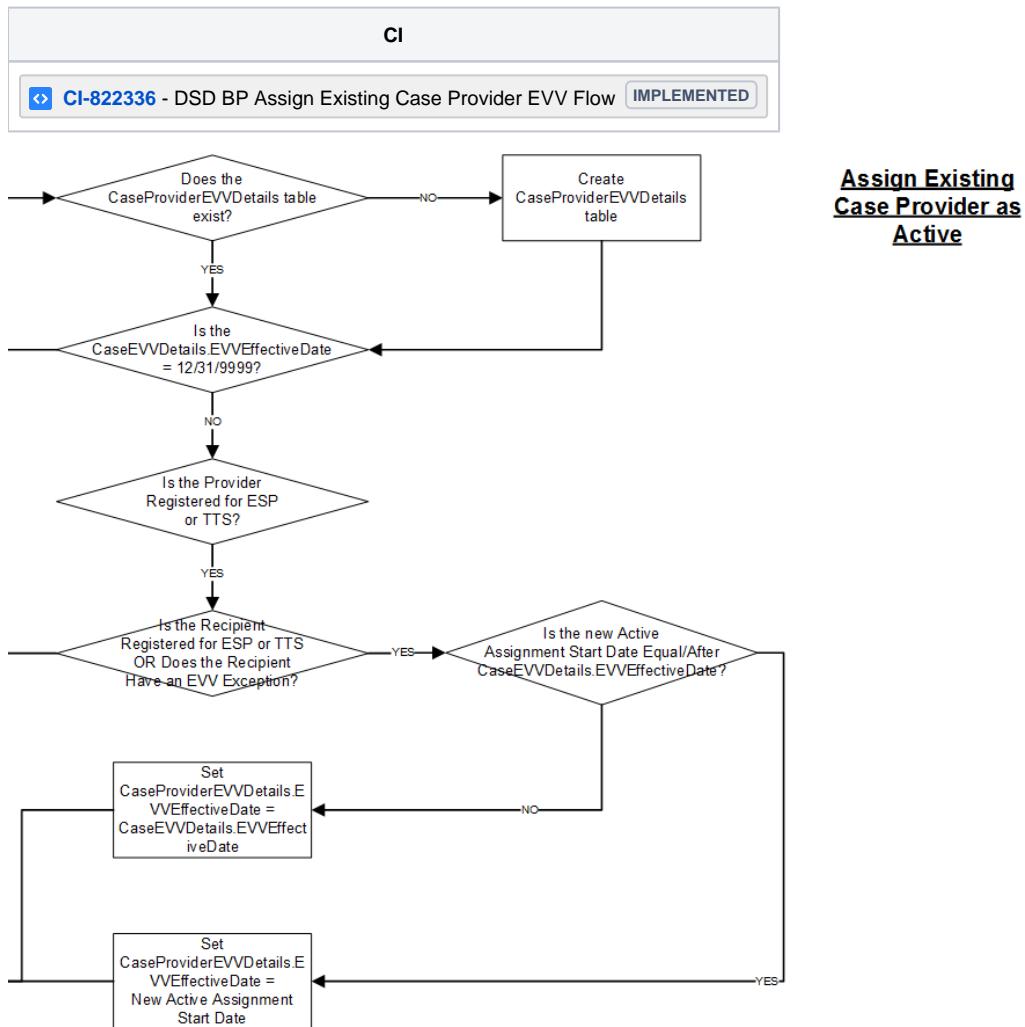


Figure – Assign Existing Case Provider EVV Flow

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Flow/EVV Process Flows/Assign New Case Provider EVV Flow

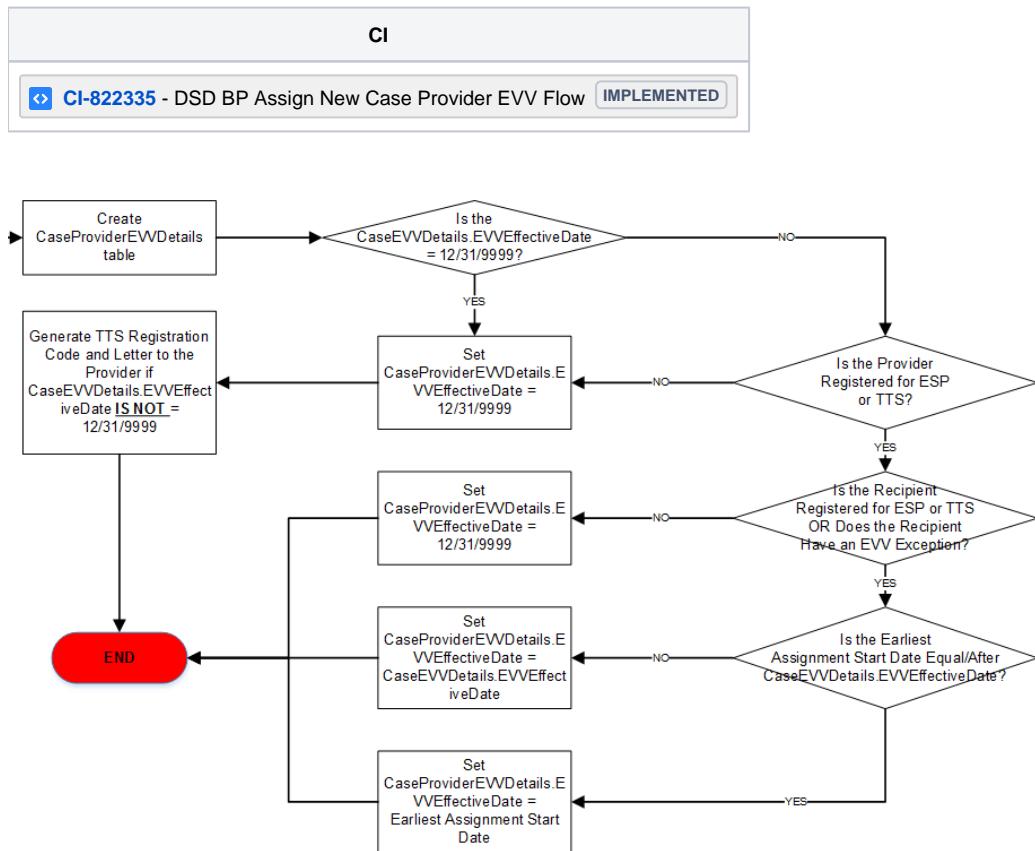


Figure – Assign New Case Provider EVV Flow

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Flow/EVV Process Flows/Case ICT EVV Flow

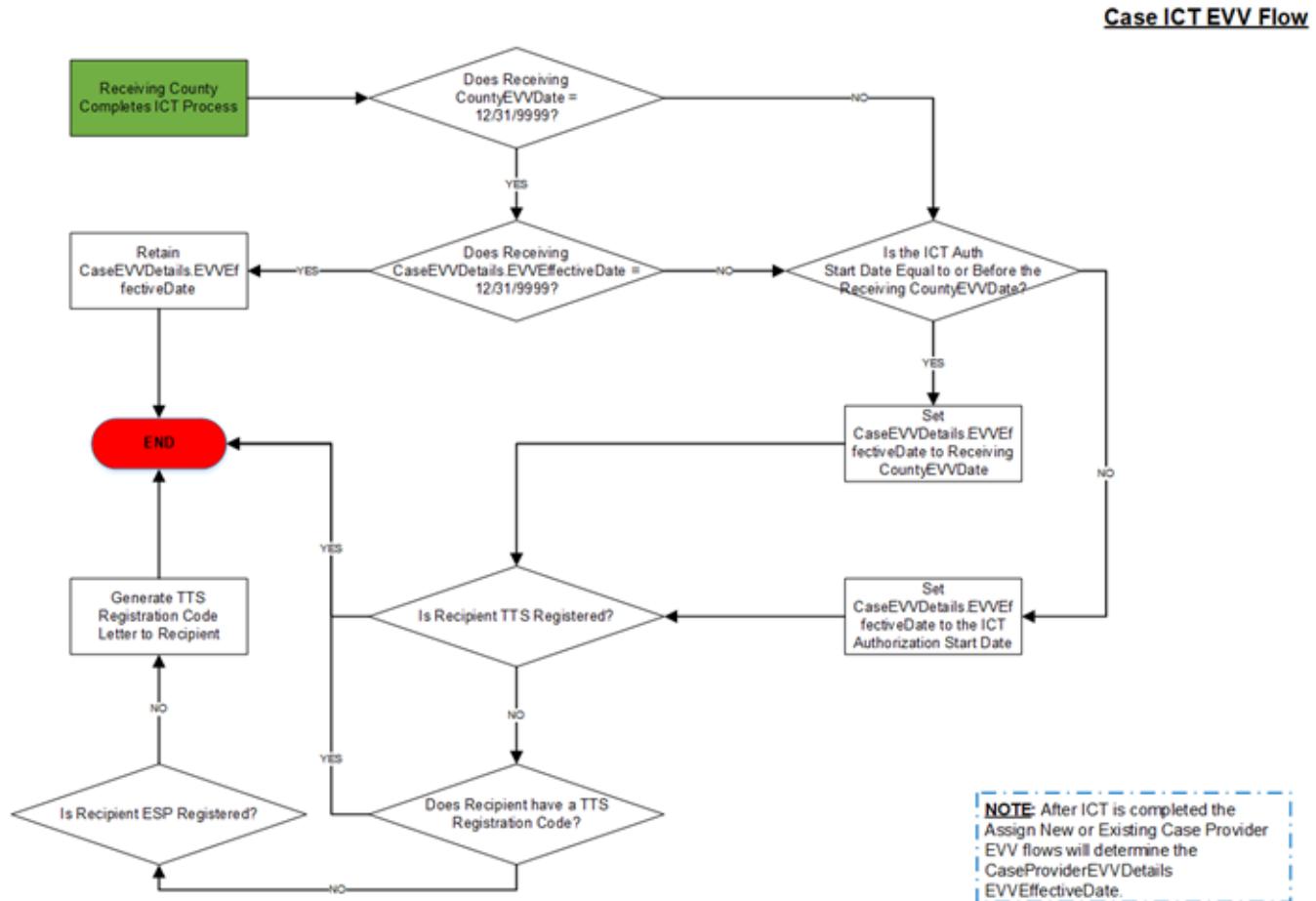
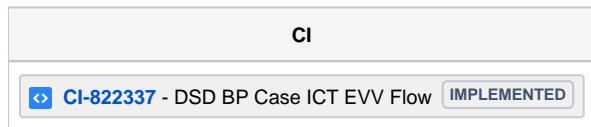


Figure – Case ICT EVV Flow

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Flow/EVV Process Flows/New Case EVV Flow

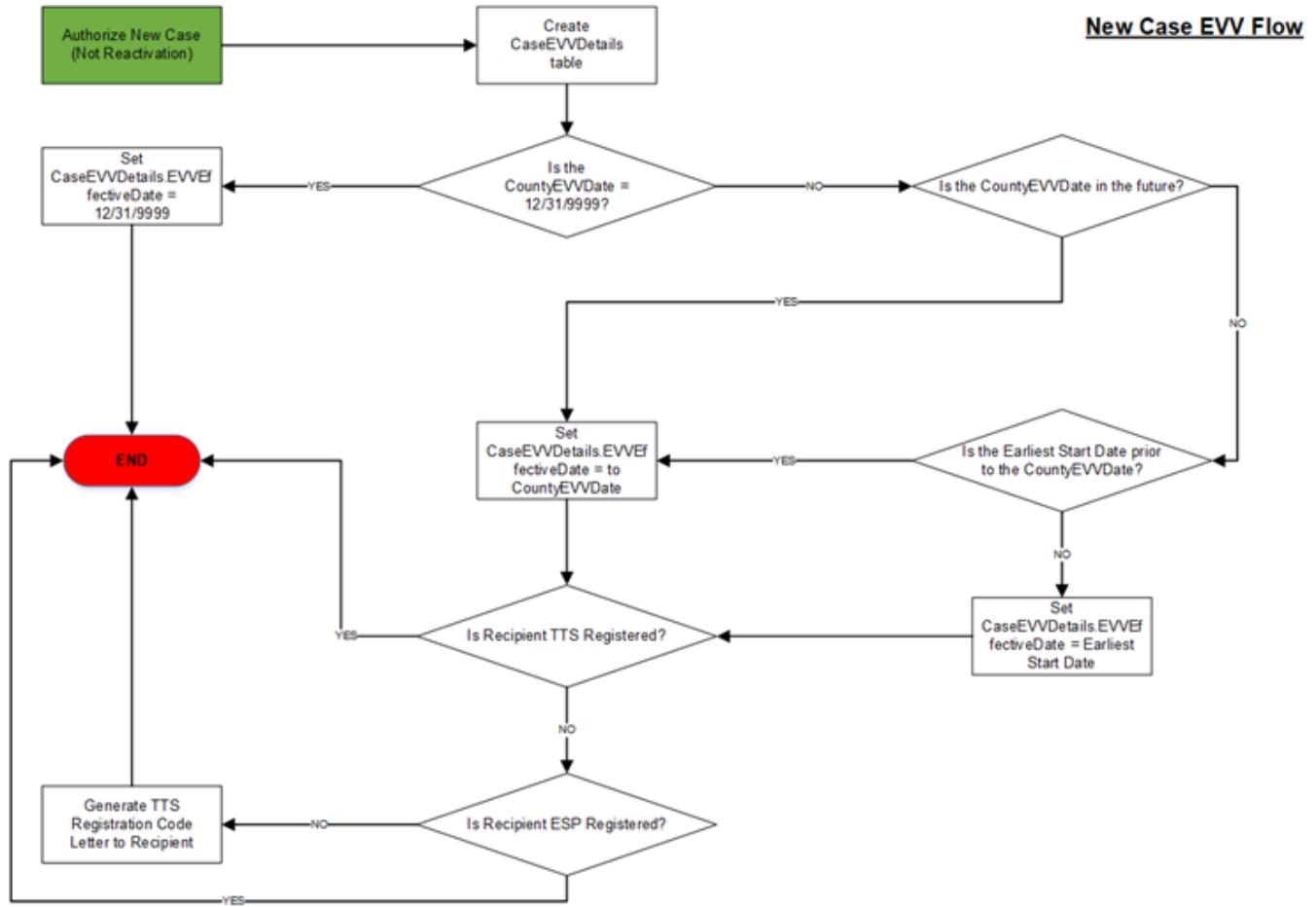
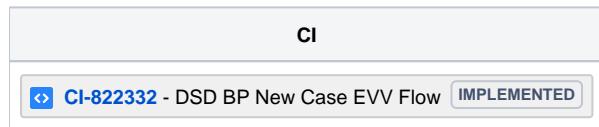


Figure – New Case EVV Flow

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Flow/EVV Process Flows/Reactivate Case EVV Flow

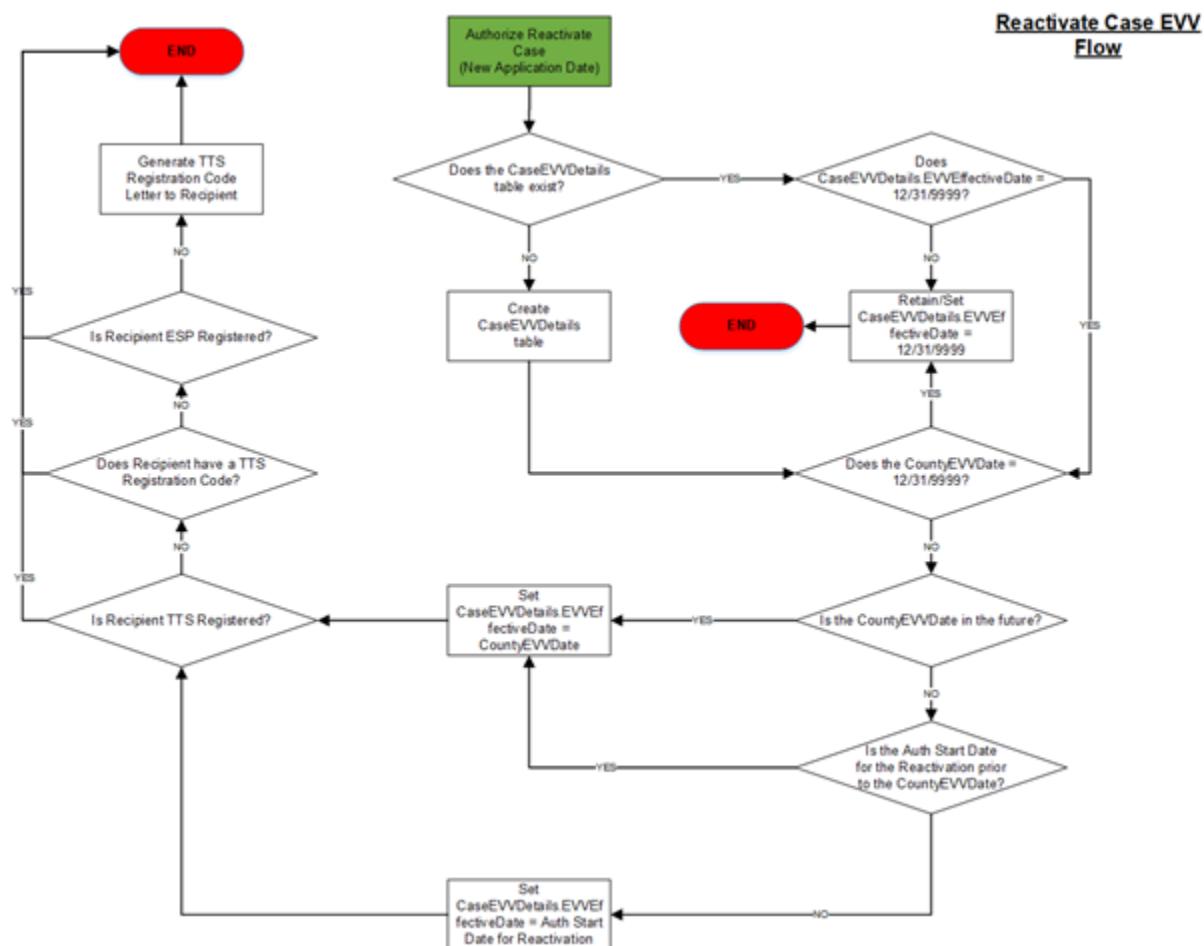
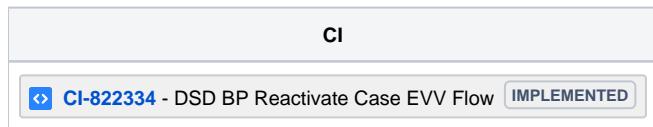


Figure – Reactivate Case EVV Flow

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Flow/EVV Process Flows/Rescind Case Termination EVV Flow

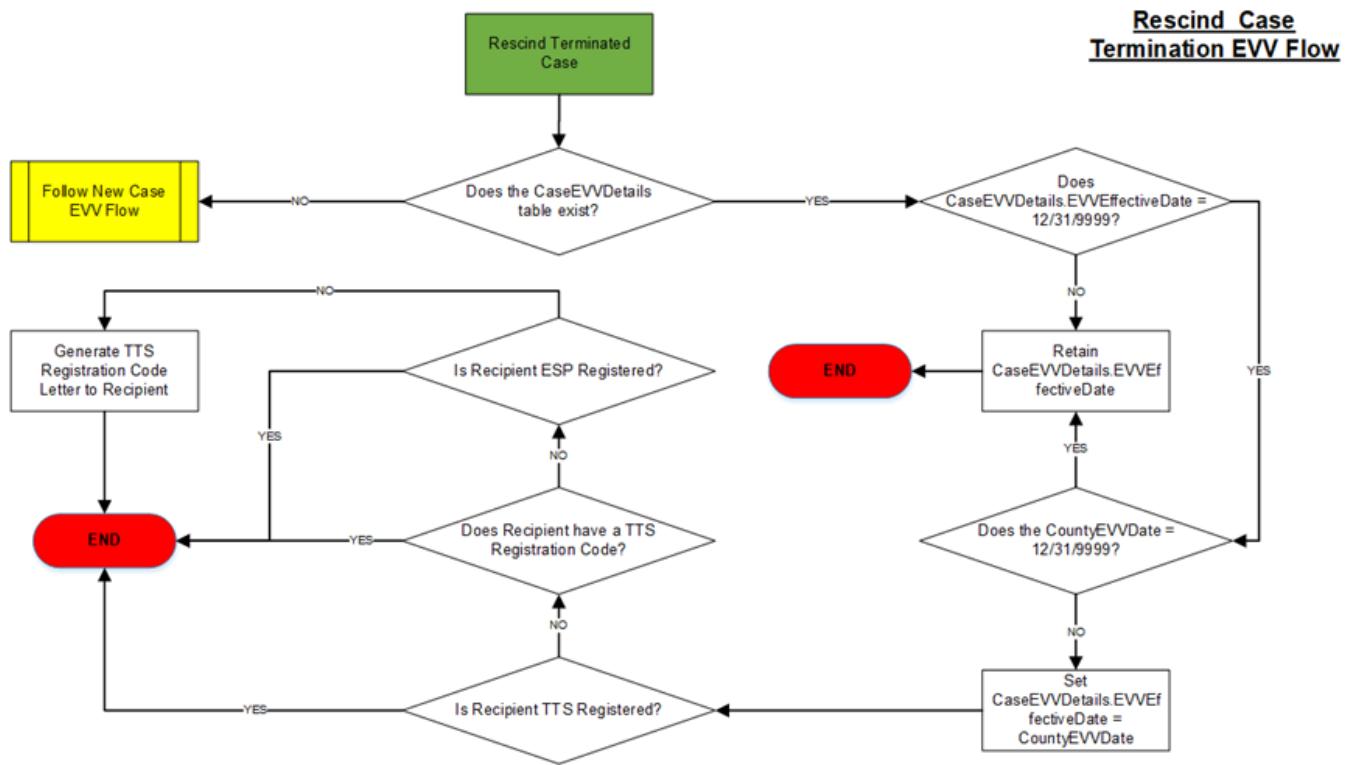


Figure – Rescind Case Termination EVV Flow

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Flow/EVV Process Flows/Set Case Provider EVV Date at Registration

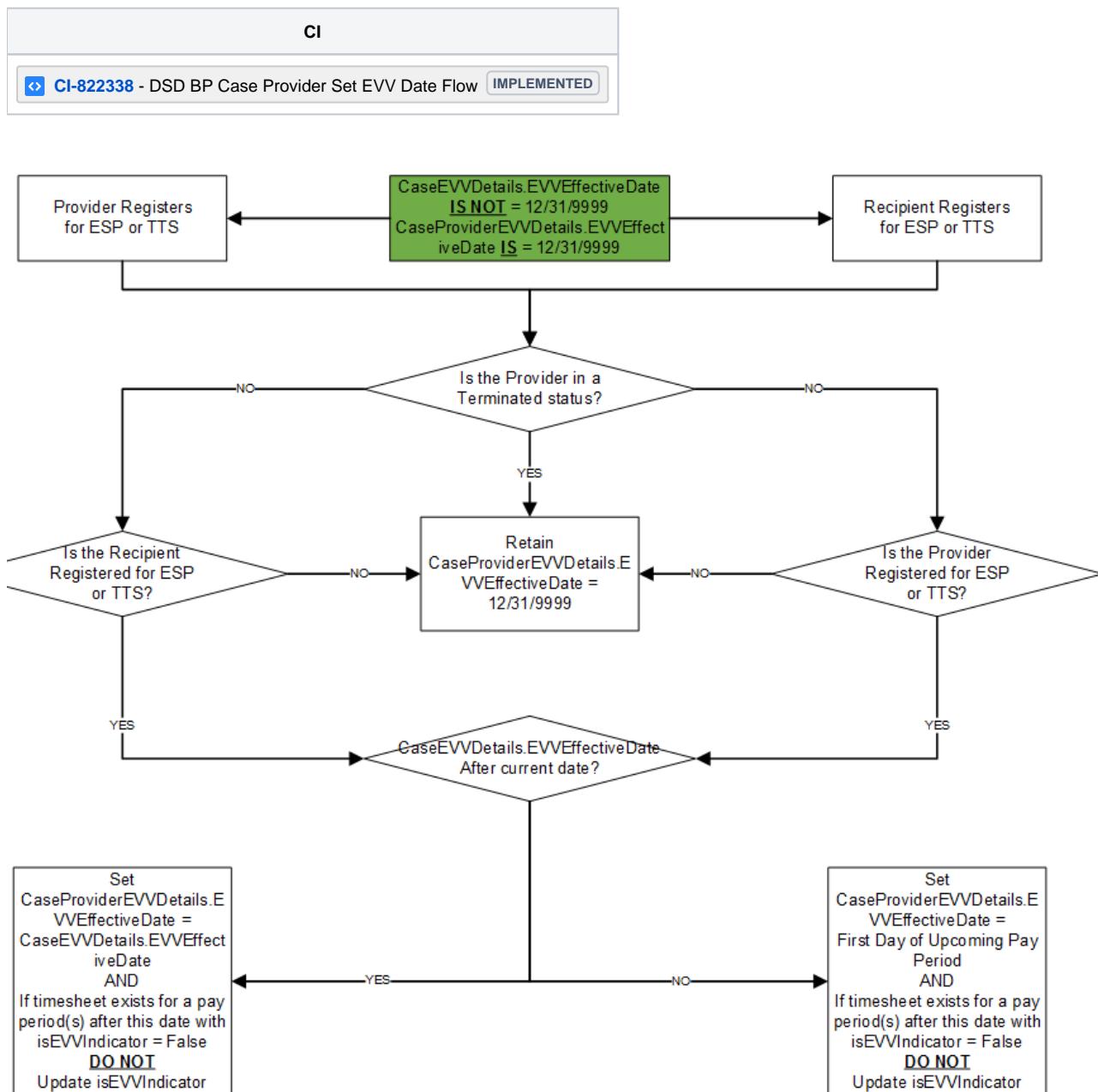


Figure – Set Case Provider EVV Date at Registration

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Flow/EVV Exception Timesheet Processing

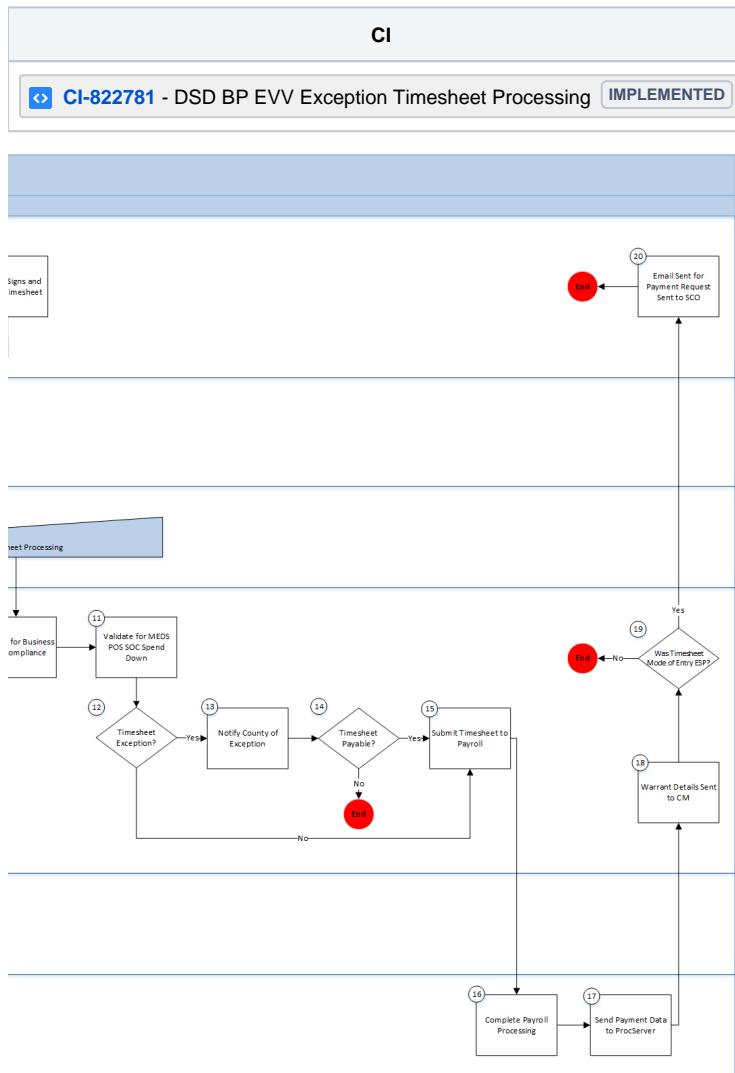


Figure – EVV Exception Timesheet Processing

# DSD 24/Recip CM & OS – Time and Attendance/Business Process Flow/Overtime Payroll Processing

CI	Document Name
CI-823471 - DSD BP Overtime Payroll Processing <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_BP_Overtime_Payroll_Processing.doc

The following is a high-level diagram explaining how the internal FLSA Configuration control table is used when payments are processed.

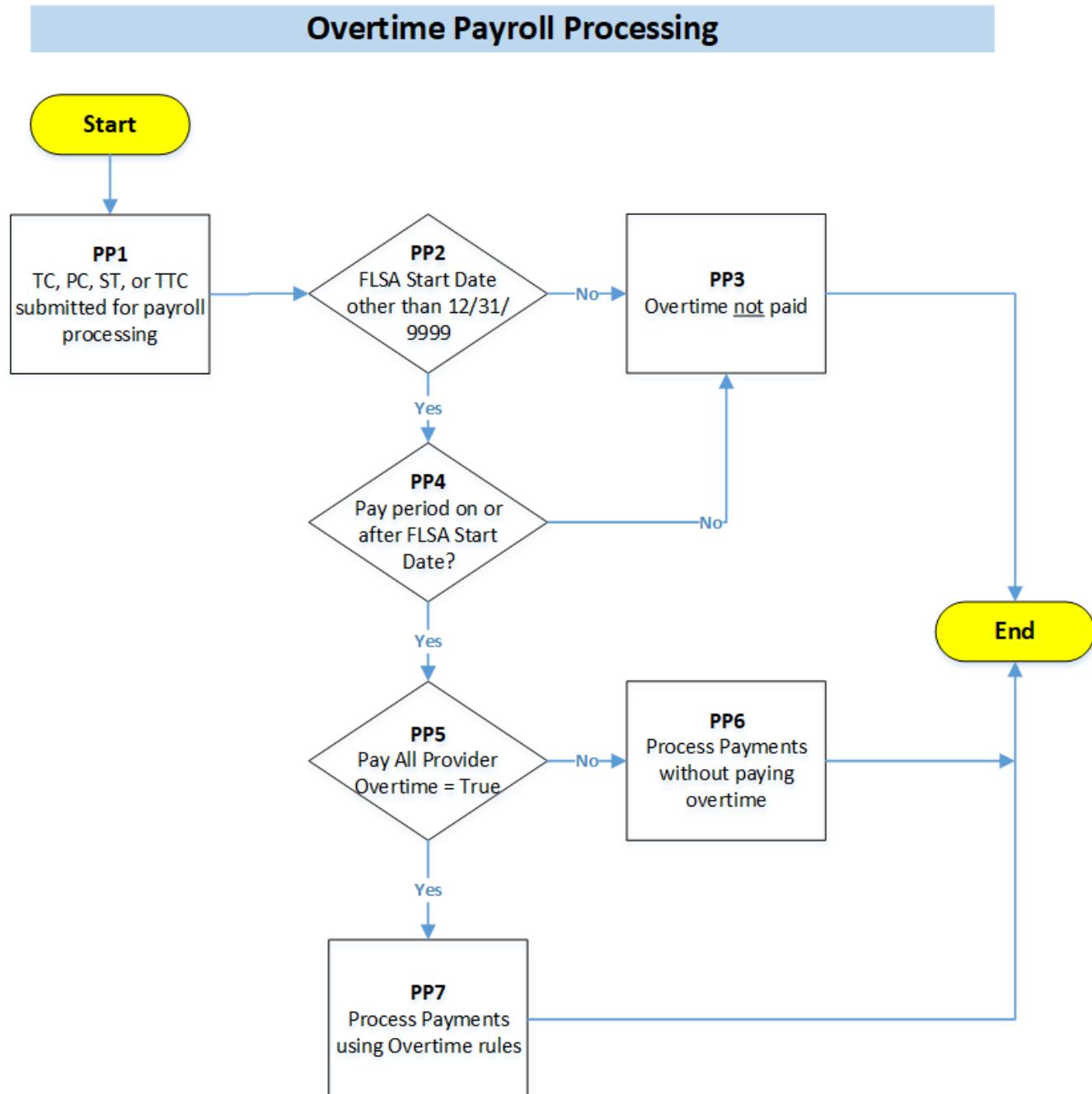


Figure - Overtime Payroll Processing

- PP1, PP2 & PP3 – When a payment Timesheet (TS), Payment Correction (PC), Special Transaction (ST), or Training Time Claim (TTC) is processed the first check is the FLSA Start Date. When the FLSA Start Date is set to the system high date (12/31/9999) overtime is not paid
- PP4, PP5 and PP7 – If the date(s) being paid for the timesheet, payment correction, special transaction, or training time claim are on or after the FLSA start date the next check will be to see if the Pay All Providers Overtime field is set to "True" or "False". If this field is set to "True" then payments will be processed utilizing the Overtime rules.
- PP6 – If the Pay All Provider Overtime is set to "False" then payments will be processed with the payment of overtime.

## **DSD 24/Recip CM & OS – Time and Attendance/Screen Flows**

## **DSD 24/Recip CM & OS – Time and Attendance/Screen Flows/Timesheet Process**

# DSD 24/Recip CM & OS – Time and Attendance/Screen Flows/Timesheet Process/From Case Home

CI	Document Name
 CI-67645 - DSD SF Timesheet Screen Flow from Case Home Page <span style="background-color: #d9e1f2; border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_SF_Timesheet_Screen_Flow_From_Case_Home_Page.doc

The diagram below outlines a high-level screen flow process for users to access timesheet functions.

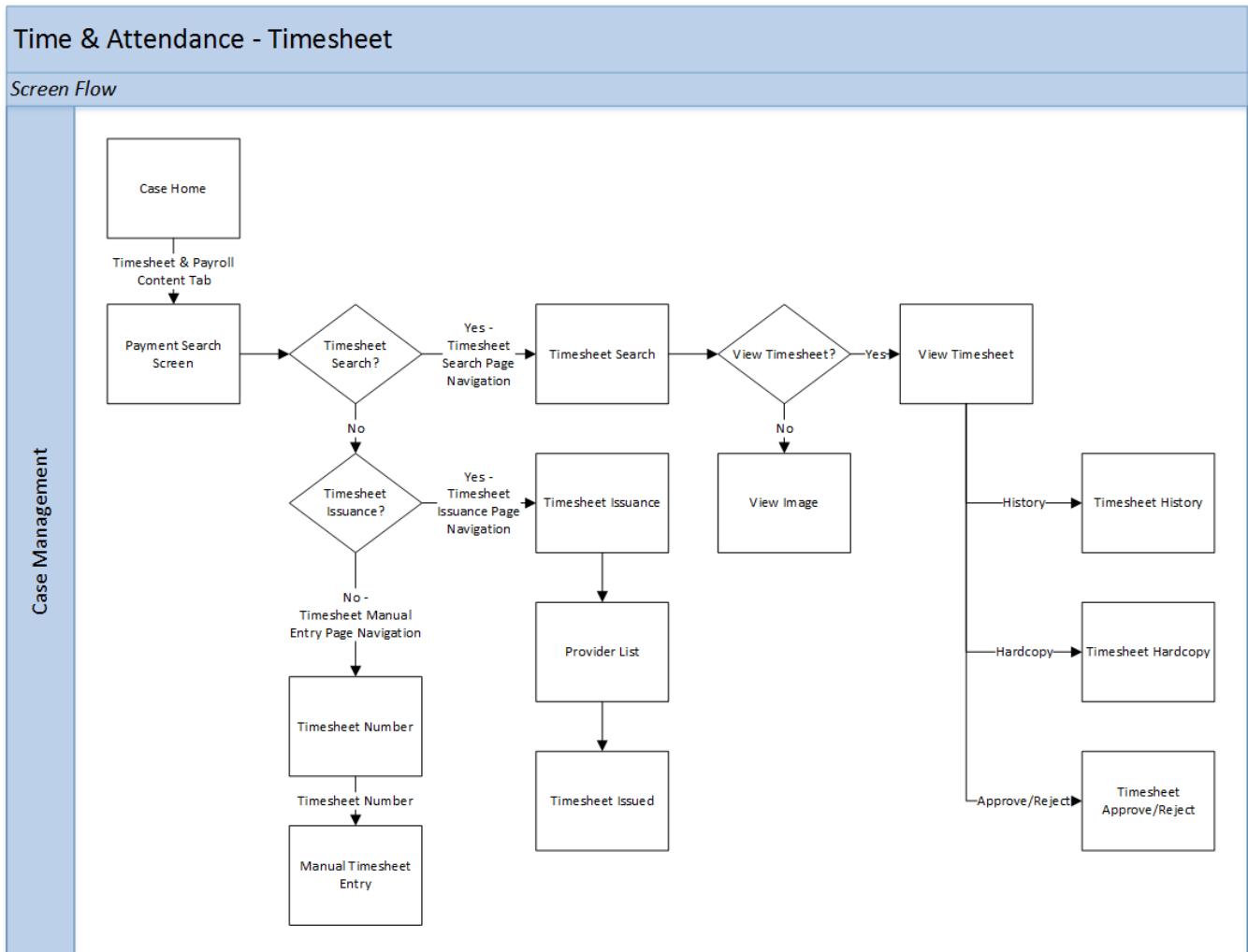


Figure – Timesheet Screen Flow (From Case Home Page)

# DSD 24/Recip CM & OS – Time and Attendance/Screen Flows/Timesheet Process/From Person Home

CI	Document Name
 CI-67644 - DSD SF Timesheet Screen Flow from Person Home Page <b>IMPLEMENTED</b>	DSD_SF_Timesheet_Screen_Flow_from_Person_Home_Page.doc

The diagram below outlines a high-level screen flow process for users to access timesheet functions.

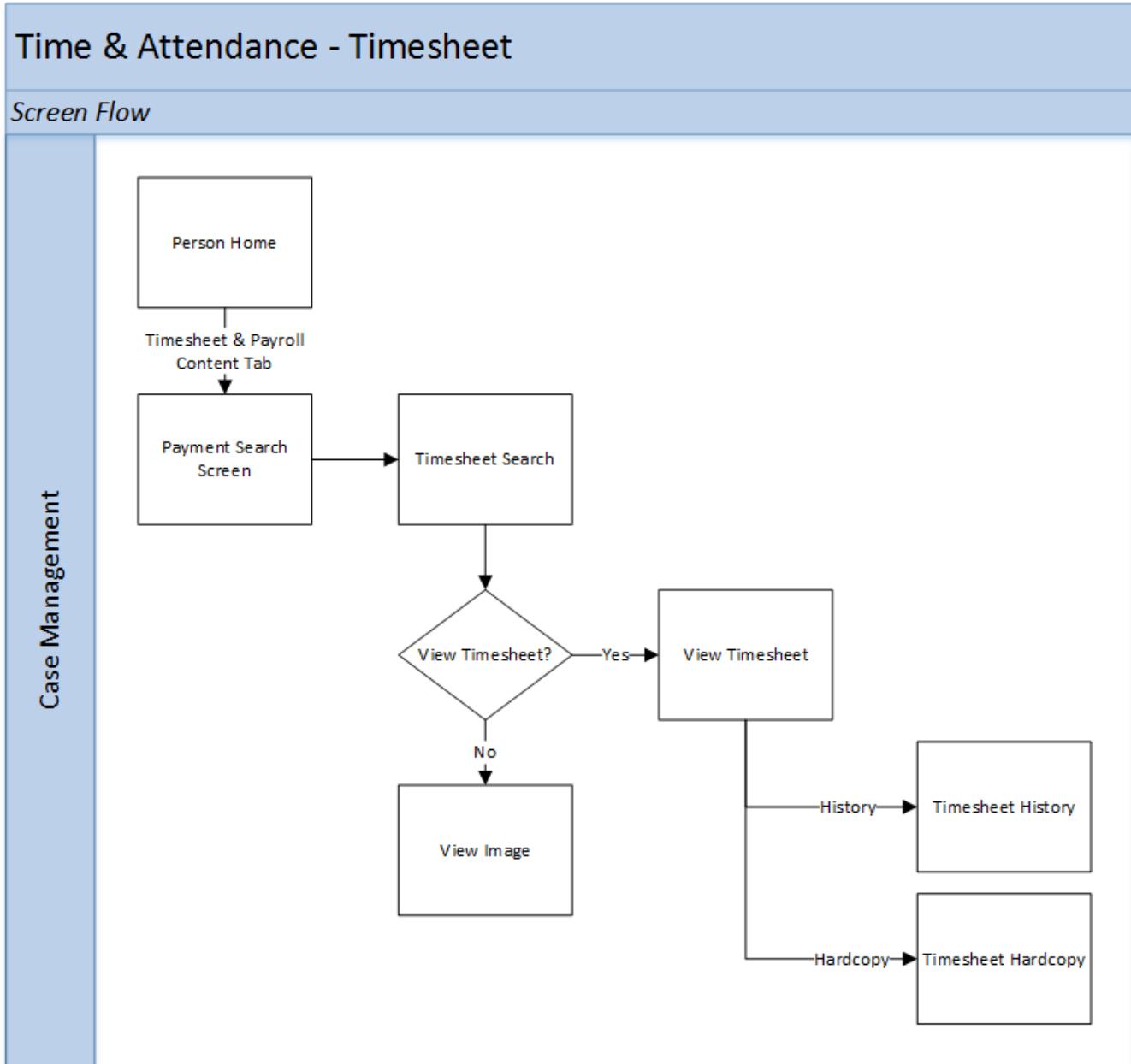


Figure – Timesheet Screen Flow (From Person Home Page)

# DSD 24/Recip CM & OS – Time and Attendance/Screen Flows/Timesheet Process/View Timesheet Screen Flow

CI	Document Name
CI-67646 - DSD SF View Timesheet Screen Flow <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_SF_View_Timesheet_Screen_Flow.doc

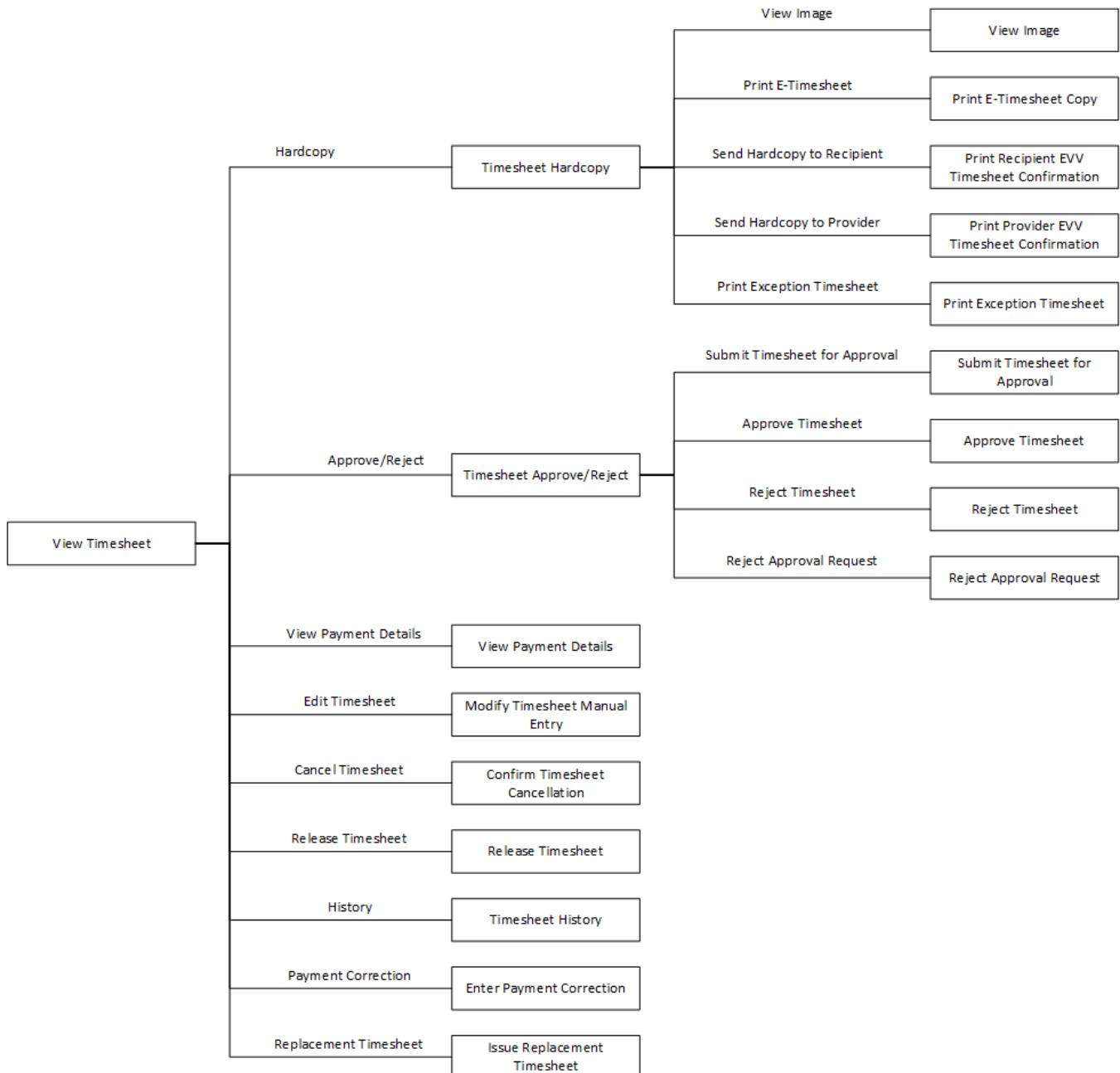


Figure – View Timesheet Screen Flow

## **DSD 24/Recip CM & OS – Time and Attendance/Screen Flows/Travel Claim**

# DSD 24/Recip CM & OS – Time and Attendance/Screen Flows/Travel Claim/From Case Home

CI	Document Name
<span style="color: blue;">CI-513984</span> - DSD SF Travel Claim Screen Flow From Case Home Page <b>IMPLEMENTED</b>	DSD_SF_Travel_Claim_Screen_Flow_From_Case_Home_Page.docx

The diagram below outlines a high-level screen flow process for users to access travel claim functions.

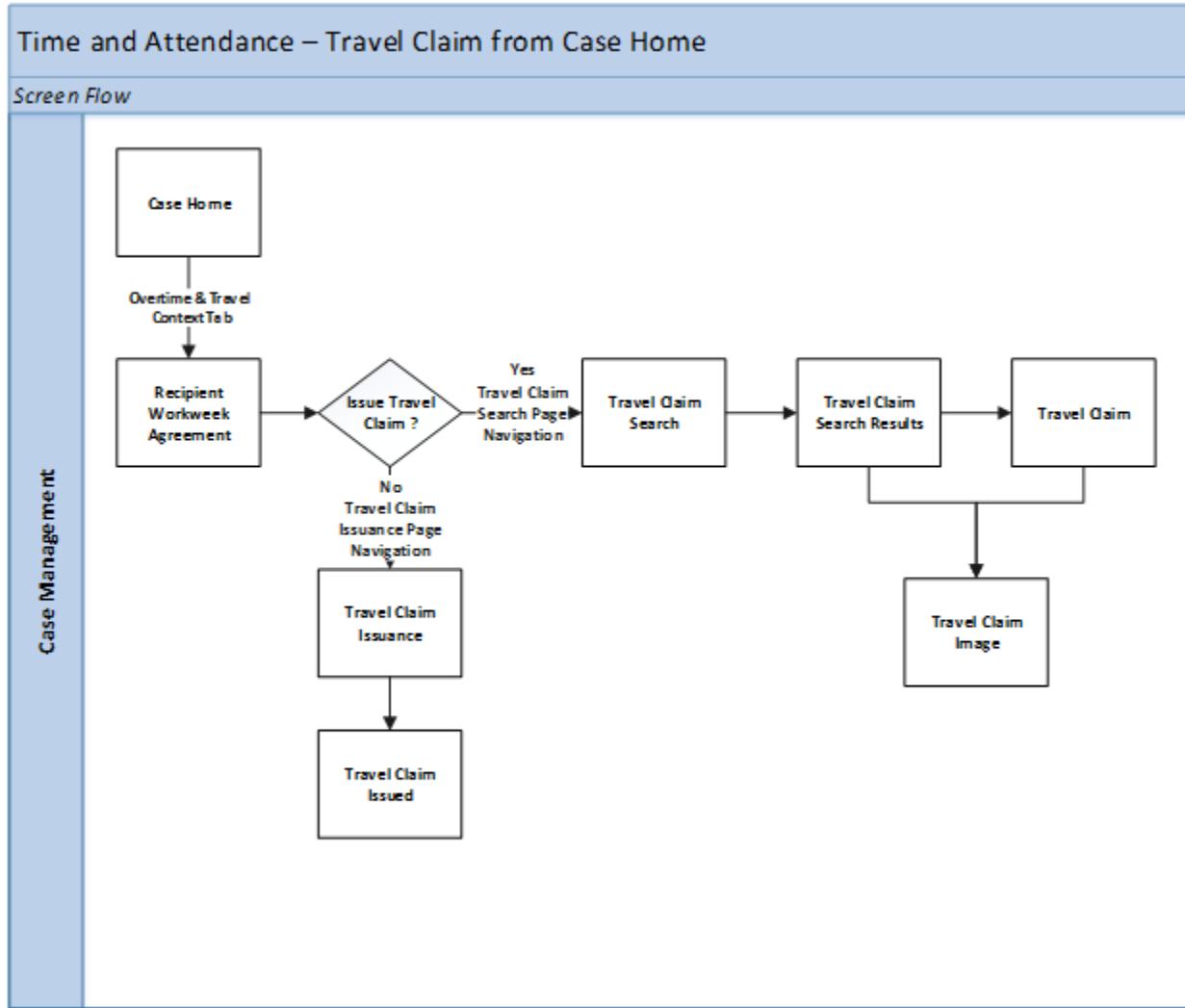


Figure – Travel Claim Screen Flow (From Case Home Page)

# DSD 24/Recip CM & OS – Time and Attendance/Screen Flows/Travel Claim/From Person Home

CI	Document Name
 CI-513982 - DSD SF Travel Claim Screen Flow from Person Home Page <b>IMPLEMENTED</b>	DSD_SF_Travel_Claim_Screen_Flow_from_Person_Home_Page.docx

The diagram below outlines a high-level screen flow process for users to access travel claim functions.

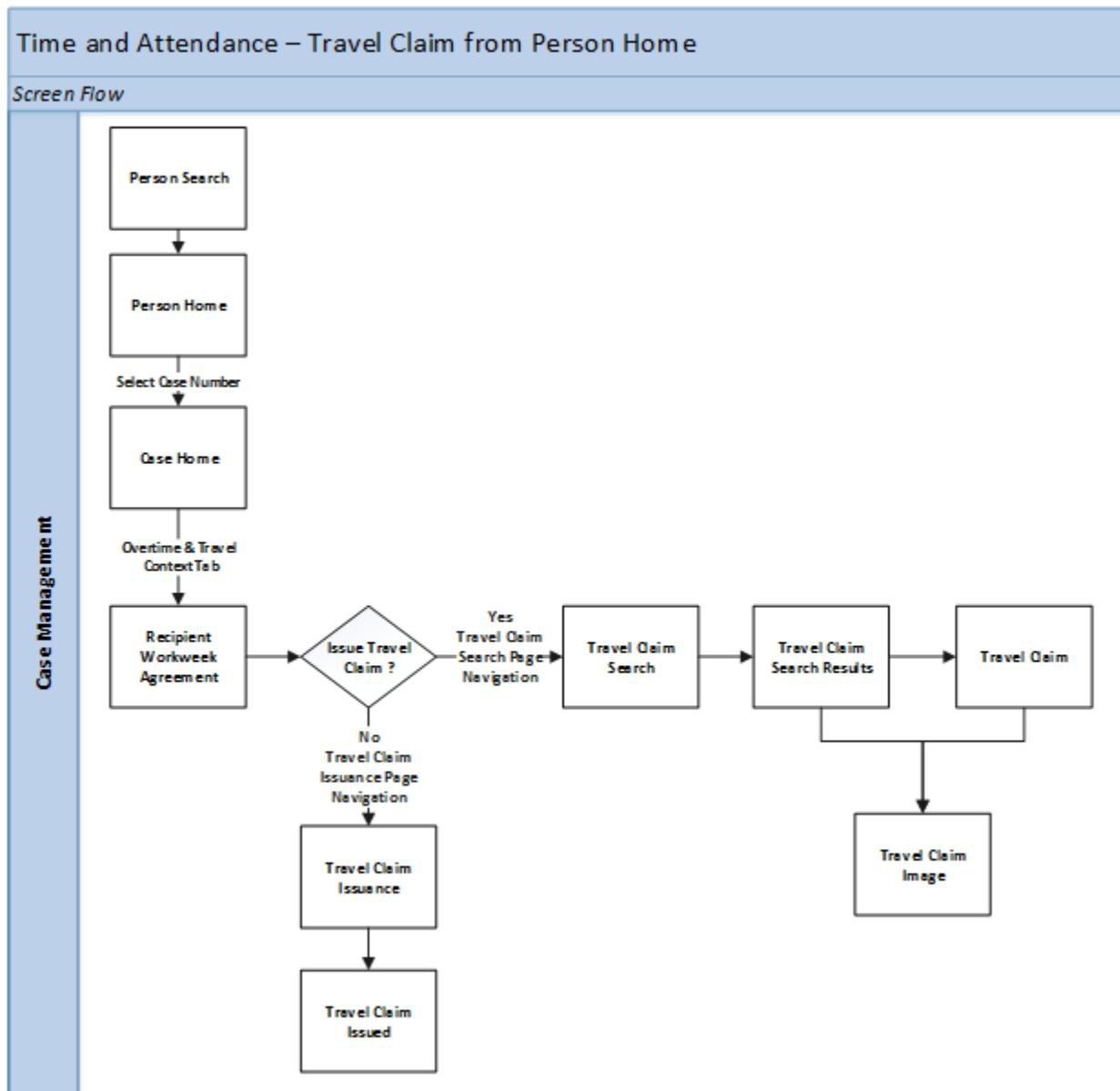


Figure – Travel Claim Screen Flow (From Person Home Page)

# **DSD 24/Recip CM & OS – Time and Attendance/Screen Designs**

This section describes all application screens associated with Time and Attendance.

# DSD 24/Recip CM & OS – Time and Attendance/Screen Designs/Timesheet Search

CI	Document Name
CI-67634 - DSD SC Timesheet Search <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_SC_Timesheet_Search.doc

The Timesheet Search screen is accessed from the Case or Person. From the Case Home, the user selects the Timesheets & Payroll Content Tab and then selects the Timesheet Search Page Navigation. From the Person Home for a Provider, the user selects the Payroll & Timesheet Content Tab and then the Timesheet Search Page Navigation. The Timesheet Search screen allows the user to search for timesheets related to a specific Recipient/case or a Provider. Upon entry to the screen, the search results display timesheets processed in the last one-year period, up to 25, for a case or person based on Received Date in descending order. If fewer than 25 timesheets have been processed in the one-year period, then the system displays timesheets that have been issued in that same one-year period.

The search can be refined by entering a Service Period range (limited to a six-month range) and/or a Timesheet Number. When searching by Service Period range, the results display in ascending order by the Service From Date.

When searching for timesheets based on a particular Service Period, all timesheets processed for that pay period are displayed in the search results. If a timesheet errored and a replacement timesheet was subsequently processed, both timesheets appear in the search results with links to view their respective images and timesheet details.

Figure – Timesheet Search

## Actions/Functions

The following actions are associated with the Timesheet Search screen:

Hyperlink	Function
<b>Search Criteria</b>	
Search	Performs a search for timesheets based on search criteria.
Reset	Resets all search fields to their default values.
<< Search Previous 6 Months	Displays timesheets for the previous six months based on the current Service From Date value. The Service From and Service To Date range is updated to match the new search criteria.
Search Next 6 Months >>	Displays timesheets for the next six months based on the current Service To Date value. The Service From and Service To Date range is updated to match the new search criteria.
<b>Search Results</b>	
View Image	Displays the scanned image of a processed timesheet submitted via TPF. The image viewer allows the user to zoom, scroll, and print the image as needed. The image shall always be of the latest processed timesheet.  <b>Note:</b> This link is only displayed when a timesheet image is available. This link is not displayed for timesheets in "Pending Recipient Exception Review" status (TATS23).

<Timesheet Number>	Displays the View Timesheet screen. for the selected timesheet.
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## Data Elements for Search Criteria

The following data elements are associated with the Timesheet Search screen criteria:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Service Period From Date	Service Date from which to start searching for timesheets.	Date (MM /DD /YYYY)	No	No	Yes
Service Period To Date	Service Date to cease searching for timesheets.  <b>Note:</b> If a value is entered in the Service Period From field and no value is entered in the Service Period To field, the search will default to a six month range starting with the Service Period From date.	Date (MM /DD /YYYY)	No	No	Yes
Timesheet Number	Timesheet Number used for searching for a specific timesheet.	Number	No	No	Yes

**Note:** The range between the Service Period From Date and Service Period To Date is limited to six months.

## Data Elements for Search Results

The following data elements are associated with the Timesheet Search results:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Timesheet Number	Timesheet number associated with the timesheet.	Number	No	No	No
Provider Number	Provider ID of the Provider associated with the timesheet. Displayed from Case Perspective in Search Results and from Person Perspective (Recipient) in Search Results – By Provider.	Number	No	No	No
Provider Name	Name of the Provider associated with the timesheet in Last Name, First Name order. Displayed from Case Perspective in Search Results and from Person Perspective (Recipient) in Search Results – By Provider.	String	No	No	No
Case Number	Recipient ID of the Recipient associated with the timesheet. Only displays from Person Perspective (Provider) in Search Results – By Recipient.	Number	No	No	No
Recipient Name	Name of the Recipient associated to the timesheet in Last Name, First Name order. Only displays from Person Perspective (Provider) in Search Results – By Recipient.	String	No	No	No
Service Period From	The starting date of the service period.	Date (MM/DD/YYYY)	No	No	No
Received Date	The date when the timesheet was received at TPF or the date when the county worker keyed the timesheet data into CMIPS. For converted timesheets in a Processed status, this is the issue date of the associated payment.	Date (MM/DD/YYYY)	No	No	No
Hours Claimed	The total time claimed on the timesheet in hours and minutes (prior to any cut-backs). Displays in an HH:MM format.	Integer	No	No	No
Type	The type of timesheet.	String	No	No	No
Large Font Timesheet	A Yes or No designation indicates the Timesheet as being large font or not.	String	No	No	No
Status	Status of the timesheet.	String	No	No	No

# DSD 24/Recip CM & OS – Time and Attendance/Screen Designs/Timesheet Issuance

CI	Document Name
CI-67632 - DSD SC Timesheet Issuance <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_SC_Timesheet_Issuance.doc

The Timesheet Issuance screen can be accessed from the Case left navigation menu. The Timesheet Issuance screen allows the user to request an Initial /Replacement or Supplemental timesheet for a single service period, or multiple consecutive service periods, for the specific recipient/provider relationship. The user can select the timesheet type via a drop-down box filtered by values pertinent to the user's security role. Further, the user can choose to have certain timesheets printed immediately, or sent to a centralized print vendor in the nightly batch cycle. The following timesheet types can be selected in CMIPS:

1. IHSS Arrears
2. IHSS Advance Pay
3. WPCS
4. Supplemental - IHSS Arrears
5. Supplemental - IHSS Advance Pay
6. Supplemental - WPCS

Based on Business Rules, the appropriate timesheet format will be determined and print option error messages will guide the user to the appropriate print option for the timesheet. The timesheet formats and their available print options are listed below.

1. Standard Timesheet (IHSS and WPCS)
  - a. *Print/Mail from a Centralized Print Center*
  - b. *Print Now on CMIPS II Printer*
  - c. *Electronic*
2. Large Font Timesheet
  - a. *Print/Mail from a Centralized Print Center*

Figure – Timesheet Issuance

## Actions/Functions

The following actions are associated with the Timesheet Issuance screen:

Hyperlink	Function
Issue	<p>If <i>Print/Mail from a Centralized Print Center</i> was selected for arrears timesheets (standard and large font), the request covering up to 24 pay periods for 12 months for IHSS and WPCS is sent through nightly batch to a Print Vendor for printing and mailing.</p> <p>If <i>Print/Mail from a Centralized Print Center</i> was selected and the timesheet type is IHSS Advance Pay or Supplemental – IHSS Advance Pay, the request covering up to 6 pay periods for 3 months is sent through nightly batch to a Print Vendor for printing and mailing.</p> <p>If <i>Print Now on CMIPS II Printer</i> was selected and the timesheet type is IHSS Arrears, WPCS, Supplemental – IHSS Arrears or Supplemental – WPCS and the recipient has a Timesheet Accommodation of “Large Font Timesheet,” the user will receive an error message.</p>

If *Print Now on CMIPS II Printer* was selected and the timesheet type is IHSS Arrears, WPCS, Supplemental – IHSS Arrears or Supplemental – WPCS, timesheet(s) covering up to 4 pay periods for 2 months for IHSS or WPCS and for 2 pay months for Advance Pay are printed immediately.

For non-supplemental timesheets if *Print Now on CMIPS II Printer* was selected and timesheet is printed:

- If there is no existing timesheet record for the pay period, a new timesheet record is created in an Issued status.
- If there is already a timesheet record for the pay period in a Pending Issuance status, the record is updated to an Issued status.
- If there is already a timesheet record for the pay period in an Issued status, the record remains in an Issued status.
- If there is already a timesheet record for the pay period in an Exception status, a timesheet record with a new Timesheet Number is created in an Issued status and the Exception status on the existing timesheet is set to Exception – Replaced.
- If there is already a timesheet record for the pay period in an County Rejected or Recipient Rejected status, the record is updated to an Issued status.
- If there is already a timesheet record for the pay period in an Pending Recipient Electronic Review status, the record is updated to an Issued status.
- If there is already a timesheet record for the pay period in a Processed or Held status, screen validations prevent timesheet issuance.

For non-supplemental timesheets if *Print/Mail from a Centralized Print Center* was selected:

- If there is no existing timesheet record for the pay period, a new timesheet record is created in a Pending Issuance status.
- If there is already a timesheet record for the pay period in a Pending Issuance status, the record Status Date is updated and it remains in Pending Issuance status.
- If there is already a timesheet record for the pay period in an Issued status, the record remains and is updated to Pending Issuance status.
- If there is already a timesheet record for the pay period in an Exception status, a timesheet record with a new Timesheet Number is created in a Pending Issuance status and the Exception status on the existing timesheet is set to Exception – Replaced.
- If there is already a timesheet record for the pay period in an County Rejected or Recipient Rejected status, the record is updated to Pending Issuance status.
- If there is already a timesheet record for the pay period in an Pending Recipient Electronic Review status, the record is updated to Pending Issuance status.
- If there is already a timesheet record for the pay period in a Processed or Held status, screen validations prevent timesheet issuance.

For supplemental timesheets if *Print Now on CMIPS II Printer* was selected and timesheet is printed:

- There must be a timesheet in a Processed status and remaining hours available for the month in order to issue a supplemental timesheet. A new timesheet record with a new Timesheet Number is created in Issued status.

For supplemental timesheets if *Print/Mail from a Centralized Print Center* was selected:

- There must be a timesheet in a Processed status and remaining case hours available for the month, for the Provider, in order to issue a supplemental timesheet. A new timesheet record with a new Timesheet Number is created in Pending Issuance status.

For all timesheets:

When a timesheet in Pending Issuance status is sent to the print vendor, it will be updated to an Issued status.

- If the case is not associated to the user's county location, a notification is sent to the case owner that the timesheet has been issued. See Tasks/Notifications for more details.

If *Electronic* was selected and isETS is true or the payperiod is on or after the CaseProvider EVVEffectiveDate:

- If there is no existing timesheet record for the pay period, the request is for an initial timesheet and the pay period does not have a begin date that is future to the current date, a new timesheet record is created in an Issued status.
- If there is an existing timesheet record for the pay period, with a status of Processed or Exception - Paid and the request is for a supplemental timesheet where hours remain available on the case for this Provider, a new timesheet record is created in an Issued status.
- If a timesheet cannot be created as electronic the user will be informed by screen validation messages.

Yes	When a user selects the Issue button and an error message is encountered that requires a Yes or No response prior to proceeding, the Yes and No buttons are made available and the Issue button is unavailable. When the user selects Yes, the system response is based on Business Rules for the presented error message.
-----	--

No	When a user selects the Issue button and an error message is encountered that requires a Yes or No response prior to proceeding, the Yes and No buttons are made available and the Issue button is unavailable. When the user selects No, the system response is based on Business Rules for the presented error message.
Cancel	Closes the screen and returns the user to the Timesheet Search screen without issuing a timesheet.
Provider Name (Search)	Opens the Provider List pop-up window, and displays a list of Providers associated to the case.

## Data Elements

The following data elements are associated with the Timesheet Issuance screen:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Provider Name	Displays the selected Provider's name (Last Name, First Name MI) after selection from the Provider List pop-up.	String	Yes	No	Yes
Service Period From	Service Date from which to start generating timesheets.	Date (MM /DD /YYYY)	Yes	Current Pay Period Start Date	Yes
Service Period To	Service date to cease generating timesheets.	Date (MM /DD /YYYY)	Yes	Current Pay Period End Date	Yes
Type	<p>The type of CMIPS timesheet to be issued. The drop-down displays the following values:</p> <ul style="list-style-type: none"> <li>• IHSS Arrears</li> <li>• IHSS Advance Pay</li> <li>• WPCS</li> <li>• Supplemental – IHSS Arrears</li> <li>• Supplemental – IHSS Advance Pay</li> <li>• Supplemental – WPCS</li> </ul> <p>The drop-down values are filtered based on the user's security role. A WPCS user will only be able to select a WPCS timesheet type. Conversely, an IHSS user will only be able to select IHSS timesheet types.</p>	Drop-Down	Yes	No	Yes
Print	<p>Drop-down that allows the user to choose the option to print timesheets for past, current, and up to one future pay period as follows:</p> <p><i>Print/Mail from a Centralized Print Center</i> – sends the form to be printed and mailed at the Centralized Print Center during the nightly batch cycle.</p> <p>Note: This option allows up to a 12-month range for IHSS or WPCS timesheets. This option is limited to a 3- month range for Advance Pay timesheets.</p> <p><i>Print Now on CMIPS II Printer</i> – prints the form immediately on the CMIPS printer associated with the user.</p> <p>Note: This option is not allowed for Large Font timesheets (error message). This option is limited to a 2-month range for Advance Pay and IHSS or WPCS standard timesheets.</p> <p><i>Electronic</i> - Issues an electronic version of the timesheet.</p> <p>Note: This option is not available for future pay periods and is limited to a 3-month range for Advance Pay and Advance Pay Supplemental timesheets and a 12-month range for IHSS and WPCS timesheets (including supplemental).</p>	Drop-down	Yes	Electronic	Yes

## **DSD 24/Recip CM & OS – Time and Attendance/Screen Designs/Provider List**

CI	Document Name
 CI-67637 - DSD SC Provider List	IMPLEMENTED

When the Provider Name search icon is selected on the Timesheet Issuance or Travel Claim Issuance screen the Provider List pop-up displays allowing a user to select the Provider, associated with the case, for whom the timesheet or travel claim should be issued.

Provider Number	Provider Name	Provider Status
[REDACTED]	[REDACTED]	Active
[REDACTED]	[REDACTED]	Terminated
[REDACTED]	[REDACTED]	Terminated
[REDACTED]	[REDACTED]	Terminated

## **Figure – Provider List**

# Actions/Functions

The following actions are associated with the Provider List pop-up:

Hyperlink	Function
Select	Selects the Provider and populates the Provider Name field on the Timesheet Issuance screen or the Travel Claim Issuance screen based on which it was accessed from.
Close	Closes the pop-up without the selection of a Provider.

## Data Elements

The following data elements are associated with the Provider List pop-up:

<b>Field Name</b>	<b>Help</b>	<b>Data Type</b>	<b>Required Indicator</b>	<b>Default Value</b>	<b>Editable Field</b>
Provider Number	CMIPS unique ID for the Provider.	String	No	No	No
Provider Name	Name of the Provider in Last Name, First Name order.	String	No	No	No
Provider Status	Current status of the Provider.	String	No	No	No

# DSD 24/Recip CM & OS – Time and Attendance/Screen Designs/View Timesheet

CI	Document Name
<a href="#">CI-117823 - DSD SC View Timesheet</a> <span style="border: 1px solid #ccc; padding: 2px 5px;">IMPLEMENTED</span>	DSD_SC_View_Timesheet.doc

When the Timesheet Number link is selected from the Timesheet Search screen, the View Timesheet screen is displayed. The screen displays the current status of the Timesheet and allows the user to view the associated details including daily time entries, Electronic Timesheet Signature and any exception conditions related to the timesheet.

The screenshot shows the 'View Timesheet' screen in the CMIPS II system. At the top, it displays the provider name (redacted) and recipient name (redacted). Below this, it shows the remaining hours (00:00), status date (09/24/2020), print date (04/15/2020), service period (020), legacy timesheet number (redacted), mode of entry (Electronic), and late submission release date (redacted). The weekly total for all days is 06:00. The hours claimed are 24:00, and the case hours not paid are 00:00. The recipient signature date/time is 09/24/2020 16:44, and the method is Electronic. A note at the bottom states 't authorized hours.' A 'Close' button is located at the bottom left.

Figure – View Timesheet (Provider View)

CMIPS II Case Management Information Payroll System II

Welcome KIM BRITT

By Users

Assurance

View Replaced Timesheet

Provider Name:

Recipient Name:

Remaining Hrs (HH:MM): 00:00

Status Date: 09/24/2020

Print Date:

Service Period To: 04/15/2020

Legacy Timesheet Number:

Mode of Entry: Electronic

Late Submission Release Date:

HH:MM

HH:MM

HH:MM

SUN 5: 00:00

SUN 12: 00:00

SUN : 00:00

Weekly Total: 06 : 00

Weekly Total: 06 : 00

Weekly Total: 00 : 00

Hours Claimed (HH:MM): 24:00

Case Hours Not Paid (HH:MM): 00:00

16:41

Recipient Signature Date/Time: 09/24/2020 16:44

ic

Recipient Signature Method: Electronic

authorized hours.

**Figure – View Timesheet (Case View)**

## Actions/Functions

The following actions are associated with the View Timesheet screen:

Action	Function
<b>Page Navigation</b>	
History	Displays the Timesheet History list for the selected timesheet. Note: There is no history available for converted timesheets.
Hardcopy	Displays the View Timesheet Hardcopy screen for the selected timesheet.
EVV Details	Displays the EVV Details screen for the selected timesheet
Approve /Reject	Displays the View Approve/Reject Timesheet screen for the selected timesheet. <b>Note:</b> This is not available from the Provider perspective.
<b>View Timesheet</b>	
Close	Returns the user to the screen of origin (either Timesheet Search or Timesheet History).

<b>Manage</b> – This cluster does not display for timesheets in either a Pending Issuance or Issued status or for converted Processed timesheets. In addition, it does not display when the screen is accessed from the Timesheet History screen.	
View Payment Details	Displays the Payment Details pop-up screen related to payment for this timesheet.  This link is only available for timesheets in a Processed status after Payroll processes the timesheet.
In addition to the specific conditions noted for each link, the action links below are only available on the View Timesheet screen when accessed from a case perspective.	
Edit Timesheet	Displays the Modify Timesheet Manual Entry screen to allow editing of a manually entered timesheet until the end of the day (Pending status).  This link is only available for manually entered timesheets.
Cancel Timesheet	Allows the user to cancel a manually entered timesheet until the end of the day (Pending status). When cancelled, the timesheet is set to an Issued status.  This link is only available for manually entered timesheets.
Release Timesheet	Displays the Confirm Release Timesheet pop-up. This link will present the Confirm Timesheet Release pop-up. Selecting the Yes button on the pop-up allows the user to release a timesheet that is in a Held status. When a Held timesheet is released, it is re-validated against the established business rules prior to being interfaced to Payroll for processing. If a hard edit is encountered during re-validation, the timesheet is set to an Exception status. Otherwise, the timesheet is set to a Processed status.  This link is available to county and WPCS users for timesheets in the following statuses: <ul style="list-style-type: none"><li>• Held – MEDS POS Error</li><li>• Held – Random Sampling</li><li>• Held – Flagged for Review</li><li>• Held – Excessive Hours Claimed</li><li>• Held – Late Submission</li></ul> If the case is not associated to the user's county location, sends a notification to the case owner that the timesheet has been released. See Tasks/Notifications for more details.
Enter Payment Correction	Navigates the user to the Create Payment Correction screen. The data associated with the timesheet number is prepopulated on the Create Payment Correction screen.  This link is only available for timesheets in an Exception Status.
Issue Replacement Timesheet	Navigates the user to the Timesheet Issuance screen.  This link will only be available for timesheets in an Exception status or for timesheets with a Print Method of 'Electronic' that are in Issued status.  Issuing a Replacement for a timesheet in Exception status will update the Timesheet Status to Exception – Replaced.
View Payment Correction List	Navigates the user to the View Payment Correction List screen if one or more payment corrections have been made to the currently viewed Timesheet. This link is only available for timesheets that have one or more payment corrections.
View Replaced Timesheet	Navigates the user to the View Timesheet Screen of the Replacement Timesheet if the currently viewed timesheet was replaced. This link is only available for timesheets where a Replacement Timesheet was issued.

## Data Elements

The following data elements are specific to the View Timesheet screen:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
<b>Timesheet Details</b>					
Provider Number	CMIPS unique ID for the Provider.	Number	No	No	No
Provider Name	First name and last name of the Provider.	String	No	No	No
Recipient Number	CMIPS unique ID for the case/Recipient.	Number	No	No	No
Recipient Name	First name and last name of the Recipient.	String	No	No	No
Type	The type of timesheet.	String	No	No	No

Remaining Hrs (HH:MM)	The remaining monthly IP Mode of Service or WPCS hours for the Recipient or, if applicable, the remaining monthly assigned hours for the Provider as displayed on the timesheet.  Displays in HH:MM format.  This data element is unavailable for converted timesheets in a Processed status and for converted Part A timesheets in an Issued status.	Integer	No	No	No
Status	Status of the timesheet.	String	No	No	No
Status Date	The date the current status was assigned. Displays in MM/DD/YYYY format.	Date	No	No	No
Print Method	The process used to print the timesheet.	String	No	No	No
Print Date	The date the timesheet was printed. Displays in MM/DD/YYYY format.	Date	No	No	No
Service Period From	The starting date of the service period. Displays in MM/DD/YYYY format.	Date	No	No	No
Service Period To	The ending date of the service period. Displays in MM/DD/YYYY format.	Date	No	No	No
Timesheet Number	Timesheet number associated with the timesheet.	Number	No	No	No
Legacy Timesheet Number	The legacy timesheet number associated with the timesheet.	Number	No	No	No
Received Date	The date when the timesheet was received at TPF or the date when the county worker keyed the timesheet data into CMIPS.  For converted timesheets in a Processed status, this will be the issue date of the associated payment.	Date	No	No	No
Mode of Entry	Indicates mode of entry of the timesheet.	String	No	No	No
Large Font Timesheet	Indicates whether the timesheet is the Large Font Timesheet.  Note: Indicator is blank if timesheet has not been processed through Case Management.	String	No	No	No
Late Submission Release Date	The date the system, a County user, or WPCS user released the timesheet from Held – Late Submission. Displays in MM/DD/YYYY format.	Date	No	No	No
<b>TTS Recipient Timesheet Processing Details</b> – This cluster only displays for timesheets processed by the Telephone Timesheet System or by an IHSS Service Desk agent.					
Processed Through Telephonic System	The indicator as to whether the timesheet for a BVI or E-Timesheet Recipient was processed using the Telephonic System	String	No	No	No
Processed by TTS Assistance Line Agent	The indicator as to whether the timesheet was processed by a TTS Assistance Line agent at the direction of a BVI or E-Timesheet Recipient	String	No	No	No
<b>Time Entries [HH:MM]</b> – This cluster does not display for converted Processed timesheet data, Legacy timesheets in a Pending or Processed status when only total hours were entered, or for timesheets in a Pending Issuance or Issued status.					
01 - 15 OR 01 - 28 OR 01 - 29 OR 01 - 30 OR 01 - 31 OR 16 - 28 OR 16 - 29 OR 16 - 30 OR 16 - 31	The daily hours claimed on the timesheet in an HH:MM format. If the hours were reduced from the amount claimed, then only the reduced hours processed by Payroll display.  The numeric day labels dynamically display based on the month/year and pay period.  Displays in HH:MM format.	Integer	No	No	No
Weekly Total	The aggregated daily hours for a week claimed on the timesheet.	Integer	No	No	No
Hours Claimed	Total daily service hours claimed on the timesheet.  Displays in HH:MM format.	Integer	No	No	No
Case Hours Paid	Total service hours paid for this timesheet. Represents the total hours that were passed to Payroll for processing.  Displays in HH:MM format.	Integer	No	No	No

Case Hours Not Paid	Total unpaid service hours for this timesheet. Displays in HH:MM format.	Integer	No	No	No
Hours Paid at Overtime Rate	Total hours paid at the overtime rate for this timesheet. Represents the total hours paid at the overtime rate that were passed to Payroll for processing.  Displays in HH:MM format.	Integer	No	No	No
<b>Electronic Timesheet Signature</b> – This cluster only displays when the Mode of Entry for the timesheet is Electronic					
Provider Signature Date /Time	Indicates the date and time that the Provider electronically signed the timesheet. Displays in MM/DD/YYYY HH:MM (24 hour format)	Date /Time	No	No	No
Recipient Signature Date /Time	Indicates the date and time that the Recipient electronically signed the timesheet or approved it through TTS.  Displays in MM/DD/YYYY HH:MM (24 hour format).	Date /Time	No	No	No
Provider Signature Method	Indicates the method by which the provider electronically signed their timesheet. Based on the Timesheet Signature Method Code Table.	String	No	No	No
Recipient Signature Method	Indicates the method by which the recipient electronically signed their timesheet. Based on the Timesheet Signature Method Code Table. <b>Note:</b> This will also indicate if the county approves the timesheet on behalf of a deceased recipient or if a timesheet signatory signs on behalf of the recipient.	String	No	No	No
<b>Exceptions</b> – This cluster only displays when exception conditions are detected on the timesheet and will not display for converted timesheet data or for timesheets in a Pending Issuance or Issued status.					
Code	The exception code related to the error condition.	Number	No	No	No
Description	Description of the error condition.	String	No	No	No

# DSD 24/Recip CM & OS – Time and Attendance/Screen Designs/View Timesheet Image

CI	Document Name
<a href="#">CI-67642 - DSD SC View Timesheet Image</a> <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_SC_View_Timesheet_Image.doc

When the View Timesheet Image link is selected on the Timesheet Search or View Timesheet screen, a new browser opens to display the timesheet image. The image viewer allows the user to zoom, scroll and print the image as needed. The following are samples of how the image will display for the current standard CMIPS timesheet and the Large Font timesheet.

**Note:** These are early test timesheets from which production identifiers have been removed however this display represents the visual of the front and back view.

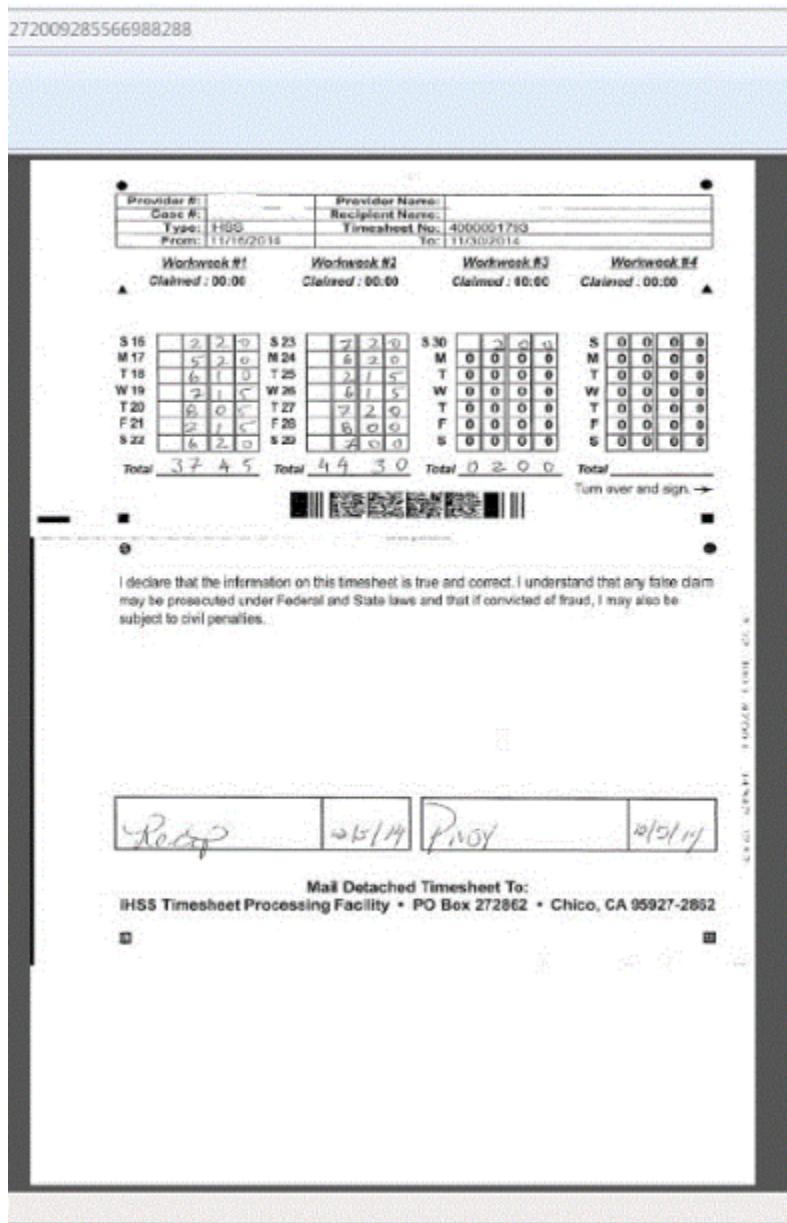


Figure – View Timesheet Image (Standard Timesheet)

5-707065141497167872      localhost

Provider #	734570744	Provider Name	LAST NAME, PROVIDER
Case #	57 01 8123584	Recipient Name	LAST NAME, RECIPIENT
Type	IHSS	Timesheet No	2000003600
Pay From	05/01/2015	Pay To	05/15/2015 Hours 267:22

<u>Workweek #1</u>		<u>Workweek #2</u>		<u>Workweek #3</u>		<u>Workweek #4</u>					
Claimed: 00:00		Claimed: 00:00		Claimed: 00:00		Claimed: 00:00					
S	0	0	S 03		S 10		S	0	0	0	0
M	0	0	M 04		M 11		M	0	0	0	0
T	0	0	T 05		T 12	5	T	0	0	0	0
W	0	0	W 06	9	W 13		W	0	0	0	0
T	0	0	T 07		T 14		T	0	0	0	0
F 01			F 08		F 15		F	0	0	0	0
S 02		10	S 09		S 0	0	S	0	0	0	0
Total 0:10		Total 2:50		Total 3		Total		Turn over and sign ➔			

I declare that the information on this timesheet is true and correct. I understand that any false claim may be prosecuted under Federal and State laws and that if convicted of fraud, I may also be subject to civil penalties.

1/24 1/24

Mail Detached Timesheet To: IHSS Timesheet Processing Facility,  
P.O. BOX 2380, Chico, CA 95927-2380

Figure – View Timesheet Image (Large Font Timesheet)

# DSD 24/Recip CM & OS – Time and Attendance/Screen Designs/Timesheet History

CI	Document Name
CI-67640 - DSD SC Timesheet History <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_SC_Timesheet_History.doc

When the History link is selected from the View Timesheet screen, the Timesheet History list screen displays. The Timesheet History screen provides the history of the timesheet.

The current timesheet data is displayed on the View Timesheet screen. Prior to a change being applied to timesheet data (i.e. status, hours not paid, etc.), a "snapshot" is taken and written to Timesheet History. This means there will always be two rows with the Status of "Issued" one which represents the literal timesheet issuance and the second which is created when the status changes from Issued to something else.

For example, when hours claimed are not payable, a snapshot is taken of the timesheet data prior to the reduction in hours and the snapshot is made available on the Timesheet History list. Selecting the View link allows the user to see all the details of the timesheet prior to the reduction in hours (cut-back).

s	Large Font Timesheet	Status Date	Print Date	Print Method	Updated By
MEDS Error	No	11/19/2020		Electronic	slim001
ng ident oric w	No	11/19/2020		Electronic	superuser
ng ident oric w	No	11/19/2020		Electronic	bvorko43
d	No	11/18/2020		Electronic	etsuser

Figure – Timesheet History

## Actions/Functions

The following actions are associated with the Timesheet History screen:

Action	Function
<b>Page Navigation Tabs</b>	
View Timesheet Details	When the View Timesheet tab is selected the View Timesheet screen displays for with current timesheet data.
Hardcopy	When the Hardcopy tab is selected the View Timesheet Hardcopy screen displays
<b>Timesheet History List</b>	
View	Displays the View Timesheet screen (historical data).
Close	Closes the History List screen and takes user back to the View Timesheet screen.

## Data Elements

The following data elements are associated with the Timesheet History screen:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Provider Number	Provider ID of the Provider associated with the timesheet.	Number	No	No	No
Provider Name	Name of the Provider associated to the timesheet in Last Name, First Name order.	String	No	No	No
Service Period From	The start date of the service period.	Date	No	No	No
Received Date	The date when the timesheet was received at TPF or the date when the county worker keyed the timesheet data into CMIPS or the date that the Recipient Approved the timesheet using ESP or TTS.  For converted timesheets in a Processed status, this will be the issue date of the associated payment.	Date	No	No	No
Hours Claimed	The total of the daily claimed hours and minutes.  Displays in HH:MM format.	Integer	No	No	No
Type	The type of timesheet.	String	No	No	No
Status	Status of the timesheet.  This field will be blank if the first status on the timesheet is "Issued" on the View Timesheet Details screen.	String	No	No	No
Large Font Timesheet	An indicator of whether the timesheet is the Large Font Timesheet or not.	String	No	No	No
Status Date	The date the status was set.	Date (MM /DD /YYYY)	No	No	No
Print Method	The method by which the timesheet was printed.	String	No	No	No
Print Date	The date the timesheet was requested to be printed.	Date (MM /DD /YYYY)	No	No	No
Updated By	User or system that made the change to the timesheet information, causing the history record to be written.	String	No	No	No

# DSD 24/Recip CM & OS – Time and Attendance/Screen Designs/Timesheet Manual Entry – Timesheet Number

CI	Document Name
<a href="#">CI-116597 - DSD SC Timesheet Manual Entry Timesheet Number</a> <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_SC_Timesheet_Manual_Entry_Timesheet_Number.doc

When the Timesheet Manual Entry Page Navigation is selected from the Timesheets & Payroll Content Page, the Timesheet Manual Entry - Timesheet Number screen displays. The first step in keying a CMIPS timesheet is to enter the Timesheet Number, which is a unique number that is printed on the timesheet form. When the Continue link is selected the Timesheet Manual Entry screen is displayed for entry of the daily hours.

Figure – Timesheet Manual Entry – Timesheet Number

## Actions/Functions

The following actions are associated with the Timesheet Manual Entry - Timesheet Number screen:

Hyperlink	Function
Continue	Navigates the user to the Timesheet Manual Entry - Time Entries screen for that timesheet.

## Data Elements

The following data elements are associated with the Timesheet Manual Entry - Timesheet Number screen:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Timesheet Number	The unique, system generated, timesheet number that is pre-printed on the paper timesheet form.	String	Yes	No	Yes

# DSD 24/Recip CM & OS – Time and Attendance/Screen Designs/Timesheet Manual Entry – Time Entries

CI	Document Name
<a href="#">CI-67633 - DSD SC Timesheet Manual Entry Time Entries</a> <span style="border: 1px solid #ccc; padding: 2px 5px;">IMPLEMENTED</span>	DSD_SC_Timesheet_Manual_Entry_Time_Entries.doc

The Timesheet Manual Entry – Time Entries screen is accessed by selecting the Continue link on the Timesheet Manual Entry - Timesheet Number screen. The Timesheet Manual Entry screen allows the user to enter the details of a paper timesheet directly into CMIPS. The information in the Details cluster will be pre-populated based on the data associated with the Timesheet Number entered on the previous screen.

Figure – Timesheet Manual Entry – Time Entries: Standard Timesheet

## Actions/Functions

The following actions are associated with the Timesheet Manual Entry – Time Entries screen:

Hyperlink	Function
Save	Saves the timesheet entry, sets the timesheet status to Pending and returns the user to the View Timesheet screen. If the case is not associated to the user's county location, sends a notification to the case owner that the timesheet has been keyed. See Tasks/Notifications for more details.
Save & New	If there are no soft edits, saves the timesheet, sets the timesheet status to Pending and returns the user to the Timesheet Manual Entry - Timesheet Number screen for entry of a new timesheet. If there are soft edits, saves the timesheet entry and returns the user to the View Timesheet screen to view the soft edits. The user can click on the Timesheet Manual Entry link in the left navigation to resume timesheet entry. If the case is not associated to the user's county location, sends a notification to the case owner that the timesheet has been keyed. See Tasks/Notifications for more details.
Cancel	Closes the screen and returns the user to the Timesheet Manual Entry – Timesheet Number screen without saving the timesheet entries.

Continue	This link is displayed only when the "Hours claimed for first pay period exceed 70% of total Recipient authorized hours" informational message is encountered, allowing the user the option to Continue or Cancel the action.
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## Data Elements

The following data elements are associated with the Timesheet Manual Entry – Time Entries screen:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
<b>Details</b>					
Provider Name	First name and last name of the Provider.	String	No	No	No
Recipient Name	First name and last name of the Recipient.	String	No	No	No
Type	The type of timesheet.	String	No	No	No
Remaining Hrs (HH:MM)	The remaining monthly IP Mode of Service or WPCS hours for the Recipient or, if applicable, the remaining monthly assigned hours for the Provider associated with the timesheet.  Displays in HH:MM format.	Integer	No	No	No
Service Period From	The start date of the service period.	Date (MM/DD/YYYY)	No	No	No
Timesheet Number	Timesheet number associated with the timesheet.	Number	No	No	No
<b>Time Entries</b>					
SUN (01 – 31) MON (01 – 31) TUE (01 – 31) WED (01 – 31) THU (01 – 31) FRI (01 – 31) SAT (01 – 31)	The daily hours claimed on the timesheet in an HH:MM format.  The day of the week and numeric day labels will be dynamically displayed based on the day /week/year and timesheet type.	Integer	No	00:00	Yes
Weekly Total:	Sum of daily hours for the indicated week.  System calculated value as user enters hours on the screen.	Integer	No	No	No
<b>Total</b>					
Total (HH:MM)	Sum of Case Totals in HH:MM format.  System calculated value as user enters hours on the screen.	Integer	No	No	No

**Training Note:** In order to navigate from one time entry field to another, the Tab key must be used. In the Cúram application the Enter key acts as if the Save link has been selected.

# DSD 24/Recip CM & OS – Time and Attendance/Screen Designs/Modify Timesheet Manual Entry

CI	Document Name
<a href="#">CI-67636 - DSD SC Modify Timesheet Manual Entry</a> <span style="border: 1px solid #ccc; padding: 2px 5px;">IMPLEMENTED</span>	DSD_SC_Modify_Timesheet_Manual_Entry.doc

When the Edit Timesheet link is selected on the View Timesheet Details screen the Modify Timesheet Manual Entry screen is displayed. The Modify Timesheet Manual Entry screen allows the user to edit the time entries on a manually entered timesheet on the date of entry prior to payroll processing in the evening batch cycle.

The screenshot shows a web-based application interface for modifying a timesheet. At the top, there's a header bar with 'Information Payroll System II', a user ID '190639', a search icon, and a welcome message 'Welcome KIM BRITT'. Below the header, the main content area has a title 'Modify Timesheet' with a question mark icon and a note '\* required field'. The form contains several input fields:

- Recipient Name:** ADAM DOE
- Remaining Hrs (H:MM):** 33:52
- Timesheet Number:** 4092383232
- Time Entries:** A grid where each day of the week (SUN through SAT) has two input fields for 'HH:MM'. The days are labeled SUN 29, MON 30, TUE, WED, THU, FRI, and SAT. Each day has a pair of input boxes for hours and minutes.
- Weekly Totals:** Displays 'Weekly Total: 00:00' for both the daily and weekly summaries.
- MM:** Shows '06:00'.
- Action Buttons:** Includes 'Save' and 'Cancel' buttons at the bottom left.

Figure – Modify Timesheet Manual Entry

## Actions/Functions

The following actions are associated with the Modify Timesheet Manual Entry screen:

Hyperlink	Function
Save	Saves the timesheet entry and returns the user to the View Timesheet screen.
Cancel	Closes the screen and returns the user to the View Timesheet screen.

## Data Elements

The following data elements are associated with the Modify Timesheet Manual Entry screen:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field

Details					
Provider Name	First name and last name of the Provider.	String	No	No	No
Recipient Name	First name and last name of the Recipient.	String	No	No	No
Type	The type of timesheet.	String	No	No	No
Remaining Hrs (HH:MM)	The remaining monthly IP Mode of Service or WPCS hours for the Recipient or, if applicable, the remaining monthly assigned hours for the Provider as appeared on the timesheet. Displays in HH:MM format.	Integer	No	No	No
Service Period From	The starting date of the service period.	Date (MM/DD/YYYY)	No	No	No
Timesheet Number	Timesheet number associated with the Timesheet.	Number	No	No	No
Time Entries					
SUN (01 – 31) MON (01 – 31) TUE (01 – 31) WED (01 – 31) THU (01 – 31) FRI (01 – 31) SAT (01 – 31)	The daily hours claimed on the timesheet in an HH:MM format.  The day of the week and numeric day labels will be dynamically displayed based on the day /week/year and timesheet type.	Integer	No	00:00	Yes
Weekly Total:	Sum of daily hours for the indicated week.  System calculated value as user enters hours on the screen.	Integer	No	No	Yes
Total					
Total (HH:MM)	Sum of Case and Travel Totals in HH:MM format.  System calculated value as user enters hours on the screen.	Integer	No	No	No

**Training Note:** In order to navigate from one time entry field to another, the Tab key must be used. In the Cúram application the Enter key acts as if the Save link has been selected.

# DSD 24/Recip CM & OS – Time and Attendance/Screen Designs/Confirm Timesheet Cancellation

CI	Document Name
<a href="#">CI-67635 - DSD SC Confirm Timesheet Cancellation</a> <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_SC_Confirm_Timesheet_Cancellation.doc

When the Cancel Timesheet link is selected from the View Timesheet screen the Confirm Timesheet Cancellation pop-up displays allowing the user to cancel a manually entered timesheet.



Figure – Confirm Timesheet Cancellation

## Actions/Functions

The following actions are associated with the Confirm Timesheet Cancellation pop-up:

Hyperlink	Function
Yes	Cancels the timesheet and returns the user to the View Timesheet screen. The timesheet status reverts from Pending to Issued. If the case is not associated to the user's county location, sends a notification to the case owner that the timesheet has been cancelled. See Tasks/Notifications for more details.
No	Closes the pop-up and returns the user to the View Timesheet screen.

## Data Elements

There are no data elements on the Confirm Timesheet Cancellation pop-up.

# DSD 24/Recip CM & OS – Time and Attendance/Screen Designs/Confirm Timesheet Rejection

CI	Document Name
<a href="#">CI-116574 - DSD SC Confirm Timesheet Rejection</a> <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_SC_Confirm_Timesheet_Rejection.doc

The Confirm Timesheet Rejection pop-up displays when the Reject Timesheet link is selected on the View Timesheet screen. It allows the user to reject a timesheet, that was submitted electronically or telephonically, on behalf of a Recipient who is deceased or on leave, or a timesheet in Pending Recipient Exception Review status.



Figure – Confirm Timesheet Rejection

## Actions/Functions

The following actions are associated with the Confirm Timesheet Rejection pop-up:

Hyperlink	Function
Yes	Rejects the timesheet, sets the timesheet status to County Rejected with a reason of Other and returns the user to the View Timesheet screen. If the case is not associated to the user's county location, send a notification to the case owner that the timesheet has been rejected. See Tasks/Notifications for more details.
No	Closes the pop-up and returns the user to the View Timesheet screen.

## Data Elements

There are no data elements on the Confirm Timesheet Rejection pop-up.

## DSD 24/Recip CM & OS – Time and Attendance/Screen Designs/Confirm Release of BVI Timesheet

CI	Document Name
 CI-489910 - DSD SC Confirm Release of BVI Timesheet <span style="border: 1px solid #ccc; padding: 2px;">CANCELLED</span>	DSD_SC_Confirm_Release_of_BVI_Timesheet.doc

Functionality that accessed this pop-up was removed prior to 04/2019 but the CI was not cancelled. CI is cancelled to update documentation to reflect system functionality.

## DSD 24/Recip CM & OS – Time and Attendance/Screen Designs/Confirm Rejection of BVI Timesheet

CI	Document Name
 CI-489909 - DSD SC Confirm Rejection of BVI Timesheet <span style="border: 1px solid #ccc; padding: 2px;">CANCELLED</span>	DSD_SC_Confirm_Rejection_of_BVI_Timesheet.doc

Functionality that accessed this pop-up was removed prior to 04/2019 but the CI was not cancelled. CI is cancelled to update documentation to reflect system functionality.

# DSD 24/Recip CM & OS – Time and Attendance/Screen Designs/TTS Timesheet Release/Reject History

CI	Document Name
 CI-489908 - DSD SC TTS Timesheet Release Reject History <span style="border: 1px solid #ccc; padding: 2px;">CANCELLED</span>	DSD_SC_TTS_Timesheet_Release_Reject_History.doc

Cancelled by ASR Sprint 39 Team 1&2.

# DSD 24/Recip CM & OS – Time and Attendance/Screen Designs/Travel Claim Search

CI	Document Name
<a href="#">CI-513988 - DSD SC Travel Claim Search</a> <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_SC_Travel_Claim_Search.docx

When the Travel Claim Search Page Navigation is selected from the Person Payroll & Timesheet Content Tab, the Travel Claim Search screen displays. It is also available from the Provider Management Workspace, and Help Desk Workspace left navigation. The Travel Claim Search screen allows the user to search for Travel Claims related to a specific Recipient/case or a Provider. Upon entry to the screen, the search results display up to 25 of the most recently processed travel claims for the case or person based on Received Date in descending order. The search can be refined by entering a Service Period range (limited to a six-month range) and/or a Travel Claim Number. When searching by Service Period range, the results display in ascending order by the Service From Date and include travel claims in any status.

When searching for travel claims based on a particular Service Period, all travel claims processed for that pay period display in the search results.

Figure – Travel Claim Search

## Actions/Functions

The following actions are associated with the Travel Claim Search screen:

Hyperlink	Function
<b>Search Criteria</b>	
Search	Performs a search for travel claims based on search criteria.
Reset	Resets all search fields to their default values.
<< Search Previous 6 Months	Displays travel claims for the previous six months based on the current Service From Date value. The Service From and Service To Date range is updated to the match the new search criteria.
Search Next 6 Months >>	Displays travel claims for the next six months based on the current Service To Date value. The Service From and Service To Date range is updated to the match the new search criteria.
<b>Search Results</b>	
View Image	When the View Travel Claim Image link is selected, a new browser will be opened to display the Travel Claim image. The image viewer will allow the user to zoom, scroll, and print the image as needed.
<Travel Claim Number>	Displays the View Travel Claim screen for the selected travel claim.

## Data Elements

The following data elements are associated with the Travel Claim Search screen:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
<b>Search Criteria</b> - The range between the Service Period From date and Service Period To date is limited to six months.					
From Date	Service Date from which to start searching for Travel Claim.	Date	No	No	Yes
To Date	Service Date to cease searching for Travel Claim.  If a value is entered in the Service Period From field and no value is entered in the Service Period To field, the search will default to a six month range starting with the Service Period From date.	Date	No	No	Yes
Travel Claim Number	Travel Claim Number used for searching for a specific timesheet.	Number	No	No	Yes
<b>Search Results – By Recipient</b>					
Travel Claim Number	Travel Claim number associated with the Travel Claim.	Number	No	No	No
View Image	Travel Claim Image Link.	String	No	No	No
Provider Number	The CMIPS Provider Number associated with the Travel Claim	Number	No	No	No
Provider Name	The name of the provider associated with the Travel Claim	String	No	No	No
Service Period From	The starting date of the service period.	Date	No	No	No
Received Date	The date when the travel claim was received at TPF.	Date	No	No	No
Type	The type of travel claim.	String	No	No	No
Status	Status of the travel claim.	String	No	No	No

# DSD 24/Recip CM & OS – Time and Attendance/Screen Designs/View Travel Claim

CI	Document Name
<a href="#">CI-513986 - DSD SC View Travel Claim</a> IMPLEMENTED	DSD_SC_View_Travel_Claim.docx

When the Travel Claim Number link is selected from a specific record on the Travel Claim Search screen, the View Travel Claim screen displays. The View Travel Claim screen allows the user to view the travel claim details. The screen includes a Manage area to allow county users to view payment details.

The screenshot shows the 'View Travel Claim' interface. At the top, there's a header bar with the system name and a search field. Below the header, there's a large text area containing provider and recipient names, mode of entry, status date, print date, service period to, and received date. Underneath this is a table showing weekly hours claimed for each day of the week (SUN 26 to SAT). The total weekly hours claimed are 06:25, and the total weekly total is 05:30. Below this table is a section for travel hours not paid, which is 00:00. A 'Close' button is located at the bottom left of the main content area.

Figure – View Travel Claim Screen

This screenshot shows a smaller version of the 'View Travel Claim' screen, specifically the 'Exceptions Cluster Displays' section. It contains a single line of text: 'processed.' followed by a date range 'days'. A 'Close' button is at the bottom.

Figure – View Travel Claim Screen - Exceptions Cluster Displays

## Actions/Functions

The following actions are associated with the View Travel Claim screen:

Hyperlink	Function
<b>Page Navigation</b>	
History	Displays the Travel Claim History list for the selected travel claim.
<b>View Travel Claim</b>	
Close	Returns the user to the screen of origin (either Travel Claim Search or Travel Claim History).
<b>Manage</b>	
This cluster is not displayed for travel claims in either a Pending Issuance or Issued status. In addition, it is not displayed when the screen is accessed from the Travel Claim History screen.	
View Image	When the View Travel Claim Image link is selected on the View Travel Claim Details screen, a new browser is opened to display the Travel Claim image. The image viewer allows the user to zoom, scroll, and print the image as needed.
View Payment Details	Displays the Payment Details pop-up related to payment for this travel claim.  This link is only available for a travel claim in a Processed status after Payroll has processed the travel claim.
In addition to the specific conditions noted for each link, the action links below are only available when the View Travel Claim screen is accessed from a case perspective.	
Edit Travel Claim	Displays the Modify Travel Claim Manual Entry screen to allow editing of a manually entered travel claim only until the end of the day it was entered (Pending status).  This link is only available for manually entered travel claims for users with HPETravelClaimPayment user role.
Cancel Travel Claim	Allows the user to cancel a manually entered travel claim only until the end of the day it was entered (Pending status). When cancelled, the travel claim is set to an Issued status.  This link is only available for manually entered travel claims for users with HPETravelClaimPayment user role.
Issue Replacement Travel Claim	Navigates the user to the Travel Claim Issuance screen.  This link is only available for travel claims in an Exception Status.
View Replaced Travel Claim	Navigates the user to the replacement travel claim details/information.  This link is only available when a replacement travel claim has been issued (the Issue Replacement Travel Claim link was selected).

## Data Elements

The following data elements are associated with the View Travel Claim screen:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable
<b>Travel Claim Details</b>					
View Image	View Travel Claim Image	String	No	No	No
Provider Number	CMIPS unique ID for the Provider.	Number	No	No	No
Provider Name	First name and last name of the Provider.	String	No	No	No
Recipient Number	CMIPS unique ID for the case/Recipient.	Number	No	No	No
Recipient Name	First name and last name of the Recipient.	String	No	No	No
Type	The type of travel claim.	String	No	No	No
Status	Status of the travel claim.	String	No	No	No
Status Date	The date the current status was assigned.	Date	No	No	No
Print Date	The date the travel claim was printed	Date	No	No	No
Service Period From	The starting date of the service period.	Date	No	No	No
Service Period To	The ending date of the service period.	Date	No	No	No

Travel Claim Number	Travel claim number associated with the Travel Claim.	Number	No	No	No
Received Date	Date Travel Claim was scanned at TPF.	Date	No	No	No
The following clusters are not displayed for a travel claim in a Pending Issuance or Issued status					
<b>Time Entries [HH:MM]</b>					
01 - 15 OR	The daily hours claimed on the travel claim in an HH:MM format. If the hours were reduced from the amount claimed, then only the reduced hours processed by Payroll displays.	Integer	No	No	No
01 – 28 OR	The numeric day labels dynamically display based on the month/year and pay period.				
01 – 29 OR	Displays in HH:MM format.				
01 – 30 OR					
01 – 31 OR					
16 – 28 OR					
16 – 29 OR					
16 – 30 OR					
16 – 31					
Weekly Total	The aggregated daily Travel Hours for a week claimed on the travel claim	Integer	No	No	No
Hours Claimed	Total daily travel hours claimed on the travel claim.  Displays in HH:MM format.	Integer	No	No	No
<b>Travel Claim Hours</b>					
Travel Hours Paid (HH:MM)	Total travel hours paid for this travel claim. Represents the total travel hours that were passed to Payroll for processing.  Displays in HH:MM format.	Integer	No	No	No
Travel Hours Not Paid (HH:MM)	Total unpaid travel hours for this travel claim.  Displays in HH:MM format.	Integer	No	No	No
Hours Paid at Overtime Rate (HH:MM)	Total hours paid at the overtime rate for this travel claim. Represents the total hours paid at the overtime rate that was passed to Payroll for processing.  Displays in HH:MM format.	Integer	No	No	No
<b>Exceptions</b> – This cluster only displays when exception conditions are detected on the travel claim and are not displayed for travel claims in Pending Issuance or Issued status. In addition, it is not displayed when the screen is accessed from the Travel Claim History screen.					
Code	The exception code related to the error condition.	Number	No	No	No
Description	Description of the error condition.	String	No	No	No

# DSD 24/Recip CM & OS – Time and Attendance/Screen Designs/Travel Claim History

CI	Document Name
CI-513991 - DSD SC Travel Claim History <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_SC_Travel_Claim_History.docx

When the History tab is selected from the View Travel Claim screen, the Travel Claim History screen displays. The Travel Claim History screen provides the history of the travel claim.

The current travel claim data is displayed on the View Travel Claim screen. Prior to a change being applied to travel claim data, a "snapshot" is taken and written to Travel Claim History. This means there will always be two rows with the Status of "Issued" one which represents the literal travel claim issuance and the second which is created when the status changes from Issued to something else.

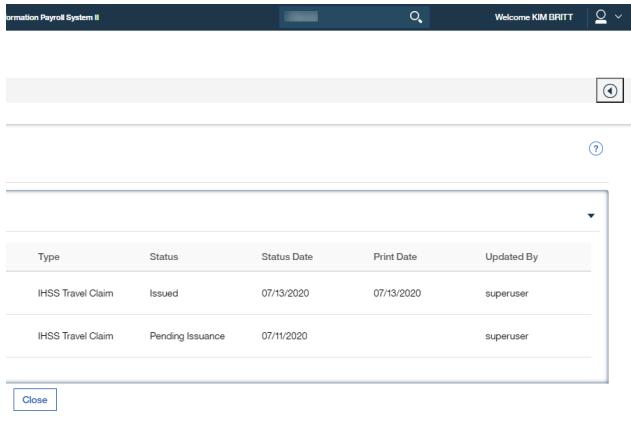


Figure – Travel Claim History

## Actions/Functions

The following actions are associated with the Travel Claim History screen:

Hyperlink	Function
<b>Page Navigation</b>	
View Travel Claim Details	Displays the View Travel Claim screen (current data).
<b>Travel Claim History List</b>	
View	Displays the View Travel Claim screen (historical data).
Close	Closes the History List screen and takes user back to the View Travel Claim screen.

## Data Elements

The following data elements are associated with the Timesheet History screen:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Provider Number	CMIPS unique ID for the Provider.	Number	No	No	No
Provider Name	First name and last name (in this order) of the Provider.	String	No	No	No

Service Period From	The start date of the service period.	Date (MM/DD/YYYY)	No	No	No
Received Date	The date when the travel claim special transaction was keyed into CMIPS or was scanned at TPF.	Date (MM/DD/YYYY)	No	No	No
Type	The type of travel claim.	String	No	No	No
Status	Status of the travel claim.	String	No	No	No
Status Date	The date the status was set.	Date (MM/DD/YYYY)	No	No	No
Print Date	The date the travel claim was requested to be printed.	Date (MM/DD/YYYY)	No	No	No
Updated By	User or system that made the change to the travel claim information, causing the history record to be written.	String	No	No	No

# DSD 24/Recip CM & OS – Time and Attendance/Screen Designs/Travel Claim Issuance

CI	Document Name
CI-513985 - DSD SC Travel Claim Issuance <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_SC_Travel_Claim_Issuance.docx

When the Travel Claim Issuance Page Navigation is selected from the Case Overtime & Travel Content Tab the Travel Claim Issuance screen for the Recipient that is being "traveled to" displays. The Travel Claim Issuance screen allows the user to request an Initial/Replacement or Supplemental travel claim for a single service period or for multiple consecutive service periods for the specific Recipient/Provider relationship. The type of travel claim can be selected by the user via a drop-down box filtered by values pertinent to the user's security role. All travel claim requests will be sent to the centralized print vendor in the nightly batch cycle. The following travel claim types can be selected in CMIPS:

- IHSS Travel Claim
- WPCS Travel Claim
- Supplemental - IHSS Travel Claim
- Supplemental – WPCS Travel Claim

The screenshot shows a web-based application interface. At the top, there is a header bar with a search icon, a welcome message 'Welcome KIM BRITT', and a user profile icon. Below the header, the main content area has a title bar with a back arrow and a refresh button. The main form contains several input fields and dropdown menus. One dropdown menu is open, showing options like 'Print/Mail from a Centralized Print Center'. Other visible fields include 'Service Period To:' with a date '12/15/2020' and a calendar icon, and a 'Print:' dropdown with the same options as the open menu.

Figure – Travel Claim Issuance

## Actions/Functions

The following actions are associated with the Travel Claim Issuance screen:

Hyperlink	Function
Issue	Creates request for travel claim form(s) to be sent to the centralized print vendor for printing and mailing.
Cancel	Cancels the action and displays the Case Travel Claim Search screen without issuing a travel claim.
Provider Name (Search)	Displays the Provider List pop-up which lists all providers associated to the case.

## Data Elements

The following data elements are associated with the Travel Claim Issuance screen:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Provider Name	Displays the selected Provider's name (Last Name, First Name MI) after selection from the Provider List pop-up.	String	Yes	No	Yes
Service Period From	Service Date from which to start generating travel claims.	Date (MM/DD/YYYY)	Yes	Current Pay Period Start Date	Yes
Service Period To	Service date to cease generating travel claims.	Date (MM/DD/YYYY)	Yes	Current Pay Period End Date	Yes

Type	<p>The type of CMIPS travel claim to be issued. The drop-down will display the following values:</p> <ul style="list-style-type: none"> <li>IHSS Travel Claim</li> <li>WPCS Travel Claim</li> <li>Supplemental - IHSS Travel Claim</li> <li>Supplemental – WPCS Travel Claim</li> </ul> <p><i>The drop-down values will be filtered based on the user's security role. A WPCS user will only be able to select a WPCS travel claim type. Conversely, an IHSS user will only be able to select IHSS travel claim types.</i></p>	Drop-Down	Yes	No	Yes
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# DSD 24/Recip CM & OS – Time and Attendance/Screen Designs/View Payment Correction List

CI	Document Name
<a href="#">CI-715418 - DSD SC View Payment Correction list</a> <span style="border: 1px solid #ccc; padding: 2px 5px;">IMPLEMENTED</span>	DSD_SC_View_Payment_Correction_list.docx

When the View Payment Correction List link is selected from the View Timesheet screen, the View Payment Correction List screen is displayed. The screen displays a list of payment corrections made to the Timesheet that was indicated on the View Timesheet screen. From the View Payment Corrections List the user can navigate to the existing View Payment Correction screen for each payment correction listed, via a hyperlink of the Payment Correction Number. If there are no payment corrections made for any given timesheet then the View Payment Correction List link will not be visible on the View Timesheet screen.

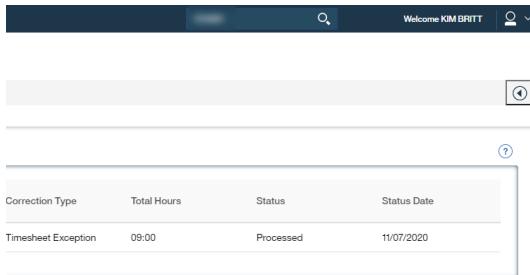


Figure – View Payment Correction List

## Actions/Functions

The following actions are associated with the View Payment Corrections List screen:

Hyperlink	Function
<Payment Correction Number>	Navigates the user to the View Payment Correction screen.
Close	Returns the user to the View Timesheet screen.

## Data Elements

The following data elements are specific to the View Payment Correction List screen:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Payment Correction Number	Unique number assigned to a Payment Correction	Number	No	No	No
Provider Name	The last, first name of the Provider	String	No	No	No
Timesheet Number	Timesheet number associated with the timesheet.	Number	No	No	No
Service From	The starting date of the service period.	Date (MM/DD/YYYY)	No	No	No
Timesheet Type	The type of timesheet.	String	No	No	No
Correction Type	The type of payment correction.	String	No	No	No
Total Hours	The total hours of the timesheet	Integer	No	No	No
Status	Status of the timesheet.	String	No	No	No

Status Date	The date the current status was assigned.	Date (MM/DD/YYYY)	No	No	No
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# DSD 24/Recip CM & OS – Time and Attendance/Screen Designs/Confirm Stop Provider E-Timesheet

CI	Document Name
<a href="#"> CI-753313 - DSD SC Confirm Stop Provider E Timesheet</a> <span style="border: 1px solid #ccc; padding: 2px;">CANCELLED</span>	DSD_SC_Confirm_Stop_Provider_E_Timesheet.docx

Cancelled by [CR115 CGI M&O – PSR – EVV Simplification](#)

# DSD 24/Recip CM & OS – Time and Attendance/Screen Designs/E-Timesheet Release/Reject History

CI	Document Name
<a href="#"> CI-753315 - DSD SC E Timesheet Release Reject History</a> <span style="border: 1px solid #ccc; padding: 2px;">CANCELLED</span>	DSD_SC_E_Timesheet_Release_Reject_History.docx

Cancelled by ASR Sprint 39 Team 1&2

# DSD 24/Recip CM & OS – Time and Attendance/Screen Designs/Print E-Timesheet Copy

CI	Document Name
<a href="#">CI-766290 - DSD SC Print E Timesheet Copy</a> <span style="border: 1px solid #ccc; padding: 2px 10px;">IMPLEMENTED</span>	DSD_SC_Print_E_Timesheet_Copy.docx

When the Print E-Timesheet link is selected on the View Timesheet Hardcopy screen, a printable view of the rendered electronic timesheet opens in a new browser tab.

Date	Hours Claimed	Start Time	End Time	Location
S 1	04:00	11:00 AM	03:00 PM	Home
M 2				
T 3				
W 4				
T 5				
F 6				
S 7				
S 8				
S 9				
S 10				
S 11				
S 12				
S 13				
S 14				
S 15				
S 16	04:00	11:00 AM	03:00 PM	Home
Total:	04:00			

Date	Hours Claimed	Start Time	End Time	Location
S 17	04:00	11:00 AM	03:00 PM	Home
M 18	04:00	11:00 AM	03:00 PM	Home
T 19	04:00	11:00 AM	03:00 PM	Home
W 20	04:00	11:00 AM	03:00 PM	Home
T 21	04:00	11:00 AM	03:00 PM	Home
F 22	04:00	11:00 AM	03:00 PM	Home
S 23	04:00	11:00 AM	03:00 PM	Home
Total:	28:00			

Figure – Print E-Timesheet Copy (Page 1)

Date	Hours Claimed	Start Time	End Time	Location
S 24	04:00	11:00 AM	03:00 PM	Home
M 25	04:00	11:00 AM	03:00 PM	Home
T 26	04:00	11:00 AM	03:00 PM	Home
W 27	04:00	11:00 AM	03:00 PM	Home
T 28	04:00	11:00 AM	03:00 PM	Home
F 29	04:00	11:00 AM	03:00 PM	Home
S 30	05:57	11:00 AM	04:57 PM	Home
Total:	29:57			

Date	Hours Claimed	Start Time	End Time	Location
S 31				
M				
T				
W				
T				
F				
S				
Total:				

Declare that the information on this timesheet is true and correct. I understand that any false claim may be prosecuted under Federal and State laws and that if convicted of fraud, I may also be subject to civil penalties.

Method of Signature = Electronic      Method of Signature = Electronic  
 Date Signed: 07/10/2020      Date Signed: 07/10/2020  
 Time Signed: 14:24      Time Signed: 14:16

Recipient's Signature	Date	Provider's Signature	Date
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Electronic Copy - Do Not Submit

Figure – Print E-Timesheet Copy (Page 2)

## **Actions/Functions**

There are no actions associated with the Print E-Timesheet screen. The Timesheet copy will be rendered in PDF and can be printed or saved using Adobe controls.

## **Data Elements**

There are no data elements associated with the Print E-Timesheet pop-up.

# DSD 24/Recip CM & OS – Time and Attendance/Screen Designs/Print Provider EVV Timesheet Confirmation



The Print Provider EVV Timesheet pop-up is displayed when a county or help desk user selects the "Send Hardcopy to Provider" link on the View Timesheet screen.

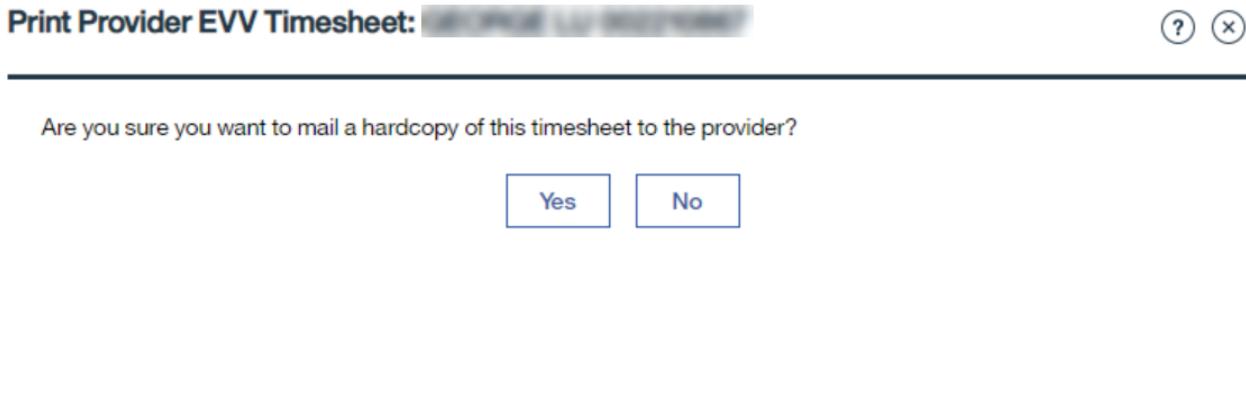


Figure – Print Provider EVV Timesheet Confirmation

## Actions/Functions

The following actions are associated with the Print Provider EVV Timesheet Confirmation pop-up:

Action	Function
Yes	Creates triggers to generate and mail a hardcopy timesheet for a Provider.
No	Returns the user to the View Timesheet screen and performs no additional actions.

## Data Elements

There are no data elements associated with the Print Provider EVV Timesheet Confirmation pop-up.

# DSD 24/Recip CM & OS – Time and Attendance/Screen Designs/Print Recipient EVV Timesheet Confirmation

CI
CI-819092 - DSD SC Print Recipient EVV Timesheet Confirmation <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>

The Print Recipient EVV Timesheet pop-up is displayed when a county or help desk user selects the "Send Hardcopy to Recipient" link from the View Timesheet screen.

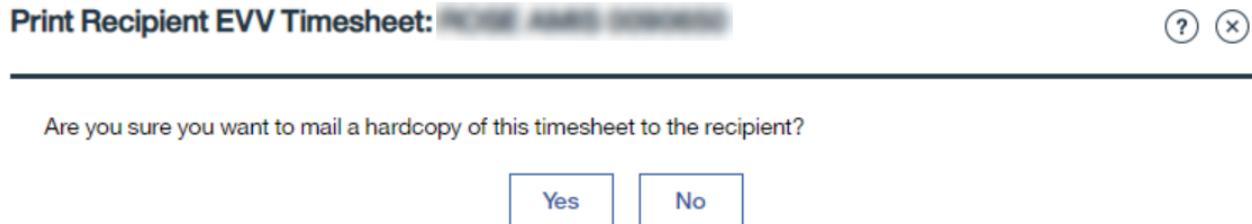


Figure – Print Recipient EVV Timesheet Confirmation

## Actions/Functions

The following actions are associated with the Print Recipient EVV Timesheet Confirmation pop-up:

Action	Function
Yes	Creates triggers to print a copy of the SOC 2261EVV timesheet at the county printer to be mailed to the Recipient.
No	Returns the user to the View Timesheet screen and performs no additional actions.

## Data Elements

There are no data elements associated with the Print Provider EVV Timesheet Confirmation pop-up.

# DSD 24/Recip CM & OS – Time and Attendance/Screen Designs/Approve Timesheet



The Approve Timesheet pop-up screen displays when the Approve Timesheet link is selected on the View Timesheet screen. It allows the user to approve the timesheet on behalf of a deceased recipient.

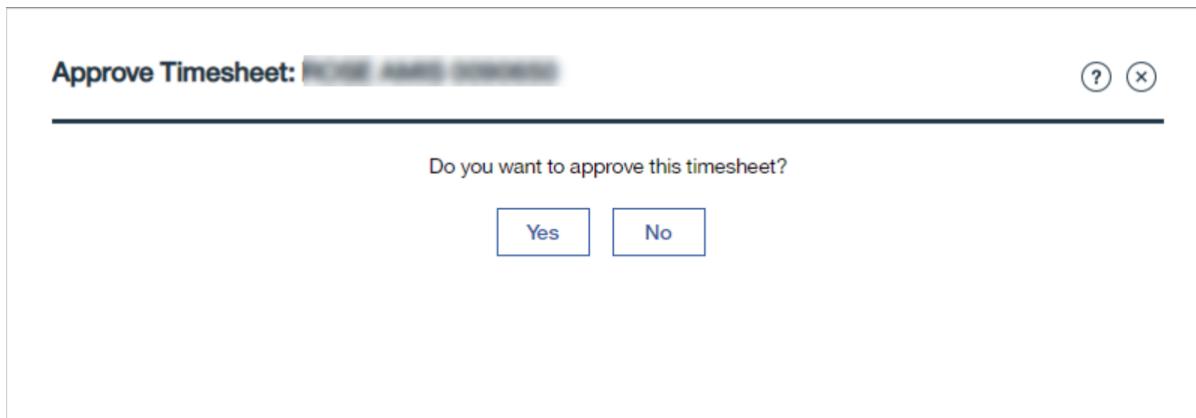


Figure – Approve Timesheet

## Actions/Functions

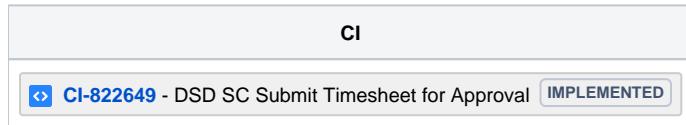
The following actions are associated with the Approve Timesheet pop-up:

Action	Function
Yes	Approves the timesheet and releases it for processing. Returns the user to the View Timesheet screen.
No	Cancels the action and returns the user to the View Timesheet screen.

## Data Elements

There are no data elements for the Approve Timesheet pop-up.

# DSD 24/Recip CM & OS – Time and Attendance/Screen Designs/Submit Timesheet for Approval



The Submit Timesheet for Approval pop-up displays when the Submit Timesheet for Approval link is selected on the View Timesheet screen. It allows the user to submit the timesheet for approval on behalf of a deceased or on-leave Recipient.

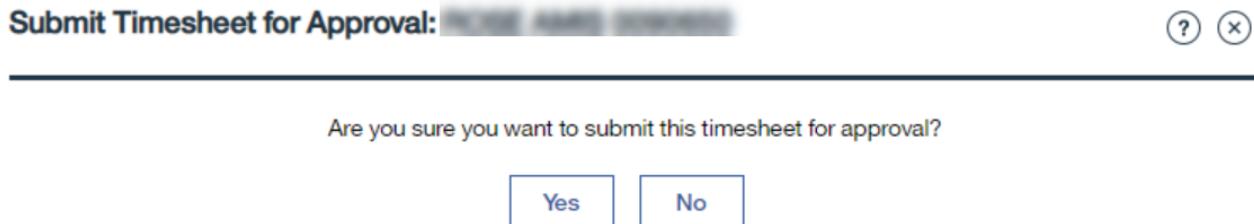


Figure – Submit Timesheet for Approval

## Actions/Functions

The following actions are associated with the Submit Timesheet for Approval pop-up:

Action	Function
Yes	Submits the timesheet for approval for a county or WPCS user to then approve an electronically submitted timesheet on behalf of a deceased or on-leave Recipient. Returns the user to the View Timesheet screen.
No	Cancels the action and returns the user to the View Timesheet screen.

## Data Elements

The Submit Timesheet for Approval pop-up does not contain any data elements.

# DSD 24/Recip CM & OS – Time and Attendance/Screen Designs/Reject Approval Request



The Reject Approval Request pop-up displays when the Reject Approval Request link is selected on the View Timesheet screen. It allows the user to confirm the rejection of the timesheet approval request and add comments as to why the request was rejected.

A screenshot of a 'Reject Approval Request' pop-up window. At the top, there are buttons for help (?) and close (X). A note says '\* required field'. The main question is 'Are you sure you want to reject this timesheet approval request?'. Below are 'Yes' and 'No' buttons. A 'Comments:' field with a red asterisk (\*) contains a large empty text area for input.

Figure – Reject Approval Request

## Actions/Functions

The following actions are associated with the Reject Approval Request pop-up:

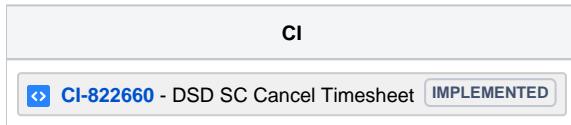
Action	Function
Yes	If the Yes button is selected and comments are entered, the user is returned to the View Timesheet screen where the Approve Timesheet and Reject Approval Request links are no longer visible and instead the Submit Timesheet for Approval and Reject Timesheet links are visible.  The user's task is closed and a task is generated, with comments, to the user who submitted the approval request.
No	Cancels the action and returns the user to the View Timesheet screen with the both the Approve Timesheet and Reject Approval Request links still available.

## Data Elements

The following data elements are specific to the Reject Approval Request pop-up:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Comments	This field is for the payroll approver user to add comments for the rejection of the timesheet approval request.	Text (50 Characters)	Yes	Blank	Yes

# DSD 24/Recip CM & OS – Time and Attendance/Screen Designs/Cancel Timesheet Pop-Up



The Cancel Timesheet pop-up displays when the Cancel Request for Approval link is selected on the Timesheet Approve/Reject screen. It allows the user who submitted the timesheet for approval to cancel the request.

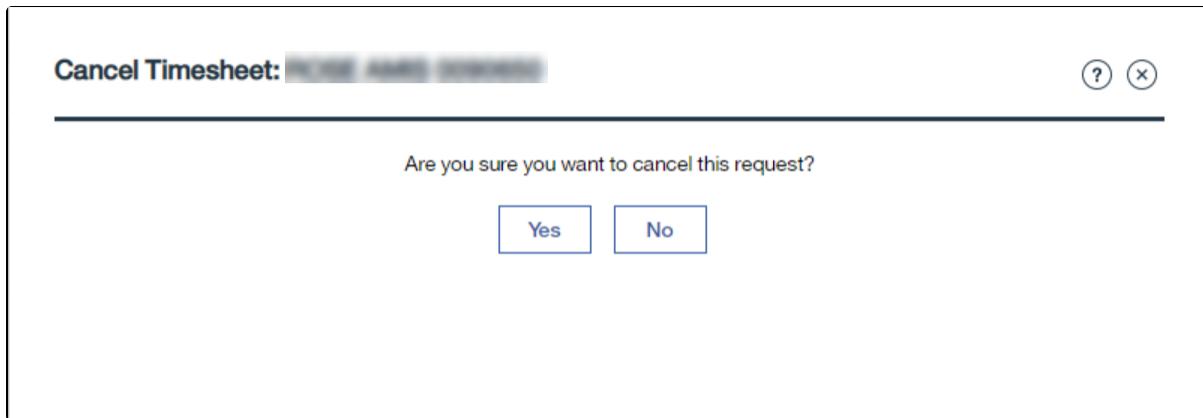


Figure – Cancel Timesheet

## Actions/Functions

The following actions are associated with the Cancel Timesheet pop-up:

Action	Function
Yes	Cancels the timesheet approval request submitted earlier by the user. Returns the user to the Timesheet Approve/Reject Screen with both the Submit Timesheet for Approval and Reject Timesheet links available.
No	Withdraws the timesheet approval request and returns the user to the Timesheet Approve/Reject Screen with the Cancel or Approve Request links still available.

## Data Elements

The Cancel Timesheet pop-up does not contain any data elements.

# DSD 24/Recip CM & OS – Time and Attendance/Screen Designs/Confirm Release of Timesheet

CI	Document Name
<a href="#">CI-822290 - DSD SC Confirm Release of Timesheet</a> <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_SC_Confirm_Release_of_Timesheet.doc

When the Release Timesheet link is selected on the View Timesheet screen, the Confirm Release Timesheet pop-up displays allowing the user to confirm the release of the timesheet.

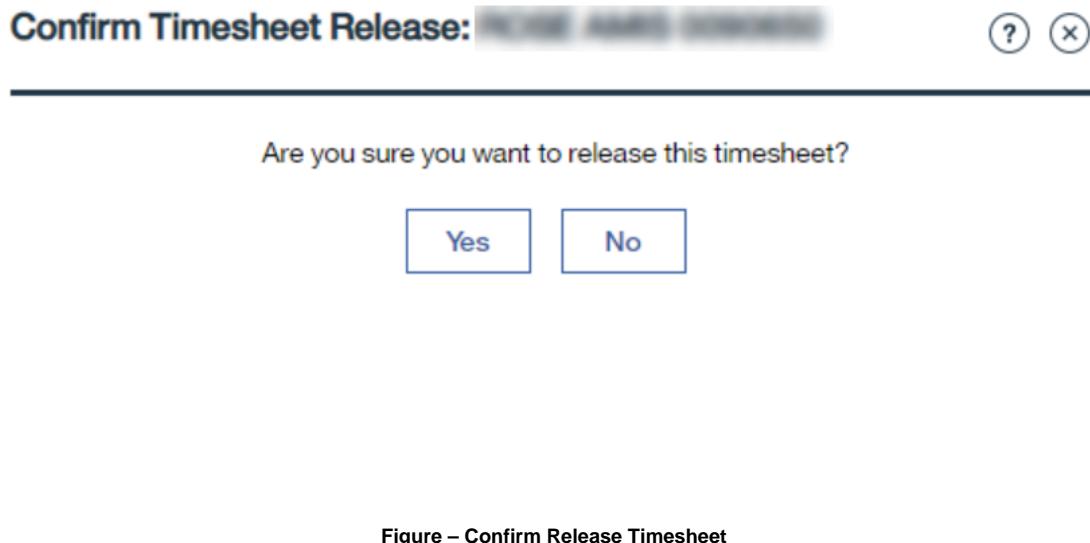


Figure – Confirm Release Timesheet

## Actions/Functions

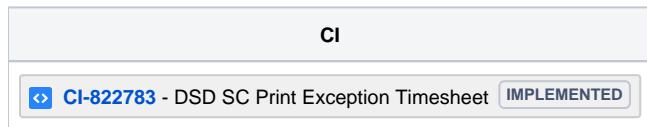
The following actions are associated with the Confirm Release Timesheet pop-up:

Hyperlink	Function
Yes	This action releases the Timesheet for processing and payment.
No	This action cancels the release action and returns the user to the View Timesheet screen.

## Data Elements

There are no data elements associated to the Confirm Release of Timesheet screen.

# DSD 24/Recip CM & OS – Time and Attendance/Screen Designs/Print Exception Timesheet



The Print Exception Timesheet pop-up displays when the Print Exception Timesheet link is selected on the View Timesheet Hardcopy screen. It allows the user to print a submitted timesheet for a Recipient with an EVV Exception on the CMIPS printer assigned to the user.

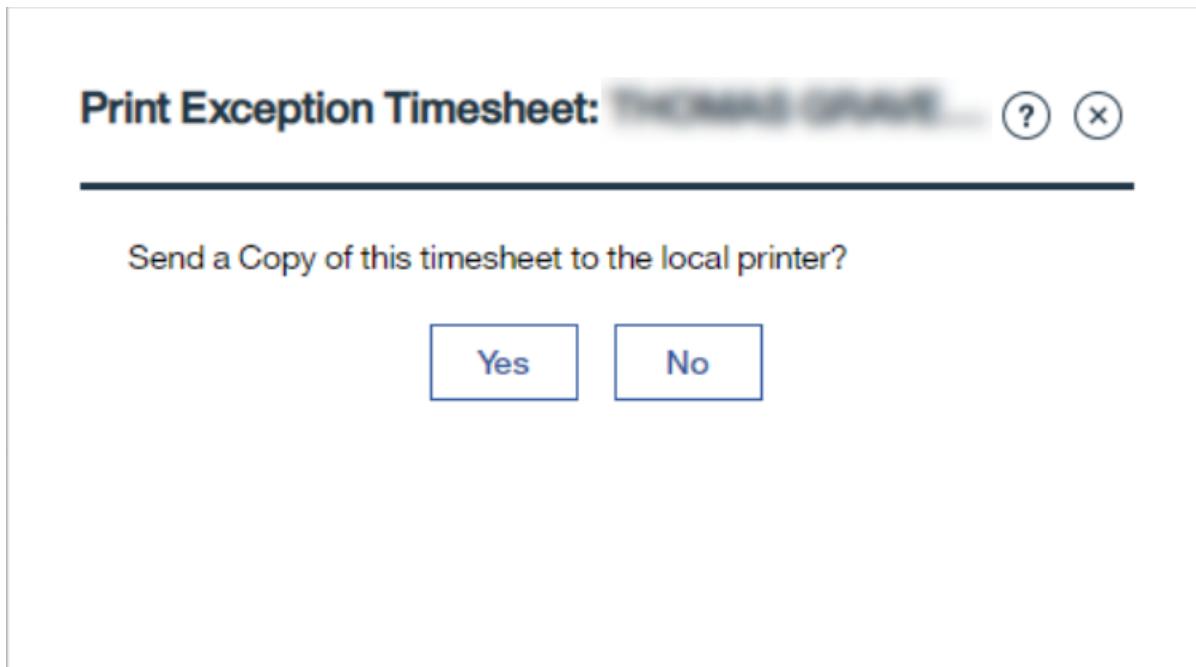


Figure – Print Exception Timesheet

## Actions/Functions

The following actions are associated with the Print Exception Timesheet pop-up:

Action	Function
Yes	Prints a copy of the submitted timesheet, when the timesheet is in Pending Recipient Exception Review, on the CMIPS printer assigned to the user and returns the user to the View Timesheet screen.
No	Returns the user to the View Timesheet screen without printing the timesheet.

## Data Elements

The Print Exception Timesheet pop-up does not contain any data elements.

# DSD 24/Recip CM & OS – Time and Attendance/Screen Designs/Travel Claim Issuance – Replacement

The Travel Claim Issuance – Replacement screen is accessed from the View Travel Claim screen for a travel claim in Exception – Not Paid status by selecting the Issue Replacement Travel Claim link. When accessed from this location, only the Print field will be editable, all other fields will be pre-populated based on the travel claim to be replaced and are not editable.

Figure – Travel Claim Issuance – Replacement

## Actions/Functions

The following actions are associated with the Travel Claim Issuance – Replacement screen:

Hyperlink	Function
Issue	Creates request for the replacement travel claim form to be sent to the centralized print vendor for printing and mailing or issues an Electronic replacement if isETC = true for this Provider.
Cancel	Cancels the action and displays the Case Travel Claim Search screen without issuing a travel claim.

## Data Elements

The following data elements are associated with the Travel Claim Issuance – Replacement screen:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Provider Name	Displays the Provider Name of the Provider associated with the replacement travel claim.	String	No	The name of the Provider associated with the travel claim to be replaced	No
Service Period From	Service from date for the replacement travel claim.	Date (MM /DD /YYYY)	No	Pay Period Start Date associated with the travel claim being replaced	No
Service Period To	Service to date for the replacement travel claim.	Date (MM /DD /YYYY)	No	Pay Period End Date associated with the travel claim being replaced	No
Type	The type of CMIPS travel claim being replaced.	String	No	The Type value associated with the travel claim being replaced	No

Print	<p>Drop-down that allows the user to choose the option to print the replacement travel claim as follows:</p> <p><i>Print/Mail from a Centralized Print Center</i> – sends the form to be printed and mailed at the Centralized Print Center during the nightly batch cycle.</p> <p><i>Electronic</i> - Issues an electronic version of the travel claim.</p>	Drop-down	Yes	Print/Mail from a Centralized Print Center	Yes
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# DSD 24/Recip CM & OS – Time and Attendance/Screen Designs/View Timesheet Hardcopy

CI	Document Name
 CI-822868 - DSD SC View Timesheet Hardcopy <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_SC_View_Timesheet_Hardcopy.doc

When the Timesheet Hardcopy tab is selected from the View Timesheet screen, the View Timesheet Hardcopy screen is displayed on the page where a Manage cluster will display the available links.

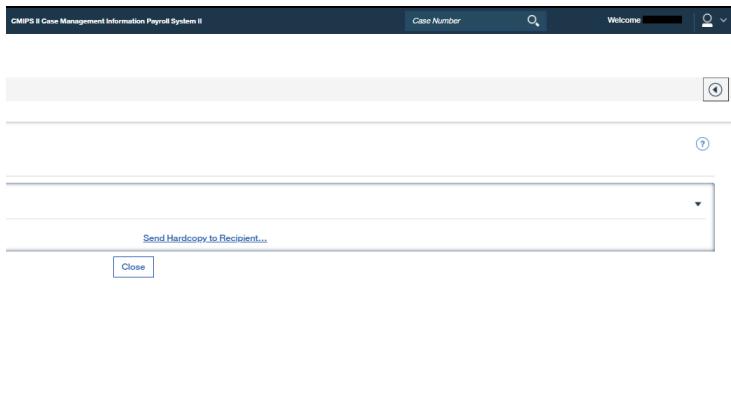


Figure – View Timesheet Hardcopy

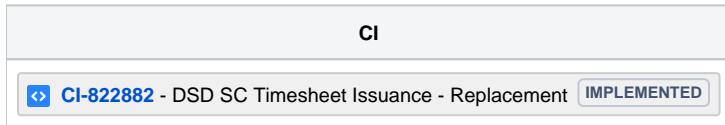
## Actions/Functions

The following actions are associated with the View Timesheet screen:

Action	Function
<b>Page Navigation</b>	
View Timesheet Details	Displays the View Timesheet screen with the current details for the selected timesheet.
History	Displays the Timesheet History list for the selected timesheet. Note: There is no history available for converted timesheets.
Approve /Reject	Displays the View Approve/Reject Timesheet screen for the selected timesheet. NOTE: This is not available from the Provider perspective.
<b>View Timesheet Hardcopy</b>	
Close	Returns the user to the screen of origin (either Timesheet Search or Timesheet History).
In addition to the specific conditions noted for each link, the action link below is only available on the View Timesheet screen when accessed from a case perspective when viewing a timesheet that is in Pending Recipient Exception Review status.	
Print Exception Timesheet	Displays the Print Exception Timesheet pop-up to allow a user to send a copy of the timesheet to the local printer.
<b>Manage</b> – This cluster does not display for timesheets in either a Pending Issuance or Issued status or for converted Processed timesheets. In addition, it does not display when the screen is accessed from the Timesheet History screen.	
View Image	Displays the scanned image of a processed timesheet submitted via TPF. The image viewer allows the user to zoom, scroll, and print the image as needed. The image shall always be of the latest processed timesheet.  <b>Note:</b> This link is only displayed when a timesheet image is available. This link is not displayed for timesheets in "Pending Recipient Exception Review" status (TATS23).

Print E-Timesheet	Renders a printable image of a timesheet that was submitted electronically using the ESP or the EVVTTS.  <b>Note:</b> This link will only display for processed timesheets with a Mode of Entry of "Electronic" (TAME06) or "Telephonic" (TAME07).
Send Hardcopy to Recipient	Displays the Print Recipient EVV Timesheet Confirmation pop-up screen to allow a user to generate and mail a printed timesheet to the Recipient.  <b>Note:</b> This link will only be available when viewing a timesheet from a Recipient's view.
Send Hardcopy to Provider	Displays the Print Provider EVV Timesheet Confirmation pop-up screen to allow a user to generate and mail a printed timesheet to the Provider.  <b>Note:</b> This link will only be available when viewing a timesheet from a Provider's view.
In addition to the specific conditions noted for each link, the action link below is only available on the View Timesheet screen when accessed from a case perspective when viewing a timesheet that is in Pending Recipient Exception Review status.	
Print Exception Timesheet	Displays the Print Exception Timesheet pop-up to allow a user to send a copy of the timesheet to the local printer.

# DSD 24/Recip CM & OS – Time and Attendance/Screen Designs/Timesheet Issuance - Replacement



The Timesheet Issuance - Replacement screen can be accessed by selecting the Issue Replacement Timesheet link on the View Timesheet screen. The Timesheet Issuance -Replacement screen allows the user to request an Replacement timesheet for the single service period for the specific recipient /provider relationship associated with the specific Exception status timesheet. The user can choose to have the replacement timesheet printed immediately, or sent to the centralized print vendor in the nightly batch cycle, or if appropriate electronically.

Based on Business Rules, the appropriate timesheet format will be determined and print option error messages will guide the user to the appropriate print option for the timesheet. The timesheet formats and their available print options are listed below.

1. Standard Timesheet (IHSS and WPCS)
  - a. *Print/Mail from a Centralized Print Center*
  - b. *Print Now on CMIPS II Printer*
  - c. *Electronic*
2. Large Font Timesheet
  - a. *Print/Mail from a Centralized Print Center*

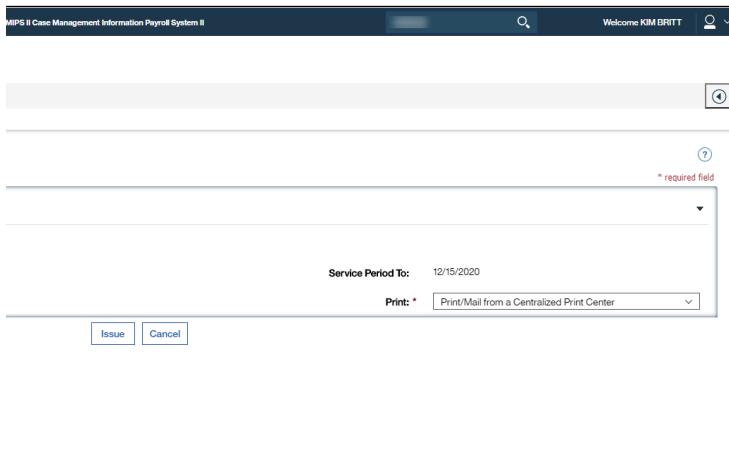


Figure – Timesheet Issuance – Replacement

## Actions/Functions

The following actions are associated with the Timesheet Issuance - Replacement screen:

Hyperlink	Function
Issue	If <i>Print/Mail from a Centralized Print Center</i> was selected the replacement (standard or Large Font timesheet) will be generated in nightly batch.  If <i>Print Now on CMIPS II Printer</i> was selected and the Recipient has a Timesheet Accommodation of "Large Font Timesheet," the user will receive an error message.  If <i>Print Now on CMIPS II Printer</i> was selected and the replacement (standard timesheet) will be generated immediately to the user's designated CMIPS printer.  If <i>Electronic</i> was selected and isETS is true or the payperiod is on or after the EVVEffectivedate the electronic replacement will be generated immediately.
Yes	When a user selects the Issue button and an error message is encountered that requires a Yes or No response prior to proceeding, the Yes and No buttons are made available and the Issue button is unavailable. When the user selects Yes, the system response is based on Business Rules for the presented error message.
No	When a user selects the Issue button and an error message is encountered that requires a Yes or No response prior to proceeding, the Yes and No buttons are made available and the Issue button is unavailable. When the user selects No, the system response is based on Business Rules for the presented error message.

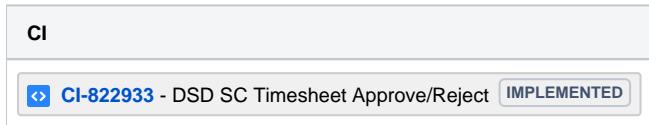
Cancel	Closes the screen and returns the user to the Timesheet Search screen without issuing a replacement timesheet.
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## Data Elements

The following data elements are associated with the Timesheet Issuance - Replacement screen:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Provider Name	Displays the Provider Name of the Provider associated with the replacement timesheet.	String	No	The name of the Provider associated with the timesheet to be replaced	No
Service Period From	Service from date for the replacement timesheet.	Date (MM /DD /YYYY)	No	Pay Period Start Date associated with the timesheet being replaced	No
Service Period To	Service to date for the replacement timesheet.	Date (MM /DD /YYYY)	No	Pay Period End Date associated with the timesheet being replaced	No
Type	The type of CMIPS timesheet being replaced.	String	No	The Type value associated with the timesheet being replaced	No
Print	<p>Drop-down that allows the user to choose the option to print the replacement timesheet as follows:</p> <p><i>Print/Mail from a Centralized Print Center</i> – sends the form to be printed and mailed at the Centralized Print Center during the nightly batch cycle.</p> <p><i>Print Now on CMIPS II Printer</i> – prints the form immediately on the CMIPS printer associated with the user.</p> <p><i>Electronic</i> - Issues an electronic version of the timesheet.</p>	Drop-down	Yes	Print/Mail from a Centralized Print Center	Yes

# DSD 24/Recip CM & OS – Time and Attendance/Screen Designs/Timesheet Approve/Reject



When the Timesheet Approve/Reject tab is selected on the View Timesheet screen from the case perspective, the Timesheet Approve/Reject screen is displayed. A Manage cluster displays with available approve/reject actions. The Timesheet Approve/Reject screen is not visible from the Provider perspective.

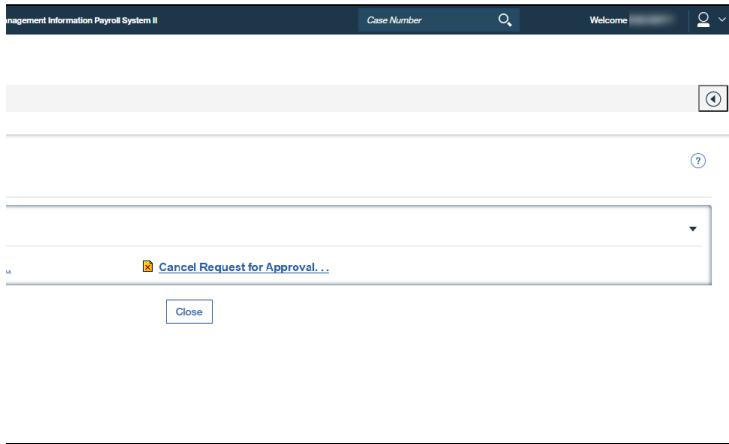


Figure – Timesheet Approve/Reject

## Actions/Functions

The following actions are associated with the Timesheet Approve/Reject screen:

Action	Function
<b>Page Navigation</b>	
View Timesheet Details	Displays the View Timesheet screen for the selected timesheet.
History	Displays the Timesheet History list for the selected timesheet. Note: There is no history available for converted timesheets.
Hardcopy	Displays the View Timesheet Hardcopy screen for the selected timesheet.
<b>Manage</b> - This cluster will not display if no links are present.	

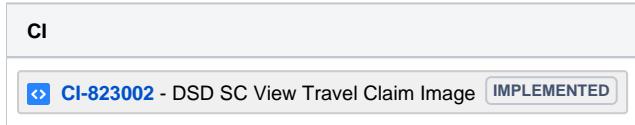
Submit Timesheet for Approval	<p>Displays the Submit Timesheet for Approval pop-up.</p> <p>This link is only available for a timesheet that was submitted electronically or telephonically and is in the Pending Recipient Electronic Review or Pending Recipient Exception Review status, does not have a Recipient signature, and the Recipient has a Death Outcome of:</p> <ul style="list-style-type: none"> <li>• "Deceased - No Overpayment"</li> <li>• "Deceased - Overpayment, Recovery Initiated"</li> <li>• "Deceased - Overpayment, Fraud Referral Initiated"</li> </ul> <p>or the Recipient has a current leave status of:</p> <ul style="list-style-type: none"> <li>• LV01 - Temporarily in Hospital</li> <li>• LV02 - Temporarily in SNF</li> <li>• LV03 - Temporarily in ICF</li> <li>• LV04 - Temporarily in CCF</li> <li>• LV06 - Undervalue disposal of resources</li> <li>• LV07 - Leave Status at Conversion</li> </ul> <p>and a timesheet approval task <b><u>does not</u></b> exist.</p> <p>This link is allows the a county user with with the TIMESHEETMODIFY, CASEMANAGEMENTMODIFY, or PaymentCorrectionApproval security role to submit a timesheet for approval so that security protocols for county approved payments are followed.</p>
Approve Timesheet	<p>Displays the Approve Timesheet pop-up.</p> <p>This link is only available for a timesheet that was submitted electronically or telephonically and is in Pending Recipient Electronic Review or Pending Recipient Exception Review status, does not have a Recipient signature, and the Recipient has a Death Outcome of:</p> <ul style="list-style-type: none"> <li>• "Deceased - No Overpayment"</li> <li>• "Deceased - Overpayment, Recovery Initiated"</li> <li>• "Deceased - Overpayment, Fraud Referral Initiated"</li> </ul> <p>or the Recipient has a current leave status of:</p> <ul style="list-style-type: none"> <li>• LV01 - Temporarily in Hospital</li> <li>• LV02 - Temporarily in SNF</li> <li>• LV03 - Temporarily in ICF</li> <li>• LV04 - Temporarily in CCF</li> <li>• LV06 - Undervalue disposal of resources</li> <li>• LV07 - Leave Status at Conversion</li> </ul> <p>and a timesheet approval task <b><u>does</u></b> exist.</p> <p>This link is allows the a county user with with the PaymentCorrectionApproval security role to approve a timesheet so that security protocols for county approved payments are followed.</p>

Reject Timesheet	<p>The link displays for three purposes:</p> <ol style="list-style-type: none"> <li>1. Allows the user to terminate processing of a timesheet.             <ol style="list-style-type: none"> <li>a. When rejected, the timesheet is set to an Exception status.</li> <li>b. This link is only available for timesheets in the following statuses:                     <ol style="list-style-type: none"> <li>i. Held – Random Sampling</li> <li>ii. Held – Flagged for Review</li> <li>iii. Held – Excessive Hours Claimed</li> </ol> </li> <li>c. If the case is not associated to the user's county location, sends a notification to the case owner that the timesheet has been rejected. See Tasks/Notifications for more details.</li> </ol> </li> <li>2. Allows the user to reject a timesheet that was submitted electronically or telephonically for unavailable Recipients.             <ol style="list-style-type: none"> <li>a. Link is only available to County or WPCS user with a Security Role that includes the Security Group GN0061 - TIMESHEETMODIFY or GN0038 - PAYMENTCORRECTIONAPPROVAL.</li> <li>b. Displays the Confirm Timesheet Rejection pop-up.</li> <li>c. Timesheet is in Pending Recipient Electronic Review.</li> <li>d. Timesheet does not have a Recipient signature.</li> <li>e. A timesheet approval task <b><u>does not</u></b> exist</li> <li>f. One of the following is true:                     <ol style="list-style-type: none"> <li>i. The Recipient has a Death Outcome of:                             <ol style="list-style-type: none"> <li>1. Deceased - No Overpayment</li> <li>2. Deceased - Overpayment, Recovery Initiated</li> <li>3. Deceased - Overpayment, Fraud Referral Initiated</li> </ol> </li> <li>ii. The Recipient has a current leave status of:                             <ol style="list-style-type: none"> <li>1. LV01 - Temporarily in Hospital</li> <li>2. LV02 - Temporarily in SNF</li> <li>3. LV03 - Temporarily in ICF</li> <li>4. LV04 - Temporarily in CCF</li> <li>5. LV06 - Undervalue disposal of resources</li> <li>6. LV07 - Leave Status at Conversion</li> </ol> </li> </ol> </li> <li>3. Allows the user to reject an EVV Exception timesheet.             <ol style="list-style-type: none"> <li>a. Link is only available to County or WPCS user with a Security Role that includes the Security Group GN0061 - TIMESHEETMODIFY or GN0038 - PAYMENTCORRECTIONAPPROVAL.</li> <li>b. Displays the Confirm Timesheet Rejection pop-up.</li> <li>c. Timesheet is in Pending Recipient Exception Review.</li> </ol> </li> </ol> </li> </ol>
Reject Approval Request	<p>Displays the Reject Approval Request pop-up.</p> <p>This link is only available for a timesheet that was submitted electronically or telephonically and is in Pending Recipient Electronic Review or Pending Recipient Exception Review ,status, does not have a Recipient signature, and the Recipient has a Death Outcome of:</p> <ul style="list-style-type: none"> <li>• "Deceased - No Overpayment"</li> <li>• "Deceased - Overpayment, Recovery Initiated"</li> <li>• "Deceased - Overpayment, Fraud Referral Initiated"</li> </ul> <p>or the Recipient has a current leave status of:</p> <ul style="list-style-type: none"> <li>• LV01 - Temporarily in Hospital</li> <li>• LV02 - Temporarily in SNF</li> <li>• LV03 - Temporarily in ICF</li> <li>• LV04 - Temporarily in CCF</li> <li>• LV06 - Undervalue disposal of resources</li> <li>• LV07 - Leave Status at Conversion</li> </ul> <p>and a timesheet approval task <b><u>does</u></b> exist.</p> <p>This link is allows the a county user with with the PaymentCorrectionApproval security role to approve a timesheet so that security protocols for county approved payments are followed.</p>
Cancel Request for Approval	Displays the Cancel Timesheet pop-up which allows a user to cancel their Approval Request. This link is only available if there is an outstanding approval request that has not been approved or rejected.
<b>Screen Action</b>	
Close	Returns the user to the View Timesheet screen.

## Data Elements

There are no data elements specific to the Timesheet Approve/Reject screen.

## DSD 24/Recip CM & OS – Time and Attendance/Screen Designs/View Travel Claim Image



When the View Image link is selected from the Travel Claim Search or View Travel Claim screens, the View Travel Claim Image screen opens in a new browser window. The screen displays an image of the travel claim that was scanned at the TPF. The image viewer allows the user to zoom, scroll, and print the image as needed.

SACRAMENTO CA 95829-9318

STATE OF CALIFORNIA  
HEALTH AND HUMAN SERVICES AGENCY  
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
SOC.2275 (09/18)

**TRAVEL CLAIM FORM INSTRUCTIONS**

- This Travel Claim Form must be submitted only after a timesheet with service hours for the same pay period has been submitted.
- Time travelled from one recipient to another on the same day must be claimed on the Travel Claim Form for the recipient you travelled To.
- In special circumstances where you travelled to the same recipient twice in the same day, enter the total amount of time travelled for that day. A comment is required in this situation.
- Travel hours claimed cannot exceed the 7-hour weekly travel cap.
- Use black ink only and press firmly. Numbers must be readable.
- In the "Case # From" column, write the Recipient's case number you travelled from.
- In the "Distance" column, write the distance you travelled from one recipient to another recipient on the same day.
- Comments are required to explain the following:
  - If the total number of weekly Travel Hours exceed the allowed hours.
  - If a special circumstance occurred to cause the travel time to be longer than expected.
- The Provider must sign and date the back of Travel Claim Form.
- The Total line is optional.

Record your daily hours, minutes, case number, distance, and comments like this sample:

Travel Week #1	Case # From:	Distance:	Comments:
S 0 0 0 0 0		0000000	1.1
M 13 H H 1:5		0000000	1.1
T 14 H H 2:0		0000000	Rerouted due to road construction.
W 15 H H 1:5		0000000	1.1
T 16 H H 1:5		0000000	1.1
F 17 H H 2:5		0000000	Traffic jam due to car accident.
S 0 0 0 0 0		0000000	1.1
<b>TOTAL</b>			<b>1 3 0</b>

TURN OVER AND COMPLETE ➔

Mail To:  
IHSS Timesheet Processing Facility • PO Box 1780 • West Sacramento, CA 95691-6780

**TRAVEL CLAIM FORM**

Provider Name:	Recipient Name:
Provider #:	Case #:
Pay Period From: 04/01/2017	Pay Period To: 04/15/2017
Program Type: IHSS	

Travel Week #1	Case # From:	Distance:	Comments:
S 0 0 0 0 0			
M 0 0 0 0 0			
T 0 0 0 0 0			
W 0 0 0 0 0			
T 0 0 0 0 0			
F 0 0 0 0 0			
<b>S 01</b>			
<b>TOTAL</b>			

Travel Week #2	Case # From:	Distance:	Comments:
S 02 H H M M M			
M 03 H H M M M			
T 04 H H M M M			
W 05 H H M M M			
T 06 H H M M M			
F 07 H H M M M			
S 08 H H M M M			
<b>TOTAL</b>			

Travel Week #3	Case # From:	Distance:	Comments:
S 09 H H M M M			
M 10 H H M M M			
T 11 H H 2:0 M		0000000	2.0
W 12 H H M M M			
T 13 H H M M M			
F 14 H H M M M			
S 15 H H M M M			
<b>TOTAL</b>			

Travel Week #4	Case # From:	Distance:	Comments:
S 0 0 0 0 0			
M 0 0 0 0 0			
T 0 0 0 0 0			
W 0 0 0 0 0			
T 0 0 0 0 0			
F 0 0 0 0 0			
S 0 0 0 0 0			
<b>TOTAL</b>			

I understand that any false claim relating to this travel claim form may be prosecuted under Federal and State laws and that if convicted of fraud, I may also be subject to civil penalties. By signing as the provider, I declare that the travel time claimed on this travel claim form is true and correct.

Provider's Signature: [Signature] Date: 11/17/2017

Barcode: [Barcode]

Figure – View Travel Claim Image

## Actions/Functions

There are no actions associated with the View Travel Claim screen.

## Data Elements

There are no data elements associated with the View Travel Claim Image screen.

# DSD 24/Recip CM & OS – Time and Attendance/Screen Designs/EVV Details

CI	Document Name
CI-823162 - DSD SC EVV Details <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_SC_EVV_Details.doc

When the EVV Details tab is selected from the View Timesheet screen, the EVV Details screen displays. The EVV Details screen provides the EVV data (start and end times and locations) for the timesheet.

The screenshot shows a table of EVV data. The columns are labeled 'End' (Time), 'Start' (Time), 'End' (Location), 'Start' (Time), and 'End' (Location). The data entries are:

End	Start	End	Start	End
02:38 a.m. Home	15:	10:59 a.m. Home	02:32 p.m. Home	22:
02:39 p.m. Home	16:			23:
01:40 a.m. Home	17:			24:
02:54 a.m. Home	18:			25:
02:30 p.m. Home	19:			26:
02:39 p.m. Home	20:			27:
01:50 a.m. Home	21:			28:

A 'Close' button is located at the bottom left of the modal window.

Figure – EVV Details (Provider View)

The screenshot shows a table of EVV data. The columns are labeled 'End' (Time), 'Start' (Time), 'End' (Location), 'Start' (Time), and 'End' (Location). The data entries are identical to the Provider View:

End	Start	End	Start	End
02:38 a.m. Home	15:	10:59 a.m. Home	02:32 p.m. Home	22:
02:39 p.m. Home	16:			23:
01:40 a.m. Home	17:			24:
02:54 a.m. Home	18:			25:
02:30 p.m. Home	19:			26:
02:39 p.m. Home	20:			27:
01:50 a.m. Home	21:			28:

A 'Close' button is located at the bottom left of the modal window.

Figure – EVV Details (Case View)

## Actions/Functions

The following actions are associated with the EVV Details screen:

Action	Function
<b>Page Navigation</b>	
View Timesheet Details	When the View Timesheet tab is selected the View Timesheet screen displays for with current timesheet data.
History	Displays the Timesheet History list for the selected timesheet. Note: There is no history available for converted timesheets.
Hardcopy	Displays the View Timesheet Hardcopy screen for the selected timesheet.
Approve /Reject	Displays the View Approve/Reject Timesheet screen for the selected timesheet. <b>Note:</b> This is not available from the Provider perspective.
<b>EVV Details</b>	
Close	Closes the EVV Details screen and takes user back to the View Timesheet screen.

## Data Elements

The following data elements are specific to the EVV Details screen:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
<b>EVV Details</b> – The values in the cluster will be blank for non-work days. This cluster will not display for timesheets that are in a Pending Issuance or Issued status or for timesheets that are non-EVV.					
1 to 31 depending on calendar date	Numeric day label. These labels dynamically display based on the month/year and pay period.	Integer	No	No	No
Start	The data entered as the Start Time and Location for work for that day or timesheet. HH:MM a.m or p.m. format Home or Community	String	No	No	No
End	The data entered as the End Time and Location for work for that day or timesheet. HH:MM a.m or p.m. format Home or Community	String	No	No	No

## **DSD 24/Recip CM & OS – Time and Attendance/Navigation Elements**

See DSD Section 20 for all CMIPS Navigational elements.

## **DSD 24/Recip CM & OS – Time and Attendance/Error Messages**

# DSD 24/Recip CM & OS – Time and Attendance/Error Messages/Timesheet

This section defines the screen validation criteria and documents the error messages that will be displayed for each edit. The error conditions below apply to all timesheet types unless specifically noted.

Note: Standard Cúram OOTB screen validation applies to all screens. The following table lists only additional validations related to the screens described above.

- DSD 24/Recip CM & OS – Time and Attendance/Error Messages/Timesheet (1-20)
- DSD 24/Recip CM & OS – Time and Attendance/Error Messages/Timesheet (21-40)
- DSD 24/Recip CM & OS – Time and Attendance/Error Messages/Timesheet (41-60)
- DSD 24/Recip CM & OS – Time and Attendance/Error Messages/Timesheet (61-80)
- DSD 24/Recip CM & OS – Time and Attendance/Error Messages/Timesheet (81-100)
- DSD 24/Recip CM & OS – Time and Attendance/Error Messages/Timesheet (101-120)
- DSD 24/Recip CM & OS – Time and Attendance/Error Messages/Timesheet (121-140)

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
1	11983	CI-112638 - DSD EM TA 01 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Search	When an attempt is made to search for timesheets and no entries were made in the Service Period From Date or Service Period To Date or Timesheet Number fields	Do not allow the action.	Display the error message "Entry of a Service Period Date range or a Timesheet Number is required for the search."
2	11983	CI-112660 - DSD EM TA 02 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Search	When an attempt is made to search for timesheets and the Service Period From Date (MM/DD/CCYY) is entered using a DD value other than the 1st or 16th	Do not allow the action.	Display the error message "Service Period From Date must be the 1st or 16th of the month."
3	11983	CI-112649 - DSD EM TA 03 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Search	When an attempt is made to search for timesheets and a Service Period To Date (MM/DD/CCYY) is entered using a DD value other than the 15th or the last day of the MM entered	Do not allow the action.	Display the error message "Service Period To Date must be the 15th or the last day of the month."
4	11983	CI-112605 - DSD EM TA 04 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Search	When an attempt is made to search for timesheets and the Service Period To Date is before the Service Period From Date	Do not allow the action.	Display the error message "Service Period To Date must be after the Service Period From Date."
5	11983	CI-112632 - DSD EM TA 05 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Search	When an attempt is made to search for timesheets and the Service Period From Date and Service Period To Date range exceeds six months	Do not allow the action.	Display the error message "Service Period From Date and Service Period To Date range cannot exceed six months."
6	11983	CI-112612 - DSD EM TA 06 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Search	When an attempt is made to search for timesheets and the Service Period To Date is entered without a Service Period From Date	Do not allow the action.	Display the error message "Service Period From Date must be entered when a Service Period To Date is entered."
7		Covered in Timesheet Search screen design data elements				
8	16203	CI-112644 - DSD EM TA 08 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Search	When an attempt is made to search for timesheets and a Timesheet Number is entered that was not previously issued in CMIPS	Do not allow the action.	Display the error message "Timesheet Number - [insert timesheet number] Not Found."
9	16203	CI-112601 - DSD EM TA 09 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Search	When an attempt is made to search for timesheets and a Timesheet Number is entered that was not previously issued to any Providers for that Recipient	Do not allow the action.	Display the error message "Timesheet Number - [insert timesheet number] not previously issued to a Provider for this Recipient."

10	16203	CI-112643 - DSD EM TA 10 <b>IMPLEMENTED</b>	Timesheet Search	When an attempt is made to search for timesheets and a Timesheet Number is entered that was not previously issued to the Provider.	Do not allow the action.	Display the error message "Timesheet Number - [insert timesheet number] not previously issued to this Provider."
11	12014	CI-112603 - DSD EM TA 11 <b>IMPLEMENTED</b>	Timesheet Issuance	When an attempt is made to issue timesheet(s) and the Service Period From Date (MM/DD/CCYY) was entered using a DD value other than the 1st or 16th	Do not allow the action.	Display the error message "Service Period From Date must be the 1st or 16th of the month."
12	12014	CI-112639 - DSD EM TA 12 <b>IMPLEMENTED</b>	Timesheet Issuance	When an attempt is made to issue timesheet(s) and the Service Period To Date (MM/DD/CCYY) was entered using a DD value other than the 15th or the last day of the MM entered	Do not allow the action.	Display the error message "Service Period To Date must be the 15th or the last day of the month."
13		Error Message is removed with CR 1094				
14	12014	CI-112607 - DSD EM TA 14 <b>IMPLEMENTED</b>	Timesheet Issuance	When an attempt is made to issue timesheet(s) and the Service Period To Date is before the Service Period From Date	Do not allow the action.	Display the error message "Service Period To Date must be after the Service Period From Date."
15	11964 20753	CI-112634 - DSD EM TA 15 <b>IMPLEMENTED</b>	Timesheet Issuance	When a request is made to issue IHSS Advance Pay OR Supplemental – IHSS Advance Pay timesheet(s) AND the Print/Mail from a Centralized Print Center indicator (PO003) was selected OR the Electronic indicator (PO004) was selected AND the Service Period From and Service Period To range exceeds three months	Do not allow the action	Display the error message "Service Period From Date and Service Period To Date Range Cannot Exceed Three Months for this Print Option."
16	11964	CI-112622 - DSD EM TA 16 <b>IMPLEMENTED</b>	Timesheet Issuance	When an attempt is made to issue timesheet(s) and the Service Period To Date is beyond one pay period from the date of request	Do not allow the action.	Display the error message "Timesheets cannot be issued for service periods beyond one pay period from the date of request."
17	16200	CI-112609 - DSD EM TA 17 <b>IMPLEMENTED</b>	Timesheet Issuance	When an attempt is made to issue one of the following timesheet types: <ul style="list-style-type: none"><li>• IHSS Arrears</li><li>• Supplemental – IHSS Arrears</li><li>• IHSS Advance Pay</li><li>• Supplemental – IHSS Advance Pay</li></ul> AND the Recipient is ineligible for IHSS services for an entire pay period included in the selected service period range	Do not allow the action.  If the request was to issue timesheets for multiple pay periods, timesheets for pay periods without errors will continue to be processed.	Display the error message "Pay Period MM/DD/CCYY to MM/DD/CCYY - Recipient is ineligible for IHSS services during the selected service period. Timesheet for this pay period not issued."
18	16200	CI-112662 - DSD EM TA 18 <b>IMPLEMENTED</b>	Timesheet Issuance	When an attempt is made to issue one of the following timesheet types: <ul style="list-style-type: none"><li>• IHSS Arrears</li><li>• Supplemental – IHSS Arrears</li><li>• IHSS Advance Pay</li><li>• Supplemental – IHSS Advance Pay</li></ul> AND the Provider is ineligible to provide IHSS services to the Recipient for an entire pay period included in the selected service period range	Do not allow the action.  If the request was to issue timesheets for multiple pay periods, timesheets for pay periods without errors will continue to be processed.	Display the error message "Pay Period MM/DD/CCYY to MM/DD/CCYY - Provider is ineligible to provide IHSS services to this Recipient during the selected service period. Timesheet for this pay period not issued."
19		CI-112630 - DSD EM TA 19 <b>IMPLEMENTED</b>	Timesheet Issuance	When an attempt is made to issue an Initial /Replacement timesheet(s) and a timesheet for this Recipient/Provider relationship has already processed (status of Pending or Processed) for a pay period included in the selected service period range	Do not allow the action.  If the request was to issue timesheets for multiple pay periods, timesheets for pay periods without errors will continue to be processed.	Display the error message "Pay Period MM/DD/CCYY to MM/DD/CCYY - Timesheet for this pay period previously processed. Timesheet for this pay period not issued."

20		CI-112616 - DSD EM TA 20 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Issuance	When an attempt is made to issue an Initial /Replacement timesheet and a timesheet for this Recipient/Provider relationship is in a Held status for a pay period included in the selected service period range	<p>Do not allow the action.</p> <p>If the request was to issue timesheets for multiple pay periods, timesheets for pay periods without errors will continue to be processed.</p>	Display the error message "Pay Period MM/DD/CCYY to MM/DD /CCYY - Timesheet for this pay period currently in a Held status. Timesheet for this pay period not issued."
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No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
21	11983	CI-112645 - DSD EM TA 21 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Issuance	<p>When an attempt is made to issue a Supplemental Timesheet(s)</p> <p>AND</p> <p>There are no remaining IP Mode of Service or WPCS hours</p> <p>OR</p> <p>If applicable, no remaining Provider Assigned hours for the month of a pay period included in the selected service period range.</p> <p>OR</p> <p>If applicable, there are no IHSS Available Hours in the service month.</p>	<p>Do not allow the action.</p> <p>If the request was to issue timesheets for multiple pay periods, timesheets for pay periods without errors will continue to be processed.</p>	Display the error message "Pay Period MM/DD/YYYY to MM/DD /YYYY - No remaining hours for the requested service period. Timesheet for this pay period not issued."
22	11983	CI-112618 - DSD EM TA 22 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Issuance	<p>When an attempt is made to issue a Supplemental Timesheet(s)</p> <p>AND</p> <p>there have been no previously paid timesheets for a pay period included in selected service period range for that Recipient /Provider relationship</p> <p>OR</p> <p>a timesheet in Exception status exists and had a Payment Correction in a status other than "Processed".</p>	<p>Do not allow the action.</p> <p>If the request was to issue timesheets for multiple pay periods, timesheets for pay periods without errors will continue to be processed.</p>	Display the error message "Pay Period MM/DD/CCYY to MM/DD /CCYY - No paid timesheets found for the requested service period. Timesheet for this pay period not issued."
23			Error Message Removed – FUNC16588 cancelled per CR393			
24	11983	CI-112628 - DSD EM TA 24 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>		Timesheet Manual Entry - Timesheet Number	<p>Do not allow the action.</p> <p>When a Timesheet Number is entered and the Timesheet Number was not previously issued in CMIPS</p>	Display the error message "Timesheet Number - [insert timesheet number] Not Found"
	11983	CI-112656 - DSD EM TA 25 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>		Timesheet Manual Entry - Timesheet Number	<p>Do not allow the action.</p> <p>When a Timesheet Number is entered and the Timesheet Number was not previously issued to any Providers for that Recipient</p>	Display the error message "Timesheet Number - [insert timesheet number] not previously issued to a Provider for this Recipient."

26	11979 12002	CI-112608 - DSD EM TA 26 <b>IMPLEMENTED</b>	Timesheet Manual Entry – Timesheet Number	When a Timesheet Number is entered  AND  The timesheet Print Method <u>IS NOT</u> Electronic  AND  The timesheet is not in a Pending Issuance, Issued, Exception or Cancelled status	Do not allow the action.	Display the error message "Timesheet Number – [insert timesheet number] previously processed."
27		CI-112619 - DSD EM TA 27 <b>IMPLEMENTED</b>	Timesheet Manual Entry – Timesheet Number	When an attempt is made by a WPCS User to enter a Timesheet Number associated with an IHSS Arrears or IHSS Advance Pay timesheet	Do not allow the action.	Display the error message "User is not assigned to the appropriate User Security Role to perform the requested action."
28	16203	CI-112663 - DSD EM TA 28 <b>IMPLEMENTED</b>	Timesheet Manual Entry – Timesheet Number	When an attempt is made by an IHSS User to enter a Timesheet Number associated with a WPCS timesheet	Do not allow the action.	Display the error message "User is not assigned to the appropriate User Security Role to perform the requested action."
29	16203	CI-112604 - DSD EM TA 29 <b>IMPLEMENTED</b>	Timesheet Manual Entry – Time Entries	When an attempt is made to Save a timesheet with no entries greater than zero in any of the time entry fields	Do not allow the action.	Display the error message "Entry in at least one time entry field is required."
30		Removed Per DSD Version 2 Comment Review				
31	12014	CI-112631 - DSD EM TA 31 <b>IMPLEMENTED</b>	Timesheet Manual Entry – Time Entries/ Modify Timesheet Manual Entry	When the Recipient/Provider relationship has been flagged for review based on the value in the Timesheet Review field on the View Case Provider screen	Allow the action.	Display the informational message "Timesheets for this Recipient /Provider relationship have been flagged for review."
32	12014	CI-112657 - DSD EM TA 32 <b>IMPLEMENTED</b>	Modify Timesheet Manual Entry	When an attempt is made to save a timesheet with no entries greater than zero in any of the time entry fields	Do not allow the action.	Display the error message "Entry in at least one time entry field is required."
33		Removed Per DSD Version 2 Comment Review				
34		Removed CR 928				
35		Removed CR 928				
36		Removed CR 928				
37		Removed CR 928				
38		Removed CR 928				
39		Removed CR 928				
40		Removed CR 928				

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error

41			Removed Per DSD Version 2 Comment Review			
42			Error Message is removed with CR 1094			
43		<a href="#">CI-112623 - DSD EM</a> TA 43 IMPLEMENTED	Timesheet Issuance	When an attempt is made to issue one of the following timesheet types:  IHSS Arrears Supplemental – IHSS Arrears  AND  the Recipient is eligible for IHSS services but is designated to receive Advance Payments for a pay period included in the selected service period range	Do not allow the action.  If the request was to issue timesheets for multiple pay periods, timesheets for pay periods without errors will continue to be processed.	Display the error message "Pay Period MM/DD /CCYY to MM/DD/CCYY - Recipient designated to receive Advance Payments during the selected service period. Timesheet for this pay period not issued."
44		<a href="#">CI-112621 - DSD EM</a> TA 44 IMPLEMENTED	Timesheet Issuance	When an attempt is made to issue one of the following timesheet types:  IHSS Advance Pay Supplemental – IHSS Advance Pay  AND  The Recipient is eligible for IHSS services but is not designated to receive Advance Payments for an entire pay period included in the selected service period range	Do not allow the action.  If the request was to issue timesheets for multiple pay periods, timesheets for pay periods without errors will continue to be processed.	Display the error message "Pay Period MM/DD /CCYY to MM/DD/CCYY - Recipient is not designated to receive Advance Payments during the selected service period. Timesheet for this pay period not issued."
45	12039	<a href="#">CI-112637 - DSD EM</a> TA 45 IMPLEMENTED	Timesheet Issuance	When an attempt is made to issue one of the following timesheet types:  WPCS Supplemental - WPCS  AND  the Recipient is ineligible for WPCS services for an entire pay period included in the selected service period range	Do not allow the action.  If the request was to issue timesheets for multiple pay periods, timesheets for pay periods without errors will continue to be processed.	Display the error message "Pay Period MM/DD /CCYY to MM/DD/CCYY - Recipient is ineligible for WPCS services during the selected service period. Timesheet for this pay period not issued."
46	12039	<a href="#">CI-112610 - DSD EM</a> TA 46 IMPLEMENTED	Timesheet Issuance	When an attempt is made to issue one of the following timesheet types:  WPCS Supplemental - WPCS  AND  the Provider is ineligible to provide WPCS services to the Recipient for an entire pay period included in the selected service period range	Do not allow the action.  If the request was to issue timesheets for multiple pay periods, timesheets for pay periods without errors will continue to be processed.	Display the error message "Pay Period MM/DD /CCYY to MM/DD/CCYY - Provider is ineligible to provide WPCS services to this Recipient during the selected service period. Timesheet for this pay period not issued."
47			Removed with CR 1199			

48	11964 20753	CI-112655 - DSD EM TA 48 IMPLEMENTED	Timesheet Issuance	<p>When a request is made to issue IHSS Arrears</p> <p>OR</p> <p>Supplemental – IHSS Arrears</p> <p>OR WPCS</p> <p>OR Supplemental – WPCS</p> <p>OR IHSS Advance Pay</p> <p>OR Supplemental – IHSS Advance Pay timesheet(s)</p> <p>AND the Print Now on CMIPS II Printer indicator (PO002) was selected</p> <p>AND the Service Period From and Service Period To range is at least one pay period</p> <p>AND the Service Period From and Service Period To range is at least one pay period</p> <p>AND the Service Period From and Service Period To range does not exceed two months</p> <p>AND the request is processed without error</p> <p><b>*NOTE:</b> The Service Period From and Service Period To dates come from the date range the user entered on the timesheet issuance screen. These dates do not come from the underlying timesheet that was printed."</p>	Allow the action.	Count timesheets eligible to print and display the informational message "Timesheet Request for Period [MM/DD/YYYY] to [MM/DD/YYYY] has generated <dynamic – # of timesheets sent for print> timesheets to <dynamic – selected print option>."
49			Removed with CR 1091			
50	11974	CI-112641 - DSD EM TA 50 IMPLEMENTED	Timesheet Manual Entry - Timesheet Number	<p>When a timesheet number is entered and the timesheet number is associated with one of the following timesheet types:</p> <ul style="list-style-type: none"> <li>• Legacy - IHSS Arrears</li> <li>• Legacy Supp - IHSS Arrears</li> <li>• Legacy- IHSS Advance Pay</li> <li>• Legacy Supp - IHSS Advance Pay</li> <li>• Legacy – WPCS</li> <li>• Legacy Supp - WPCS</li> </ul>	Do not allow the action.	Display the error message "Legacy timesheets are invalid. Please issue a CMIPS timesheet on the Timesheet Issuance screen."
51	16551	CI-112642 - DSD EM TA 51 IMPLEMENTED	Confirm Timesheet Rejection	<p>When a user chooses 'Yes' to reject a timesheet in a Held - Random Sampling status</p>	<p>Allow the action.</p> <p>Change the Timesheet status to Exception.</p>	In the Exceptions cluster on the Timesheet Approval/Rejection screen display the error message "Timesheet selected for random sampling rejected by [insert userid]."
52	16550	CI-112651 - DSD EM TA 52 IMPLEMENTED	Confirm Timesheet Rejection	<p>When a user chooses 'Yes' to reject a timesheet in a Held - Flagged for Review status</p>	<p>Allow the action.</p> <p>Change the Timesheet status to Exception.</p>	In the Exceptions cluster on the Timesheet Approval/Rejection screen display the error message "Timesheet selected for review rejected by [insert userid]."
53	12008	CI-112624 - DSD EM TA 53 IMPLEMENTED	Confirm Timesheet Rejection	<p>When a user chooses 'Yes' to reject a timesheet in a Held – Excessive Hours status</p>	<p>Allow the action.</p> <p>Change the Timesheet status to Exception.</p>	In the Exceptions cluster on the Timesheet Approval/Rejection screen display the error message "Timesheet rejected for excessive hours in first pay period by [insert userid]."
54			Removed CR 928			
55			Removed CR 928			
56			Removed CR 928			
57			Removed CR 571			
58			Removed CR 928			
59			Removed CR928			
60			Removed CR 928			

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error

61	12013	 CI-112640 - DSD EM TA 61 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Manual Entry - Timesheet Number	When an attempt is made to enter a timesheet and the timesheet is received before the end of the timesheet pay period  AND  the Provider is NOT in a terminated status	Do not allow the action.	Display the error message "Timesheet received prior to the end of the pay period."
62			Removed CR 928			
63	11979 12002	 CI-112614 - DSD EM TA 63 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Manual Entry – Timesheet Number	When a Timesheet Number is entered associated with a non-supplemental timesheet  AND  The timesheet Print Method <b>IS NOT</b> Electronic  AND  A timesheet with a different timesheet number has previously been processed (timesheet not in a Pending Issuance, Issued, Cancelled or Exception status) for the same Recipient/Provider for the same pay period	Do not allow the action.	Display the error message "Timesheet Number – [insert timesheet number] previously processed."
64			Removed CR 928			
65	11937	 CI-112635 - DSD EM TA 65 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Modify Timesheet Manual Entry – Save View  Timesheet – Release Timesheet  Confirm Timesheet Cancellation – Yes  Confirm Timesheet Rejection – Yes	When an attempt is made by an IHSS user to take the action specified in the Screen Name or User Action field column  AND the Timesheet Type is not one of the following: <ul style="list-style-type: none"><li>• IHSS Arrears</li><li>• Supplemental – IHSS Arrears</li><li>• IHSS Advance Pay</li><li>• Supplemental – IHSS Advance Pay</li></ul> OR  When an attempt is made by a WPCS user to take the action specified in the Screen Name or User Action field column  AND the Timesheet Type is not one of the following: <ul style="list-style-type: none"><li>• WPCS</li><li>• Supplemental – WPCS</li></ul>	Do not allow the action.	Display the error message "User is not assigned to the appropriate User Security Role to perform the requested action."
66			Removed CR 928			
67			Removed CR 928			
68	12003 16198 16200 20730	 CI-480904 - DSD EM TA 68 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Manual Entry – Timesheet Number	When an IHSS Arrears timesheet number is entered and Advance Payments are authorized for the service month in which the pay period falls	Do not allow the action.	Display the error message: "Pay Period [mm/dd/yyyy] to [mm/dd/yyyy] - Recipient is designated to receive Advance Payments during the selected service period."
69	12003 16198 16200 20730	 CI-480905 - DSD EM TA 69 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Manual Entry – Timesheet Number	When the Timesheet Number entered cannot be found in CMIPS	Do not allow the action.	Display the error message: "Timesheet Number [insert timesheet number] Not Found."
70			Removed with CR 1091			
71			Removed with CR 1091			
72			Removed with CR 1091			

73			Removed with CR 1091			
74	20730 20744	CI-480798 - DSD EM TA 74 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Manual Entry – Time Entries/ Modify Timesheet Manual Entry	When an attempt is made to save a timesheet AND A negative value is indicated for any time entry	Do not allow the action	Display the error message, "Negative values not allowed."
75		CI-480805 - DSD EM TA 75 <span style="border: 1px solid #ccc; padding: 2px;">CANCELLED</span>	Cancelled by ASR Sprint 28 Team 1&2			
76	11964 20753	CI-481018 - DSD EM TA 76 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Issuance	When a request is made to issue IHSS Arrears  OR Supplemental – IHSS Arrears  OR WPCS  OR Supplemental – WPCS  OR IHSS Advance Pay  OR Supplemental – IHSS Advance Pay timesheet(s)  AND the Print Now on CMIPS II Printer indicator (PO002) was selected  AND the Service Period From and Service Period To range is at least one pay period  AND the Service Period From and Service Period To range is greater than two months  AND the request is processed without error	Do not allow the action	Display the error message "Service Period From Date and Service Period To Date Range Cannot Exceed Two Months for this Print Option."
77	11964	CI-481019 - DSD EM TA 77 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Issuance	When an attempt is made to issue IHSS Arrears  OR Supplemental – IHSS Arrears  OR WPCS  OR Supplemental – WPCS timesheet(s)  AND the Print/Mail from a Centralized Print Center indicator (PO003) was selected  AND the Service Period From and Service Period To range is at least one pay period  AND the Service Period From and Service Period To range does not exceed twelve months  AND the request is processed without error	Allow the action	Count timesheets eligible to print and display the informational message: "Timesheet Request for Period [MM/DD/YYYY] to [MM/DD/YYYY] has generated <dynamic – # of timesheets sent for print> timesheets to <dynamic – selected print option>."
78			Removed with CR 1094			
79	20753	CI-481021 - DSD EM TA 79 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Issuance	When a request is made to issue IHSS Advance Pay  OR Supplemental – IHSS Advance Pay timesheet(s)  AND the Print/Mail from a Centralized Print Center indicator (PO003) was selected  AND the Service Period From and Service Period To range is at least one pay period  AND the Service Period From and Service Period To range does not exceed three months	Allow the action	Count timesheets eligible to print and display the informational message "Timesheet Request for Period [MM/DD/YYYY] to [MM/DD/YYYY] has generated <dynamic – # of timesheets sent for print> timesheets to <dynamic – selected print option>."
80			Removed with CR 1091			

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
81	11964	 CI-481023 - DSD EM TA 81 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Issuance	<p>When an attempt is made to issue IHSS Arrears</p> <p>OR Supplemental – IHSS Arrears</p> <p>OR WPCS</p> <p>OR Supplemental – WPCS timesheet(s)</p> <p>AND the Print/Mail from a Centralized Print Center indicator (PO003) was selected</p> <p>OR the Electronic indicator (PO004) was selected</p> <p>AND the Service Period From and Service Period To range is greater than twelve months</p> <p>AND the request is processed without error</p>	Do not allow action	Display the error message "Service Period From Date and Service Period To Date Range Cannot Exceed Twelve Months."
82	11979	 CI-489846 - DSD EM TA 82 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Manual Entry – Timesheet Number	<p>When a Timesheet Number is entered associated with a non-supplemental timesheet</p> <p>AND</p> <p>A Payment Correction with Correction Type 'Timesheet Exception' exists in any status other than Rejected or Cancelled for the same Recipient /Provider for the same pay period.</p>	Do not allow the action.	Display the error message "Payment correction exists for this pay period."
83	11943	 CI-489847 - DSD EM TA 83 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Issuance	<p>When an attempt is made to issue an Initial /Replacement timesheet(s) and a Payment correction with Correction Type 'Timesheet Exception' exists in any status other than Rejected or Cancelled for this Recipient/Provider relationship for a pay period included in the selected service period range.</p>	<p>Do not allow the action.</p> <p>If the request was to issue timesheets for multiple pay periods, timesheets for pay periods without errors will continue to be processed.</p>	Display the error message "Pay Period MM /DD/CCYY to MM/DD/CCYY – Payment correction exists for this pay period. Timesheet for this pay period not issued."
84	12002	 CI-489848 - DSD EM TA 84 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	View Timesheet – Enter Payment Correction	<p>When the Enter Payment Correction link is selected on the View Timesheet screen</p> <p>AND only one timesheet exists for the Timesheet Number entered</p> <p>AND the timesheet is in an Exception status for exception code TAEC012 (Duplicate timesheet)</p>	Do not allow the action	Display the error message "Timesheet Number - [timesheet number] is a Duplicate Timesheet. Payment Corrections are not allowed for Duplicate Timesheets."
85	11983	 CI-489849 - DSD EM TA 85 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Search View Timesheet Hardcopy	<p>When the View Image link is selected from the Timesheet Search screen or View Timesheet Hardcopy screen</p> <p>AND</p> <p>A communication failure occurs between Case Management and the Timesheet Processing Facility</p>	N/A	Display the error message "The timesheet image cannot be retrieved at this time. Please contact the Help Desk for assistance."
86	12720	 CI-489850 - DSD EM TA 86 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	View Timesheet – Enter Payment Correction View Timesheet – Issue Replacement Timesheet	<p>When an attempt is made by an IHSS user to take the action specified in the Screen Name or User Action field column</p> <p>AND the Timesheet Type is not one of the following:</p> <ul style="list-style-type: none"> <li>• IHSS Arrears</li> <li>• Supplemental – IHSS Arrears</li> <li>• IHSS Advance Pay</li> <li>• Supplemental – IHSS Advance Pay</li> </ul> <p>OR</p> <p>When an attempt is made by a WPCS user to take the action specified in the Screen Name or User Action field column</p> <p>AND the Timesheet Type is not one of the following:</p> <ul style="list-style-type: none"> <li>• WPCS</li> <li>• Supplemental - WPCS</li> </ul>	Do not allow the action	Display the error message "User is not assigned to the appropriate User Security Role to perform the requested action"
87	20774	 CI-489911 - DSD EM TA 87 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Confirm Rejection of BVI Timesheet	<p>When the Save link is selected on the Confirm Rejection of BVI Timesheet screen</p> <p>AND</p> <p>No Rejection Reason is selected</p>	Do not allow the action	Display the message "Rejection Reason must be entered."

88	20774	CI-489912 - DSD EM TA 88 IMPLEMENTED	Payment Correction /Void /Reissue – BVI Timesheet	When the Save link is selected on the Payment Correction screen and the Correction Type is:  Timesheet Exception  AND  The Timesheet Exception for the timesheet is "Rejected by BVI Recipient"	Do not allow the action	Display the message Payment Correction not allowed for Timesheet Exception of Rejected by BVI Recipient. A new timesheet must be issued."
89			Removed with CR 1094			
90	20765 20797	CI-497749 - DSD EM TA 90 IMPLEMENTED	Timesheet Issuance or Assign Case Provider	When an attempt is made to issue an IHSS Arrears or WPCS Timesheet  AND  The Recipient has a Timesheet Accommodation of "Large Font Timesheet"  AND  the Print Now on CMIPS Printer indicator (PO002) was selected	Do not allow the action	Display the error message "Print Now on CMIPS Printer option is not available for Large Font Timesheets – Select Print/Mail from a Centralized Print Center"
91	20765 20797	CI-497750 - DSD EM TA 91 IMPLEMENTED	Timesheet Issuance or Assign Case Provider	When an attempt is made to issue an IHSS Arrears or WPCS Timesheet  AND  the Recipient has a Timesheet Accommodation of "Large Font Timesheet"  AND  the Print/Mail from a Centralized Print Center indicator (PO003) was selected	Allow the action	Display the informational message Timesheet Request for Period [MM/DD/YYYY] to [MM/DD/YYYY] has generated <dynamic – # of timesheets sent for print> timesheets to Print/Mail from a Centralized Print Center."
92			Removed with CR 1091			
93			Removed with CR 1091			
94			Removed with CR 1091			
95			Removed with CR 1091			
96	20839	CI-673772 - DSD EM TA 96 IMPLEMENTED	Timesheet Issuance – Replacement Travel Claim	When an attempt is made to issue IHSS Arrears or WPCS replacement timesheets  AND A timesheet (arrears or Advance Pay) has previously been issued for the selected pay period and is in Pending Issuance, Issued or Cancelled status  AND A travel claim record exists for this pay period for this provider/recipient  AND Provider is still eligible for travel to the recipient for any portion of the pay period  AND The Print/Mail from a Centralized Print Center indicator (PO003) was selected  AND The timesheet request is processed without error	Allow the action.	Display the informational message Generate replacement Travel Claim with timesheet? Yes or No"

97	20839	CI-673773 - DSD EM TA 97 IMPLEMENTED	Timesheet Issuance – Replacement Travel Claim	When an attempt is made to issue IHSS or WPCS replacement timesheets  AND  A timesheet (arrears or Advance Pay) has previously been issued for the selected pay period and is in Pending Issuance, Issued or Cancelled status  AND  A travel claim record exists for this pay period for this Provider/Recipient  AND  Provider is still eligible for travel to the recipient for any portion of the pay period  AND  The Print Now on CMIPS II Printer indicator (PO002) was selected  AND  The Provider's isETC indicator = False  AND  The timesheet request is processed without error	Allow the action	Display the informational message "Generate replacement Travel Claim with timesheet? Yes or No"
98		CI-673774 - DSD EM TA 98 CANCELLED	Cancelled by CR115 CGI M&O – PSR – EVV Simplification			
99	20917	CI-705729 - DSD EM TA 99 IMPLEMENTED	Timesheet Manual Entry – Timesheet Number	When a timesheet number is entered and the timesheet number is associated with one of the following timesheet types: Monthly – IHSS Advance Pay Monthly – Supp – IHSS Advance Pay	Do not allow the action.	Display the error message "Monthly Advance Pay timesheets are invalid. Please issue a semi-monthly CMIPS timesheet on the Timesheet Issuance screen."
100	20917	CI-705728 - DSD EM TA 100 IMPLEMENTED	Timesheet Issuance	When an attempt is made to issue IHSS Advance Pay OR Supplemental – IHSS Advance Pay AND The Print/Mail from a Centralized Print Center indicator (PO003) was selected AND The Service Period From and Service Period To range is at least one pay period AND The Service Period From and Service Period To range does not exceed three months AND The request is processed without error	Allow the action	Count timesheets eligible to print and display the informational message "Timesheet Request for Period [MM/DD/YYYY] to [MM/DD/YYYY] has generated <dynamic – # of timesheets sent for print> timesheets to <dynamic – selected print option>."

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
101	20917	CI-705907 - DSD EM TA 101 IMPLEMENTED	Timesheet Issuance – Replacement/Reissue Monthly Advance Payment Timesheet as Semi-Monthly Advance Pay Timesheets	When a user requests issuance of Advance Pay Timesheet for Part A (1st – 15th) only  OR When a user requests issuance of Advance Pay Timesheet for Part B (16th – 28th/29th/30th/31st) only  AND  A Monthly Advance Pay Timesheet exists in a status of 'Pending Issuance' or 'Issued'	Do not allow the action	Display the error message "Timesheet request must cover the entire service month for Monthly Advance Pay timesheet replacement."
102	21005	CI-753324 - DSD EM TA 102 IMPLEMENTED	Timesheet Manual Entry – Timesheet Number	When the Continue link is selected and the timesheet Print Method is 'Electronic'	Do not allow the action	Display the error message "Timesheet Number - [insert timesheet number] is an electronic timesheet and cannot be manually entered."

103	21005	<a href="#">CI-753325 - DSD EM</a> TA 103 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Issuance – Electronic Timesheet Future Pay Period	<p>When the Issue link is selected</p> <p>AND</p> <p>The CaseProviderEVVDetails – isETS = TRUE for this Recipient/Provider</p> <p>OR</p> <p>CaseProviderEVVDetails. EVVEffectiveDate is on or after the requested Pay Period</p> <p>AND</p> <p>The pay period start date is a future pay period</p>	Do not allow the action.	Display the error message "Pay Period MM/DD /CCYY to MM/DD/CCYY – Electronic timesheets for this Provider will be automatically generated for future pay periods."
104		<a href="#">CI-753326 - DSD EM</a> TA 104 <span style="border: 1px solid #ccc; padding: 2px;">CANCELLED</span>	Cancelled by CR115 CGI M&O – PSR – EVV Simplification			
105	21064	<a href="#">CI-766293 - DSD EM</a> TA 105 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Print E-Timesheet	<p>When the Print E-Timesheet link is selected from the View Timesheet Hardcopy screen</p> <p>AND</p> <p>There is an error rendering a copy of the electronically submitted timesheet.</p>	N/A	Display the error message "The timesheet cannot be printed at this time. Please contact the Help Desk for assistance."
106		<a href="#">CI-819062 - DSD EM</a> TA 106 <span style="border: 1px solid #ccc; padding: 2px;">CANCELLED</span>	Cancelled by CR115 CGI M&O – PSR – EVV Simplification			
107		<a href="#">CI-819063 - DSD EM</a> TA 107 <span style="border: 1px solid #ccc; padding: 2px;">CANCELLED</span>	Cancelled by CR115 CGI M&O – PSR – EVV Simplification			
108	21185	<a href="#">CI-822570 - DSD EM</a> TA 108 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Approve Timesheet - No Comment	<p>When a user selects yes on the Approve Timesheet pop-up screen</p> <p>AND</p> <p>No data is entered in the comments field</p>	Do not allow the action	Display the error message "Comments must be entered."
109	21185	<a href="#">CI-822571 - DSD EM</a> TA 109 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Approve Timesheet - Only Spaces for Comment	<p>When a user selects yes on the Approve Timesheet pop-up screen</p> <p>AND</p> <p>One or more spaces are entered in the comments field</p> <p>AND</p> <p>No other characters are entered in the comments field</p>	Do not allow the action	Display the error message "Comments must be updated."
110	11964 20753	<a href="#">CI-822572 - DSD EM</a> TA 110 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Issuance - Electronic Issuance of Advance Pay	<p>When a request is made to issue IHSS Advance Pay</p> <p>OR Supplemental – IHSS Advance Pay timesheet(s)</p> <p>AND the Electronic indicator (PO004) was selected</p> <p>AND the Service Period From and Service Period To range is at least one pay period</p> <p>AND the Service Period From and Service Period To range does not exceed three months</p> <p>AND the request is processed without error</p>	Allow the action	Count timesheets eligible to issue and display the informational message "Timesheet Request for Period [MM/DD/YYYY] to [MM/DD/YYYY] has generated <dynamic – # of timesheets to be issued> timesheets as Electronic."

111	11964 20753	 CI-822573 - DSD EM TA 111 IMPLEMENTED	Timesheet Issuance - Electronic Issuance	<p>When a request is made to issue IHSS Arrears</p> <p>OR</p> <p>Supplemental – IHSS Arrears</p> <p>OR WPCS</p> <p>OR Supplemental – WPCS</p> <p>AND the Electronic indicator (PO004) was selected</p> <p>AND the Service Period From and Service Period To range is at least one pay period</p> <p>AND the Service Period From and Service Period To range does not exceed 12 months</p> <p>AND the request is processed without error</p>	Allow the action	Count timesheets eligible to issue and display the informational message "Timesheet Request for Period [MM/DD/YYYY] to [MM/DD/YYYY] has generated <dynamic – # of timesheets to be issued> timesheets as Electronic."
112	11964 20753	 CI-822574 - DSD EM TA 112 IMPLEMENTED	Timesheet Issuance - Provider not Eligible for Electronic Timesheets	<p>When a request is made to issue IHSS Arrears</p> <p>OR</p> <p>Supplemental – IHSS Arrears</p> <p>OR WPCS</p> <p>OR Supplemental – WPCS</p> <p>OR IHSS Advance Pay</p> <p>OR Supplemental – IHSS Advance Pay timesheet(s)</p> <p>AND the Electronic indicator (PO004) was selected</p> <p>AND CaseProviderEVVDetails.isETS = False</p> <p>AND the pay period requested is prior to the CaseProviderEVVDetails.EVVEffectiveDate for the Recipient/Provider relationship.</p> <p>AND a timesheet does not exist in issued or pending issuance status for the requested pay period(s)</p> <p>AND CountyOptOutPaperTimesheet is set to future date</p>	Allow the action	Display the informational message "Pay Period MM/DD/CCYY to MM/DD/CCYY - Provider not eligible for electronic timesheets - Timesheet has been generated as Print/Mail from a Centralized Print Center."
113	11964 20753	 CI-822575 - DSD EM TA 113 IMPLEMENTED	Timesheet Issuance - Timesheet Already Exists for Selected Pay Period(s).	<p>When a request is made to issue IHSS Arrears</p> <p>OR</p> <p>Supplemental – IHSS Arrears</p> <p>OR WPCS</p> <p>OR Supplemental – WPCS</p> <p>OR IHSS Advance Pay</p> <p>OR Supplemental – IHSS Advance Pay timesheet(s)</p> <p>AND the Electronic indicator (PO004) was selected</p> <p>AND an existing timesheet is in issued or in pending issuance status for the requested pay period(s).</p>	Do not allow the action	Display the error message "Pay Period MM/DD/CCYY to MM/DD/CCYY - Timesheet already in Issued or Pending Issuance status."
114	21205	 CI-822654 - DSD EM TA 114 IMPLEMENTED	Reject Approval Request - No Comment	<p>When a user selects Yes on the Reject Approval Request pop-up screen</p> <p>AND</p> <p>No data is entered in the comments field</p>	Do not allow the action	Display the error message, "Comments must be entered."

115	21205	CI-822655 - DSD EM TA 115 <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	Reject Approval Request - Only Spaces for Comment	When a user selects Yes on the Reject Approval Request pop-up screen  AND  One or more spaces are entered in the comments field  AND  No other characters are entered in the comments field	Do not allow the action	Display the error message, "Comments must be updated."
116	21205	CI-822670 - DSD EM TA 116 <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	Approve Timesheet - Approved by Submitter	When the Yes button is selected on the Approve Timesheet pop-up  AND  The user is the same user who submitted the timesheet for approval.	Do not allow the action	Display the error message, "Submitter of the request cannot perform the requested action."
117	21211	CI-822671 - DSD EM TA 117 <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	Timesheet Issuance - Reissue Submitted Electronic Timesheet as Electronic	When a county user attempts to reissue a timesheet with a mode of entry of 'Telephonic' or 'Electronic'  AND  An original print method of 'Print/Mail at Centralized Print Center', 'CMIPS II Printer', or 'Electronic' was selected when the timesheet was first issued.  AND  The timesheet is in 'Pending Recipient Electronic Review', 'County Rejected', or 'Recipient Rejected' status  AND  A print method of 'Electronic' is selected for the reissue	Do not allow the action	Display the error message, "Pay Period %1s to %2s - This timesheet cannot be reissued as 'Electronic'."
118	21211	CI-822672 - DSD EM TA 118 <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	Timesheet Issuance - Reissue Submitted Paper Timesheet as Electronic	When a county user attempts to reissue a timesheet with a mode of entry of 'TPF'  AND  An original print method of 'Print/Mail at Centralized Print Center', 'CMIPS II Printer', or 'Electronic' was selected when the timesheet was first issued.  AND  The timesheet is in 'Pending Recipient Electronic Review' status  AND  A print method of 'Electronic' is selected for the reissue	Do not allow the action	Display the error message, "Pay Period %1s to %2s - This timesheet cannot be reissued as 'Electronic'."
119	21228 21229 21231	CI-822711 - DSD EM TA 119 <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	Timesheet Issuance - Prevent Issuance of Recipient Exception Review Timesheet	When a County/WPCS user attempts to issue a timesheet for a pay period that is currently in Recipient Exception Review status	Do not allow the action	Display the error message, "Pay Period MM /DD/YYYY to MM/DD/YYYY - Timesheet for this pay period currently in Recipient Exception Review status. Timesheet for this pay period not issued."

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
121		CI-823177 - DSD EM TA 121 <span style="border: 1px solid black; padding: 2px;">CANCELLED</span>	Cancelled by ASR Sprint 8 Team CM&AS			

# DSD 24/Recip CM & OS – Time and Attendance/Error Messages/Timesheet (1-20)

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
1	11983	CI-112638 - DSD EM TA 01 IMPLEMENTED	Timesheet Search	When an attempt is made to search for timesheets and no entries were made in the Service Period From Date or Service Period To Date or Timesheet Number fields	Do not allow the action.	Display the error message "Entry of a Service Period Date range or a Timesheet Number is required for the search."
2	11983	CI-112660 - DSD EM TA 02 IMPLEMENTED	Timesheet Search	When an attempt is made to search for timesheets and the Service Period From Date (MM/DD/CCYY) is entered using a DD value other than the 1st or 16th	Do not allow the action.	Display the error message "Service Period From Date must be the 1st or 16th of the month."
3	11983	CI-112649 - DSD EM TA 03 IMPLEMENTED	Timesheet Search	When an attempt is made to search for timesheets and a Service Period To Date (MM/DD/CCYY) is entered using a DD value other than the 15th or the last day of the MM entered	Do not allow the action.	Display the error message "Service Period To Date must be the 15th or the last day of the month."
4	11983	CI-112605 - DSD EM TA 04 IMPLEMENTED	Timesheet Search	When an attempt is made to search for timesheets and the Service Period To Date is before the Service Period From Date	Do not allow the action.	Display the error message "Service Period To Date must be after the Service Period From Date."
5	11983	CI-112632 - DSD EM TA 05 IMPLEMENTED	Timesheet Search	When an attempt is made to search for timesheets and the Service Period From Date and Service Period To Date range exceeds six months	Do not allow the action.	Display the error message "Service Period From Date and Service Period To Date range cannot exceed six months."
6	11983	CI-112612 - DSD EM TA 06 IMPLEMENTED	Timesheet Search	When an attempt is made to search for timesheets and the Service Period To Date is entered without a Service Period From Date	Do not allow the action.	Display the error message "Service Period From Date must be entered when a Service Period To Date is entered."
7		Covered in Timesheet Search screen design data elements				
8	16203	CI-112644 - DSD EM TA 08 IMPLEMENTED	Timesheet Search	When an attempt is made to search for timesheets and a Timesheet Number is entered that was not previously issued in CMIPS	Do not allow the action.	Display the error message "Timesheet Number - [insert timesheet number] Not Found."
9	16203	CI-112601 - DSD EM TA 09 IMPLEMENTED	Timesheet Search	When an attempt is made to search for timesheets and a Timesheet Number is entered that was not previously issued to any Providers for that Recipient	Do not allow the action.	Display the error message "Timesheet Number - [insert timesheet number] not previously issued to a Provider for this Recipient."
10	16203	CI-112643 - DSD EM TA 10 IMPLEMENTED	Timesheet Search	When an attempt is made to search for timesheets and a Timesheet Number is entered that was not previously issued to the Provider.	Do not allow the action.	Display the error message "Timesheet Number - [insert timesheet number] not previously issued to this Provider."
11	12014	CI-112603 - DSD EM TA 11 IMPLEMENTED	Timesheet Issuance	When an attempt is made to issue timesheet(s) and the Service Period From Date (MM/DD/CCYY) was entered using a DD value other than the 1st or 16th	Do not allow the action.	Display the error message "Service Period From Date must be the 1st or 16th of the month."
12	12014	CI-112639 - DSD EM TA 12 IMPLEMENTED	Timesheet Issuance	When an attempt is made to issue timesheet(s) and the Service Period To Date (MM/DD/CCYY) was entered using a DD value other than the 15th or the last day of the MM entered	Do not allow the action.	Display the error message "Service Period To Date must be the 15th or the last day of the month."
13		Error Message is removed with CR 1094				

14	12014	<b>CI-112607 - DSD EM TA 14</b> <small>IMPLEMENTED</small>	Timesheet Issuance	When an attempt is made to issue timesheet(s) and the Service Period To Date is before the Service Period From Date	Do not allow the action.	Display the error message "Service Period To Date must be after the Service Period From Date."
15	11964 20753	<b>CI-112634 - DSD EM TA 15</b> <small>IMPLEMENTED</small>	Timesheet Issuance	When a request is made to issue IHSS Advance Pay OR Supplemental – IHSS Advance Pay timesheet(s) AND the Print/Mail from a Centralized Print Center indicator (PO003) was selected OR the Electronic indicator (PO004) was selected AND the Service Period From and Service Period To range exceeds three months	Do not allow the action	Display the error message "Service Period From Date and Service Period To Date Range Cannot Exceed Three Months for this Print Option."
16	11964	<b>CI-112622 - DSD EM TA 16</b> <small>IMPLEMENTED</small>	Timesheet Issuance	When an attempt is made to issue timesheet(s) and the Service Period To Date is beyond one pay period from the date of request	Do not allow the action.	Display the error message "Timesheets cannot be issued for service periods beyond one pay period from the date of request."
17	16200	<b>CI-112609 - DSD EM TA 17</b> <small>IMPLEMENTED</small>	Timesheet Issuance	When an attempt is made to issue one of the following timesheet types: <ul style="list-style-type: none"><li>• IHSS Arrears</li><li>• Supplemental – IHSS Arrears</li><li>• IHSS Advance Pay</li><li>• Supplemental – IHSS Advance Pay</li></ul> AND the Recipient is ineligible for IHSS services for an entire pay period included in the selected service period range	Do not allow the action.  If the request was to issue timesheets for multiple pay periods, timesheets for pay periods without errors will continue to be processed.	Display the error message "Pay Period MM/DD/CCYY to MM/DD/CCYY - Recipient is ineligible for IHSS services during the selected service period. Timesheet for this pay period not issued."
18	16200	<b>CI-112662 - DSD EM TA 18</b> <small>IMPLEMENTED</small>	Timesheet Issuance	When an attempt is made to issue one of the following timesheet types: <ul style="list-style-type: none"><li>• IHSS Arrears</li><li>• Supplemental – IHSS Arrears</li><li>• IHSS Advance Pay</li><li>• Supplemental – IHSS Advance Pay</li></ul> AND the Provider is ineligible to provide IHSS services to the Recipient for an entire pay period included in the selected service period range	Do not allow the action.  If the request was to issue timesheets for multiple pay periods, timesheets for pay periods without errors will continue to be processed.	Display the error message "Pay Period MM/DD/CCYY to MM/DD/CCYY - Provider is ineligible to provide IHSS services to this Recipient during the selected service period. Timesheet for this pay period not issued."
19		<b>CI-112630 - DSD EM TA 19</b> <small>IMPLEMENTED</small>	Timesheet Issuance	When an attempt is made to issue an Initial /Replacement timesheet(s) and a timesheet for this Recipient/Provider relationship has already processed (status of Pending or Processed) for a pay period included in the selected service period range	Do not allow the action.  If the request was to issue timesheets for multiple pay periods, timesheets for pay periods without errors will continue to be processed.	Display the error message "Pay Period MM/DD/CCYY to MM/DD/CCYY - Timesheet for this pay period previously processed. Timesheet for this pay period not issued."
20		<b>CI-112616 - DSD EM TA 20</b> <small>IMPLEMENTED</small>	Timesheet Issuance	When an attempt is made to issue an Initial /Replacement timesheet and a timesheet for this Recipient/Provider relationship is in a Held status for a pay period included in the selected service period range	Do not allow the action.  If the request was to issue timesheets for multiple pay periods, timesheets for pay periods without errors will continue to be processed.	Display the error message "Pay Period MM/DD/CCYY to MM/DD/CCYY - Timesheet for this pay period currently in a Held status. Timesheet for this pay period not issued."

# DSD 24/Recip CM & OS – Time and Attendance/Error Messages/Timesheet (21-40)

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
21	11983	CI-112645 - DSD EM TA 21 IMPLEMENTED	Timesheet Issuance	When an attempt is made to issue a Supplemental Timesheet(s)  AND  There are no remaining IP Mode of Service or WPCS hours  OR  If applicable, no remaining Provider Assigned hours for the month of a pay period included in the selected service period range.  OR  If applicable, there are no IHSS Available Hours in the service month.	Do not allow the action.  If the request was to issue timesheets for multiple pay periods, timesheets for pay periods without errors will continue to be processed.	Display the error message "Pay Period MM/DD/YYYY to MM/DD /YYYY - No remaining hours for the requested service period. Timesheet for this pay period not issued."
22	11983	CI-112618 - DSD EM TA 22 IMPLEMENTED	Timesheet Issuance	When an attempt is made to issue a Supplemental Timesheet(s)  AND  there have been no previously paid timesheets for a pay period included in selected service period range for that Recipient /Provider relationship  OR  a timesheet in Exception status exists and had a Payment Correction in a status other than "Processed".	Do not allow the action.  If the request was to issue timesheets for multiple pay periods, timesheets for pay periods without errors will continue to be processed.	Display the error message "Pay Period MM/DD/CCYY to MM/DD /CCYY - No paid timesheets found for the requested service period. Timesheet for this pay period not issued."
23		Error Message Removed – FUNC16588 cancelled per CR393				
24	11983	CI-112628 - DSD EM TA 24 IMPLEMENTED		Timesheet Manual Entry - Timesheet Number	Do not allow the action.  When a Timesheet Number is entered and the Timesheet Number was not previously issued in CMIPS	Display the error message "Timesheet Number - [insert timesheet number] Not Found"
	11983	CI-112656 - DSD EM TA 25 IMPLEMENTED		Timesheet Manual Entry - Timesheet Number	Do not allow the action.  When a Timesheet Number is entered and the Timesheet Number was not previously issued to any Providers for that Recipient	Display the error message "Timesheet Number - [insert timesheet number] not previously issued to a Provider for this Recipient."
26	11979 12002	CI-112608 - DSD EM TA 26 IMPLEMENTED	Timesheet Manual Entry – Timesheet Number	When a Timesheet Number is entered  AND  The timesheet Print Method IS NOT Electronic  AND  The timesheet is not in a Pending Issuance, Issued, Exception or Cancelled status	Do not allow the action.	Display the error message "Timesheet Number – [insert timesheet number] previously processed."

27		<input checked="" type="checkbox"/> CI-112619 - DSD EM TA 27 <b>IMPLEMENTED</b>	Timesheet Manual Entry – Timesheet Number	When an attempt is made by a WPCS User to enter a Timesheet Number associated with an IHSS Arrears or IHSS Advance Pay timesheet	Do not allow the action.	Display the error message "User is not assigned to the appropriate User Security Role to perform the requested action."
28	16203	<input checked="" type="checkbox"/> CI-112663 - DSD EM TA 28 <b>IMPLEMENTED</b>	Timesheet Manual Entry - Timesheet Number	When an attempt is made by an IHSS User to enter a Timesheet Number associated with a WPCS timesheet	Do not allow the action.	Display the error message "User is not assigned to the appropriate User Security Role to perform the requested action."
29	16203	<input checked="" type="checkbox"/> CI-112604 - DSD EM TA 29 <b>IMPLEMENTED</b>	Timesheet Manual Entry – Time Entries	When an attempt is made to Save a timesheet with no entries greater than zero in any of the time entry fields	Do not allow the action.	Display the error message "Entry in at least one time entry field is required."
30			Removed Per DSD Version 2 Comment Review			
31	12014	<input checked="" type="checkbox"/> CI-112631 - DSD EM TA 31 <b>IMPLEMENTED</b>	Timesheet Manual Entry – Time Entries/ Modify Timesheet Manual Entry	When the Recipient/Provider relationship has been flagged for review based on the value in the Timesheet Review field on the View Case Provider screen	Allow the action.	Display the informational message "Timesheets for this Recipient /Provider relationship have been flagged for review."
32	12014	<input checked="" type="checkbox"/> CI-112657 - DSD EM TA 32 <b>IMPLEMENTED</b>	Modify Timesheet Manual Entry	When an attempt is made to save a timesheet with no entries greater than zero in any of the time entry fields	Do not allow the action.	Display the error message "Entry in at least one time entry field is required."
33			Removed Per DSD Version 2 Comment Review			
34			Removed CR 928			
35			Removed CR 928			
36			Removed CR 928			
37			Removed CR 928			
38			Removed CR 928			
39			Removed CR 928			
40			Removed CR 928			

# DSD 24/Recip CM & OS – Time and Attendance/Error Messages/Timesheet (41-60)

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
41			Removed Per DSD Version 2 Comment Review			
42			Error Message is removed with CR 1094			
43		CI-112623 - DSD EM TA 43 IMPLEMENTED	Timesheet Issuance	<p>When an attempt is made to issue one of the following timesheet types:</p> <p>IHSS Arrears Supplemental – IHSS Arrears</p> <p>AND</p> <p>the Recipient is eligible for IHSS services but is designated to receive Advance Payments for a pay period included in the selected service period range</p>	<p>Do not allow the action.</p> <p>If the request was to issue timesheets for multiple pay periods, timesheets for pay periods without errors will continue to be processed.</p>	Display the error message "Pay Period MM/DD /CCYY to MM/DD/CCYY - Recipient designated to receive Advance Payments during the selected service period. Timesheet for this pay period not issued."
44		CI-112621 - DSD EM TA 44 IMPLEMENTED	Timesheet Issuance	<p>When an attempt is made to issue one of the following timesheet types:</p> <p>IHSS Advance Pay Supplemental – IHSS Advance Pay</p> <p>AND</p> <p>The Recipient is eligible for IHSS services but is not designated to receive Advance Payments for an entire pay period included in the selected service period range</p>	<p>Do not allow the action.</p> <p>If the request was to issue timesheets for multiple pay periods, timesheets for pay periods without errors will continue to be processed.</p>	Display the error message "Pay Period MM/DD /CCYY to MM/DD/CCYY - Recipient is not designated to receive Advance Payments during the selected service period. Timesheet for this pay period not issued."
45	12039	CI-112637 - DSD EM TA 45 IMPLEMENTED	Timesheet Issuance	<p>When an attempt is made to issue one of the following timesheet types:</p> <p>WPCS Supplemental - WPCS</p> <p>AND</p> <p>the Recipient is ineligible for WPCS services for an entire pay period included in the selected service period range</p>	<p>Do not allow the action.</p> <p>If the request was to issue timesheets for multiple pay periods, timesheets for pay periods without errors will continue to be processed.</p>	Display the error message "Pay Period MM/DD /CCYY to MM/DD/CCYY - Recipient is ineligible for WPCS services during the selected service period. Timesheet for this pay period not issued."
46	12039	CI-112610 - DSD EM TA 46 IMPLEMENTED	Timesheet Issuance	<p>When an attempt is made to issue one of the following timesheet types:</p> <p>WPCS Supplemental - WPCS</p> <p>AND</p> <p>the Provider is ineligible to provide WPCS services to the Recipient for an entire pay period included in the selected service period range</p>	<p>Do not allow the action.</p> <p>If the request was to issue timesheets for multiple pay periods, timesheets for pay periods without errors will continue to be processed.</p>	Display the error message "Pay Period MM/DD /CCYY to MM/DD/CCYY - Provider is ineligible to provide WPCS services to this Recipient during the selected service period. Timesheet for this pay period not issued."
47			Removed with CR 1199			

48	11964 20753	<input checked="" type="checkbox"/> CI-112655 - DSD EM TA 48 IMPLEMENTED	Timesheet Issuance	<p>When a request is made to issue IHSS Arrears</p> <p>OR</p> <p>Supplemental – IHSS Arrears</p> <p>OR WPCS</p> <p>OR Supplemental – WPCS</p> <p>OR IHSS Advance Pay</p> <p>OR Supplemental – IHSS Advance Pay timesheet(s)</p> <p>AND the Print Now on CMIPS II Printer indicator (PO002) was selected</p> <p>AND the Service Period From and Service Period To range is at least one pay period</p> <p>AND the Service Period From and Service Period To range is at least one pay period</p> <p>AND the Service Period From and Service Period To range does not exceed two months</p> <p>AND the request is processed without error</p> <p><b>*NOTE:</b> The Service Period From and Service Period To dates come from the date range the user entered on the timesheet issuance screen. These dates do not come from the underlying timesheet that was printed."</p>	Allow the action.	Count timesheets eligible to print and display the informational message "Timesheet Request for Period [MM/DD/YYYY] to [MM/DD/YYYY] has generated <dynamic – # of timesheets sent for print> timesheets to <dynamic – selected print option>."
49			Removed with CR 1091			
50	11974	<input checked="" type="checkbox"/> CI-112641 - DSD EM TA 50 IMPLEMENTED	Timesheet Manual Entry - Timesheet Number	<p>When a timesheet number is entered and the timesheet number is associated with one of the following timesheet types:</p> <ul style="list-style-type: none"> <li>• Legacy - IHSS Arrears</li> <li>• Legacy Supp - IHSS Arrears</li> <li>• Legacy- IHSS Advance Pay</li> <li>• Legacy Supp - IHSS Advance Pay</li> <li>• Legacy – WPCS</li> <li>• Legacy Supp - WPCS</li> </ul>	Do not allow the action.	Display the error message "Legacy timesheets are invalid. Please issue a CMIPS timesheet on the Timesheet Issuance screen."
51	16551	<input checked="" type="checkbox"/> CI-112642 - DSD EM TA 51 IMPLEMENTED	Confirm Timesheet Rejection	<p>When a user chooses 'Yes' to reject a timesheet in a Held - Random Sampling status</p>	<p>Allow the action.</p> <p>Change the Timesheet status to Exception.</p>	In the Exceptions cluster on the Timesheet Approval/Rejection screen display the error message "Timesheet selected for random sampling rejected by [insert userid]."
52	16550	<input checked="" type="checkbox"/> CI-112651 - DSD EM TA 52 IMPLEMENTED	Confirm Timesheet Rejection	<p>When a user chooses 'Yes' to reject a timesheet in a Held - Flagged for Review status</p>	<p>Allow the action.</p> <p>Change the Timesheet status to Exception.</p>	In the Exceptions cluster on the Timesheet Approval/Rejection screen display the error message "Timesheet selected for review rejected by [insert userid]."
53	12008	<input checked="" type="checkbox"/> CI-112624 - DSD EM TA 53 IMPLEMENTED	Confirm Timesheet Rejection	<p>When a user chooses 'Yes' to reject a timesheet in a Held – Excessive Hours status</p>	<p>Allow the action.</p> <p>Change the Timesheet status to Exception.</p>	In the Exceptions cluster on the Timesheet Approval/Rejection screen display the error message "Timesheet rejected for excessive hours in first pay period by [insert userid]."
54			Removed CR 928			
55			Removed CR 928			
56			Removed CR 928			
57			Removed CR 571			
58			Removed CR 928			
59			Removed CR928			
60			Removed CR 928			

# DSD 24/Recip CM & OS – Time and Attendance/Error Messages/Timesheet (61-80)

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
61	12013	CI-112640 - DSD EM TA 61 IMPLEMENTED	Timesheet Manual Entry - Timesheet Number	When an attempt is made to enter a timesheet and the timesheet is received before the end of the timesheet pay period  AND  the Provider is NOT in a terminated status	Do not allow the action.	Display the error message "Timesheet received prior to the end of the pay period."
62			Removed CR 928			
63	11979 12002	CI-112614 - DSD EM TA 63 IMPLEMENTED	Timesheet Manual Entry – Timesheet Number	When a Timesheet Number is entered associated with a non-supplemental timesheet  AND  The timesheet Print Method <b>IS NOT</b> Electronic  AND  A timesheet with a different timesheet number has previously been processed (timesheet not in a Pending Issuance, Issued, Cancelled or Exception status) for the same Recipient/Provider for the same pay period	Do not allow the action.	Display the error message "Timesheet Number – [insert timesheet number] previously processed."
64			Removed CR 928			
65	11937	CI-112635 - DSD EM TA 65 IMPLEMENTED	Modify Timesheet Manual Entry – Save View Timesheet – Release Timesheet  Confirm Timesheet Cancellation – Yes Confirm Timesheet Rejection – Yes	When an attempt is made by an IHSS user to take the action specified in the Screen Name or User Action field column  AND the Timesheet Type is not one of the following: <ul style="list-style-type: none"><li>• IHSS Arrears</li><li>• Supplemental – IHSS Arrears</li><li>• IHSS Advance Pay</li><li>• Supplemental – IHSS Advance Pay</li></ul> OR  When an attempt is made by a WPCS user to take the action specified in the Screen Name or User Action field column  AND the Timesheet Type is not one of the following: <ul style="list-style-type: none"><li>• WPCS</li><li>• Supplemental – WPCS</li></ul>	Do not allow the action.	Display the error message "User is not assigned to the appropriate User Security Role to perform the requested action."
66			Removed CR 928			
67			Removed CR 928			
68	12003 16198 16200 20730	CI-480904 - DSD EM TA 68 IMPLEMENTED	Timesheet Manual Entry – Timesheet Number	When an IHSS Arrears timesheet number is entered and Advance Payments are authorized for the service month in which the pay period falls	Do not allow the action.	Display the error message: "Pay Period [mm/dd/yyyy] to [mm/dd/yyyy] - Recipient is designated to receive Advance Payments during the selected service period."
69	12003 16198 16200 20730	CI-480905 - DSD EM TA 69 IMPLEMENTED	Timesheet Manual Entry – Timesheet Number	When the Timesheet Number entered cannot be found in CMIPS	Do not allow the action.	Display the error message: "Timesheet Number [insert timesheet number] Not Found."

70			Removed with CR 1091			
71			Removed with CR 1091			
72			Removed with CR 1091			
73			Removed with CR 1091			
74	20730 20744	CI-480798 - DSD EM TA 74 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Manual Entry – Time Entries/ Modify Timesheet Manual Entry	When an attempt is made to save a timesheet AND A negative value is indicated for any time entry	Do not allow the action	Display the error message, "Negative values not allowed."
75		CI-480805 - DSD EM TA 75 <span style="border: 1px solid #ccc; padding: 2px;">CANCELLED</span>	Cancelled by ASR Sprint 28 Team 1&2			
76	11964 20753	CI-481018 - DSD EM TA 76 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Issuance	When a request is made to issue IHSS Arrears  OR Supplemental – IHSS Arrears  OR WPCS  OR Supplemental – WPCS  OR IHSS Advance Pay  OR Supplemental – IHSS Advance Pay timesheet(s)  AND the Print Now on CMIPS II Printer indicator (PO002) was selected  AND the Service Period From and Service Period To range is at least one pay period  AND the Service Period From and Service Period To range is greater than two months  AND the request is processed without error	Do not allow the action	Display the error message "Service Period From Date and Service Period To Date Range Cannot Exceed Two Months for this Print Option."
77	11964	CI-481019 - DSD EM TA 77 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Issuance	When an attempt is made to issue IHSS Arrears  OR Supplemental – IHSS Arrears  OR WPCS  OR Supplemental – WPCS timesheet(s)  AND the Print/Mail from a Centralized Print Center indicator (PO003) was selected  AND the Service Period From and Service Period To range is at least one pay period  AND the Service Period From and Service Period To range does not exceed twelve months  AND the request is processed without error	Allow the action	Count timesheets eligible to print and display the informational message: "Timesheet Request for Period [MM/DD/YYYY] to [MM/DD/YYYY] has generated <dynamic – # of timesheets sent for print> timesheets to <dynamic – selected print option>."
78			Removed with CR 1094			

79	20753	 CI-481021 - DSD EM TA 79 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Issuance	<p>When a request is made to issue IHSS Advance Pay</p> <p>OR Supplemental – IHSS Advance Pay timesheet(s)</p> <p>AND the Print/Mail from a Centralized Print Center indicator (PO003) was selected</p> <p>AND the Service Period From and Service Period To range is at least one pay period</p> <p>AND the Service Period From and Service Period To range does not exceed three months</p>	Allow the action	Count timesheets eligible to print and display the informational message "Timesheet Request for Period [MM/DD/YYYY] to [MM/DD/YYYY] has generated <dynamic – # of timesheets sent for print> timesheets to <dynamic – selected print option>."
80			Removed with CR 1091			

# DSD 24/Recip CM & OS – Time and Attendance/Error Messages/Timesheet (81-100)

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
81	11964	<a href="#"> CI-481023 - DSD EM</a> TA 81 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Issuance	<p>When an attempt is made to issue IHSS Arrears</p> <p>OR Supplemental – IHSS Arrears</p> <p>OR WPCS</p> <p>OR Supplemental – WPCS timesheet(s)</p> <p>AND the Print/Mail from a Centralized Print Center indicator (PO003) was selected</p> <p>OR the Electronic indicator (PO004) was selected</p> <p>AND the Service Period From and Service Period To range is greater than twelve months</p> <p>AND the request is processed without error</p>	Do not allow action	Display the error message "Service Period From Date and Service Period To Date Range Cannot Exceed Twelve Months."
82	11979	<a href="#"> CI-489846 - DSD EM</a> TA 82 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Manual Entry – Timesheet Number	<p>When a Timesheet Number is entered associated with a non-supplemental timesheet</p> <p>AND</p> <p>A Payment Correction with Correction Type 'Timesheet Exception' exists in any status other than Rejected or Cancelled for the same Recipient /Provider for the same pay period.</p>	Do not allow the action.	Display the error message "Payment correction exists for this pay period."
83	11943	<a href="#"> CI-489847 - DSD EM</a> TA 83 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Issuance	<p>When an attempt is made to issue an Initial /Replacement timesheet(s) and a Payment correction with Correction Type 'Timesheet Exception' exists in any status other than Rejected or Cancelled for this Recipient/Provider relationship for a pay period included in the selected service period range.</p>	<p>Do not allow the action.</p> <p>If the request was to issue timesheets for multiple pay periods, timesheets for pay periods without errors will continue to be processed.</p>	Display the error message "Pay Period MM /DD/CCYY to MM/DD/CCYY – Payment correction exists for this pay period. Timesheet for this pay period not issued."
84	12002	<a href="#"> CI-489848 - DSD EM</a> TA 84 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	View Timesheet – Enter Payment Correction	<p>When the Enter Payment Correction link is selected on the View Timesheet screen</p> <p>AND only one timesheet exists for the Timesheet Number entered</p> <p>AND the timesheet is in an Exception status for exception code TAEC012 (Duplicate timesheet)</p>	Do not allow the action	Display the error message "Timesheet Number - [timesheet number] is a Duplicate Timesheet. Payment Corrections are not allowed for Duplicate Timesheets."
85	11983	<a href="#"> CI-489849 - DSD EM</a> TA 85 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Search View Timesheet Hardcopy	<p>When the View Image link is selected from the Timesheet Search screen or View Timesheet Hardcopy screen</p> <p>AND</p> <p>A communication failure occurs between Case Management and the Timesheet Processing Facility</p>	N/A	Display the error message "The timesheet image cannot be retrieved at this time. Please contact the Help Desk for assistance."
86	12720	<a href="#"> CI-489850 - DSD EM</a> TA 86 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	View Timesheet – Enter Payment Correction View Timesheet – Issue Replacement Timesheet	<p>When an attempt is made by an IHSS user to take the action specified in the Screen Name or User Action field column</p> <p>AND the Timesheet Type is not one of the following:</p> <ul style="list-style-type: none"> <li>• IHSS Arrears</li> <li>• Supplemental – IHSS Arrears</li> <li>• IHSS Advance Pay</li> <li>• Supplemental – IHSS Advance Pay</li> </ul> <p>OR</p> <p>When an attempt is made by a WPCS user to take the action specified in the Screen Name or User Action field column</p> <p>AND the Timesheet Type is not one of the following:</p> <ul style="list-style-type: none"> <li>• WPCS</li> <li>• Supplemental - WPCS</li> </ul>	Do not allow the action	Display the error message "User is not assigned to the appropriate User Security Role to perform the requested action"

87	20774	<span style="border: 1px solid #ccc; padding: 2px;">CI-489911 - DSD EM TA 87 IMPLEMENTED</span>	Confirm Rejection of BVI Timesheet	When the Save link is selected on the Confirm Rejection of BVI Timesheet screen  AND  No Rejection Reason is selected	Do not allow the action	Display the message "Rejection Reason must be entered."
88	20774	<span style="border: 1px solid #ccc; padding: 2px;">CI-489912 - DSD EM TA 88 IMPLEMENTED</span>	Payment Correction /Void /Reissue – BVI Timesheet	When the Save link is selected on the Payment Correction screen and the Correction Type is:  Timesheet Exception  AND  The Timesheet Exception for the timesheet is "Rejected by BVI Recipient"	Do not allow the action	Display the message Payment Correction not allowed for Timesheet Exception of Rejected by BVI Recipient. A new timesheet must be issued."
89			Removed with CR 1094			
90	20765 20797	<span style="border: 1px solid #ccc; padding: 2px;">CI-497749 - DSD EM TA 90 IMPLEMENTED</span>	Timesheet Issuance or Assign Case Provider	When an attempt is made to issue an IHSS Arrears or WPCS Timesheet  AND  The Recipient has a Timesheet Accommodation of "Large Font Timesheet"  AND  the Print Now on CMIPS Printer indicator (PO002) was selected	Do not allow the action	Display the error message "Print Now on CMIPS Printer option is not available for Large Font Timesheets – Select Print/Mail from a Centralized Print Center"
91	20765 20797	<span style="border: 1px solid #ccc; padding: 2px;">CI-497750 - DSD EM TA 91 IMPLEMENTED</span>	Timesheet Issuance or Assign Case Provider	When an attempt is made to issue an IHSS Arrears or WPCS Timesheet  AND  the Recipient has a Timesheet Accommodation of "Large Font Timesheet"  AND  the Print/Mail from a Centralized Print Center indicator (PO003) was selected	Allow the action	Display the informational message Timesheet Request for Period [MM/DD/YYYY] to [MM/DD/YYYY] has generated <dynamic – # of timesheets sent for print> timesheets to Print/Mail from a Centralized Print Center."
92			Removed with CR 1091			
93			Removed with CR 1091			
94			Removed with CR 1091			
95			Removed with CR 1091			
96	20839	<span style="border: 1px solid #ccc; padding: 2px;">CI-673772 - DSD EM TA 96 IMPLEMENTED</span>	Timesheet Issuance – Replacement Travel Claim	When an attempt is made to issue IHSS Arrears or WPCS replacement timesheets  AND  A timesheet (arrears or Advance Pay) has previously been issued for the selected pay period and is in Pending Issuance, Issued or Cancelled status  AND  A travel claim record exists for this pay period for this provider/recipient  AND  Provider is still eligible for travel to the recipient for any portion of the pay period  AND  The Print/Mail from a Centralized Print Center indicator (PO003) was selected  AND  The timesheet request is processed without error	Allow the action.	Display the informational message Generate replacement Travel Claim with timesheet? Yes or No"

97	20839	CI-673773 - DSD EM TA 97 IMPLEMENTED	Timesheet Issuance – Replacement Travel Claim	<p>When an attempt is made to issue IHSS or WPCS replacement timesheets</p> <p>AND</p> <p>A timesheet (arrears or Advance Pay) has previously been issued for the selected pay period and is in Pending Issuance, Issued or Cancelled status</p> <p>AND</p> <p>A travel claim record exists for this pay period for this Provider/Recipient</p> <p>AND</p> <p>Provider is still eligible for travel to the recipient for any portion of the pay period</p> <p>AND</p> <p>The Print Now on CMIPS II Printer indicator (PO002) was selected</p> <p>AND</p> <p>The Provider's isETC indicator = False</p> <p>AND</p> <p>The timesheet request is processed without error</p>	Allow the action	Display the informational message "Generate replacement Travel Claim with timesheet? Yes or No"
98		CI-673774 - DSD EM TA 98 CANCELLED	Cancelled by CR115 CGI M&O – PSR – EVV Simplification			
99	20917	CI-705729 - DSD EM TA 99 IMPLEMENTED	Timesheet Manual Entry – Timesheet Number	<p>When a timesheet number is entered and the timesheet number is associated with one of the following timesheet types:</p> <p>Monthly – IHSS Advance Pay</p> <p>Monthly – Supp – IHSS Advance Pay</p>	Do not allow the action.	Display the error message "Monthly Advance Pay timesheets are invalid. Please issue a semi-monthly CMIPS timesheet on the Timesheet Issuance screen."
100	20917	CI-705728 - DSD EM TA 100 IMPLEMENTED	Timesheet Issuance	<p>When an attempt is made to issue IHSS Advance Pay</p> <p>OR</p> <p>Supplemental – IHSS Advance Pay</p> <p>AND</p> <p>The Print/Mail from a Centralized Print Center indicator (PO003) was selected</p> <p>AND</p> <p>The Service Period From and Service Period To range is at least one pay period</p> <p>AND</p> <p>The Service Period From and Service Period To range does not exceed three months</p> <p>AND</p> <p>The request is processed without error</p>	Allow the action	Count timesheets eligible to print and display the informational message "Timesheet Request for Period [MM/DD/YYYY] to [MM/DD/YYYY] has generated <dynamic – # of timesheets sent for print> timesheets to <dynamic – selected print option>."

# DSD 24/Recip CM & OS – Time and Attendance/Error Messages/Timesheet (101-120)

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
101	20917	CI-705907 - DSD EM TA 101 IMPLEMENTED	Timesheet Issuance – Replacement/Reissue Monthly Advance Payment Timesheet as Semi-Monthly Advance Pay Timesheets	When a user requests issuance of Advance Pay Timesheet for Part A (1st – 15th) only  OR When a user requests issuance of Advance Pay Timesheet for Part B (16th – 28th/29th/30th/31st) only  AND  A Monthly Advance Pay Timesheet exists in a status of 'Pending Issuance' or 'Issued'	Do not allow the action	Display the error message "Timesheet request must cover the entire service month for Monthly Advance Pay timesheet replacement."
102	21005	CI-753324 - DSD EM TA 102 IMPLEMENTED	Timesheet Manual Entry – Timesheet Number	When the Continue link is selected and the timesheet Print Method is 'Electronic'.	Do not allow the action	Display the error message "Timesheet Number - [insert timesheet number] is an electronic timesheet and cannot be manually entered."
103	21005	CI-753325 - DSD EM TA 103 IMPLEMENTED	Timesheet Issuance – Electronic Timesheet Future Pay Period	When the Issue link is selected  AND  The CaseProviderEVVDetails – isETS = TRUE for this Recipient/Provider  OR  CaseProviderEVVDetails. EVVEffectiveDate is on or after the requested Pay Period  AND  The pay period start date is a future pay period	Do not allow the action.  If the request was to issue timesheets for multiple pay periods, timesheets for pay periods without errors will continue to be processed.	Display the error message "Pay Period MM/DD /CCYY to MM/DD/CCYY – Electronic timesheets for this Provider will be automatically generated for future pay periods."
104		CI-753326 - DSD EM TA 104 CANCELLED	Cancelled by CR115 CGI M&O – PSR – EVV Simplification			
105	21064	CI-766293 - DSD EM TA 105 IMPLEMENTED	Print E-Timesheet	When the Print E-Timesheet link is selected from the View Timesheet Hardcopy screen  AND  There is an error rendering a copy of the electronically submitted timesheet.	N/A	Display the error message "The timesheet cannot be printed at this time. Please contact the Help Desk for assistance."
106		CI-819062 - DSD EM TA 106 CANCELLED	Cancelled by CR115 CGI M&O – PSR – EVV Simplification			
107		CI-819063 - DSD EM TA 107 CANCELLED	Cancelled by CR115 CGI M&O – PSR – EVV Simplification			
108	21185	CI-822570 - DSD EM TA 108 IMPLEMENTED	Approve Timesheet - No Comment	When a user selects yes on the Approve Timesheet pop-up screen  AND  No data is entered in the comments field	Do not allow the action	Display the error message "Comments must be entered."
109	21185	CI-822571 - DSD EM TA 109 IMPLEMENTED	Approve Timesheet - Only Spaces for Comment	When a user selects yes on the Approve Timesheet pop-up screen  AND  One or more spaces are entered in the comments field  AND  No other characters are entered in the comments field	Do not allow the action	Display the error message "Comments must be updated."

110	11964 20753	CI-822572 - DSD EM TA 110 IMPLEMENTED	Timesheet Issuance - Electronic Issuance of Advance Pay	<p>When a request is made to issue IHSS Advance Pay</p> <p>OR Supplemental – IHSS Advance Pay timesheet(s)</p> <p>AND the Electronic indicator (PO004) was selected</p> <p>AND the Service Period From and Service Period To range is at least one pay period</p> <p>AND the Service Period From and Service Period To range does not exceed three months</p> <p>AND the request is processed without error</p>	Allow the action	Count timesheets eligible to issue and display the informational message "Timesheet Request for Period [MM/DD/YYYY] to [MM/DD /YYYY] has generated <dynamic – # of timesheets to be issued> timesheets as Electronic."
111	11964 20753	CI-822573 - DSD EM TA 111 IMPLEMENTED	Timesheet Issuance - Electronic Issuance	<p>When a request is made to issue IHSS Arrears</p> <p>OR</p> <p>Supplemental – IHSS Arrears</p> <p>OR WPCS</p> <p>OR Supplemental – WPCS</p> <p>AND the Electronic indicator (PO004) was selected</p> <p>AND the Service Period From and Service Period To range is at least one pay period</p> <p>AND the Service Period From and Service Period To range does not exceed 12 months</p> <p>AND the request is processed without error</p>	Allow the action	Count timesheets eligible to issue and display the informational message "Timesheet Request for Period [MM/DD/YYYY] to [MM/DD /YYYY] has generated <dynamic – # of timesheets to be issued> timesheets as Electronic."
112	11964 20753	CI-822574 - DSD EM TA 112 IMPLEMENTED	Timesheet Issuance - Provider not Eligible for Electronic Timesheets	<p>When a request is made to issue IHSS Arrears</p> <p>OR</p> <p>Supplemental – IHSS Arrears</p> <p>OR WPCS</p> <p>OR Supplemental – WPCS</p> <p>OR IHSS Advance Pay</p> <p>OR Supplemental – IHSS Advance Pay timesheet(s)</p> <p>AND the Electronic indicator (PO004) was selected</p> <p>AND CaseProviderEVVDetails.isETS = False</p> <p>AND the pay period requested is prior to the CaseProviderEVVDetails.EVVEffectiveDate for the Recipient/Provider relationship.</p> <p>AND a timesheet does not exist in issued or pending issuance status for the requested pay period(s)</p> <p>AND CountyOptOutPaperTimesheet is set to future date</p>	Allow the action	Display the informational message "Pay Period MM/DD/CCYY to MM/DD/CCYY - Provider not eligible for electronic timesheets - Timesheet has been generated as Print/Mail from a Centralized Print Center."

113	11964 20753	CI-822575 - DSD EM TA 113 IMPLEMENTED	Timesheet Issuance - Timesheet Already Exists for Selected Pay Period(s).	When a request is made to issue IHSS Arrears  OR  Supplemental – IHSS Arrears  OR WPCS  OR Supplemental – WPCS  OR IHSS Advance Pay  OR Supplemental – IHSS Advance Pay timesheet(s)  AND the Electronic indicator (PO004) was selected  AND an existing timesheet is in issued or in pending issuance status for the requested pay period(s).	Do not allow the action	Display the error message "Pay Period MM/DD /CCYY to MM/DD/CCYY - Timesheet already in Issued or Pending Issuance status."
114	21205	CI-822654 - DSD EM TA 114 IMPLEMENTED	Reject Approval Request - No Comment	When a user selects Yes on the Reject Approval Request pop-up screen  AND  No data is entered in the comments field	Do not allow the action	Display the error message, "Comments must be entered."
115	21205	CI-822655 - DSD EM TA 115 IMPLEMENTED	Reject Approval Request - Only Spaces for Comment	When a user selects Yes on the Reject Approval Request pop-up screen  AND  One or more spaces are entered in the comments field  AND  No other characters are entered in the comments field	Do not allow the action	Display the error message, "Comments must be updated."
116	21205	CI-822670 - DSD EM TA 116 IMPLEMENTED	Approve Timesheet - Approved by Submitter	When the Yes button is selected on the Approve Timesheet pop-up  AND  The user is the same user who submitted the timesheet for approval.	Do not allow the action	Display the error message, "Submitter of the request cannot perform the requested action."
117	21211	CI-822671 - DSD EM TA 117 IMPLEMENTED	Timesheet Issuance - Reissue Submitted Electronic Timesheet as Electronic	When a county user attempts to reissue a timesheet with a mode of entry of 'Telephonic' or 'Electronic'  AND  An original print method of 'Print/Mail at Centralized Print Center', 'CMIPS II Printer', or 'Electronic' was selected when the timesheet was first issued.  AND  The timesheet is in 'Pending Recipient Electronic Review', 'County Rejected', or 'Recipient Rejected' status  AND  A print method of 'Electronic' is selected for the reissue	Do not allow the action	Display the error message, "Pay Period %1s to %2s - This timesheet cannot be reissued as 'Electronic'."

118	21211	<input checked="" type="checkbox"/> CI-822672 - DSD EM TA 118 IMPLEMENTED	Timesheet Issuance - Reissue Submitted Paper Timesheet as Electronic	<p>When a county user attempts to reissue a timesheet with a mode of entry of 'TPF'</p> <p>AND</p> <p>An original print method of 'Print/Mail at Centralized Print Center', 'CMIPS II Printer', or 'Electronic' was selected when the timesheet was first issued.</p> <p>AND</p> <p>The timesheet is in 'Pending Recipient Electronic Review' status</p> <p>AND</p> <p>A print method of 'Electronic' is selected for the reissue</p>	Do not allow the action	Display the error message, "Pay Period %1s to %2s - This timesheet cannot be reissued as 'Electronic'."
119	21228 21229 21231	<input checked="" type="checkbox"/> CI-822711 - DSD EM TA 119 IMPLEMENTED	Timesheet Issuance - Prevent Issuance of Recipient Exception Review Timesheet	When a County/WPCS user attempts to issue a timesheet for a pay period that is currently in Recipient Exception Review status	Do not allow the action	Display the error message, "Pay Period MM/DD/YYYY to MM/DD/YYYY - Timesheet for this pay period currently in Recipient Exception Review status. Timesheet for this pay period not issued."

## DSD 24/Recip CM & OS – Time and Attendance/Error Messages/Timesheet (121-140)

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
121		 CI-823177 - DSD EM TA 121 <span>CANCELLED</span>	Cancelled by ASR Sprint 8 Team CM&AS			

# DSD 24/Recip CM & OS – Time and Attendance/Error Messages/Travel Claim

This section defines the validation edits on the screens and documents the error messages that will be displayed for each edit. If a new error message is being added, the Number field will be left blank.

- DSD 24/Recip CM & OS – Time and Attendance/Error Messages/Travel Claim (1-20)
- DSD 24/Recip CM & OS – Time and Attendance/Error Messages/Travel Claim (21-40)

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
01	16203	<a href="#"></a> CI-514038 - DSD EM TA TC 01 <small>IMPLEMENTED</small>	Travel Claim Search	When an attempt is made to search for travel claims and no entries were made in the Service Period From Date or Service Period To Date or Travel Claim Number fields	Do not allow the action.	Display the error message "Entry of a Service Period Date range or a Travel Claim Number is required for the search."
02	16203	<a href="#"></a> CI-514039 - DSD EM TA TC 02 <small>IMPLEMENTED</small>	Travel Claim Search	When an attempt is made to search for travel claims and the Service Period From Date (MM/DD/CCYY) is entered using a DD value other than the 1 <sup>st</sup> or 16 <sup>th</sup>	Do not allow the action.	Display the error message "Service Period From Date must be the 1 <sup>st</sup> or 16 <sup>th</sup> of the month."
03	16203	<a href="#"></a> CI-514040 - DSD EM TA TC 03 <small>IMPLEMENTED</small>	Travel Claim Search	When an attempt is made to search for travel claims and a Service Period To Date (MM/DD/CCYY) is entered using a DD value other than the 15 <sup>th</sup> or the last day of the MM entered	Do not allow the action.	Display the error message "Service Period To Date must be the 15 <sup>th</sup> or the last day of the month."
04	16203	<a href="#"></a> CI-514041 - DSD EM TA TC 04 <small>IMPLEMENTED</small>	Travel Claim Search	When an attempt is made to search for travel claims and the Service Period To Date is before the Service Period From Date	Do not allow the action.	Display the error message "Service Period To Date must be after the Service Period From Date."
05	16203	<a href="#"></a> CI-514019 - DSD EM TA TC 05 <small>IMPLEMENTED</small>	Travel Claim Search	When an attempt is made to search for travel claims and the Service Period From Date and Service Period To Date range exceeds six months	Do not allow the action.	Display the error message "Service Period From Date and Service Period To Date range cannot exceed six months."
06	16203	<a href="#"></a> CI-514020 - DSD EM TA TC 06 <small>IMPLEMENTED</small>	Travel Claim Search	When an attempt is made to search for travel claims and the Service Period To Date is entered without a Service Period From Date	Do not allow the action.	Display the error message "Service Period From Date must be entered when a Service Period To Date is entered."
07	16203	<a href="#"></a> CI-514021 - DSD EM TA TC 07 <small>IMPLEMENTED</small>	Travel Claim Search	When an attempt is made to search for timesheets and a Travel Claim Number is entered that was not previously issued in CMIPS	Do not allow the action.	Display the error message "Travel Claim Number - [insert travel claim number] Not Found."
08	16203	<a href="#"></a> CI-514022 - DSD EM TA TC 08 <small>IMPLEMENTED</small>	Travel Claim Search	When an attempt is made to search for travel claim and a Travel Claim Number is entered that was not previously issued to any providers for that recipient	Do not allow the action.	Display the error message "Travel Claim Number - [insert travel claim number] not previously issued to a provider for this recipient."
09	16203	<a href="#"></a> CI-514023 - DSD EM TA TC 09 <small>IMPLEMENTED</small>	Travel Claim Search	When an attempt is made to search for travel claims and a Travel Claim Number is entered that was not previously issued to the provider.	Do not allow the action.	Display the error message "Travel Claim Number - [insert travel claim number] not previously issued to this provider."
10	16203	<a href="#"></a> CI-514024 - DSD EM TA TC 10 <small>IMPLEMENTED</small>	Travel Claim Issuance	When user selects the Travel Claim Issuance hyperlink from the left navigation and there are no Travel Time records for any provider associated to that recipient.	Do not allow the action.	Display the error message "No Travel Time records are present for this recipient."
11	16203	<a href="#"></a> CI-514025 - DSD EM TA TC 11 <small>IMPLEMENTED</small>	Travel Claim Issuance	When an attempt is made to issue travel claim form(s) and the Service Period From Date (MM/DD/CCYY) was entered using a DD value other than the 1 <sup>st</sup> or 16 <sup>th</sup>	Do not allow the action.	Display the error message "Service Period From Date must be the 1 <sup>st</sup> or 16 <sup>th</sup> of the month."

12	16203	CI-514026 - DSD EM TA TC 12 <b>IMPLEMENTED</b>	Travel Claim Issuance	When an attempt is made to issue travel claim form(s) and the Service Period To Date (MM/DD/CCYY) was entered using a DD value other than the 15 <sup>th</sup> or the last day of the MM entered	Do not allow the action.	Display the error message "Service Period To Date must be the 15 <sup>th</sup> or the last day of the month."
13	16203	CI-514027 - DSD EM TA TC 13 <b>IMPLEMENTED</b>	Travel Claim Issuance	When an attempt is made to issue travel claim form(s) and the Service Period To Date is before the Service Period From Date	Do not allow the action.	Display the error message "Service Period To Date must be after the Service Period From Date."
14			Removed during development as covered by OOB functionality.			
15	16203 20839 21278 21277	CI-514029 - DSD EM TA TC 15 <b>IMPLEMENTED</b>	Travel Claim Issuance – Current /Prior Pay Period	<p>When an attempt is made to issue a travel claim form for a program (WPCS or IHSS)</p> <p>AND</p> <p>No timesheet for that program (Arrears or Advance Pay) has been issued for the pay period for this recipient/provider relationship</p> <p>AND</p> <p>The pay period is current pay period</p> <p>OR</p> <p>The pay period is a prior pay period</p> <p>OR</p> <p>The pay period is a future pay period</p> <p>AND</p> <p>isETC = False</p>	<p>Do not allow the action.</p> <p>If the request was to issue travel claim forms for multiple pay periods, travel claim forms for pay periods without errors will continue to be processed.</p>	Display the error message "Pay Period MM/DD/CCYY to MM/DD /CCYY – Timesheet for this program for this pay period has not been issued. Travel Claim Form for this pay period not issued."
16	16203	CI-514030 - DSD EM TA TC 16 <b>IMPLEMENTED</b>	Travel Claim Issuance	When an attempt is made to issue a travel claim form and there are not Travel Time records for the recipient/provider relationship that cover any portion of a pay period within the selected request dates.	<p>Do not allow the action.</p> <p>If the request was to issue travel claim forms for multiple pay periods, travel claim forms for pay periods without errors will continue to be processed.</p>	Display the error message "Pay Period MM/DD/CCYY to MM/DD /CCYY – Provider is not eligible for travel. Travel Claim Form for this pay period not issued."
17	16203	CI-514031 - DSD EM TA TC 17 <b>IMPLEMENTED</b>	Travel Claim Issuance	When an attempt is made to issue a travel claim form and the Service From Date is prior to the Configuration table – FLSAConfigurationValues – TravelClaimStartDate and not later than the Travel Claim End Date.	Do not allow the action.	Display the error message "The service from date cannot be prior to MM/DD/YYYY the start date for travel pay eligibility."
18	16203	CI-514032 - DSD EM TA TC 18 <b>IMPLEMENTED</b>	Travel Claim Issuance	When an attempt is made to issue a travel claim form and the Service To Date is after to the Configuration table – FLSAConfigurationValues – TravelClaimEndDate.	Do not allow the action.	Display the error message "The service to date cannot be after MM /DD/YYYY the end date for travel pay eligibility."

19	16203	CI-514033 - DSD EM TA TC 19 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Issuance	<p>When an attempt is made to issue a travel claim form and the Type selected is:</p> <p>IHSS Travel Claim WPCS Travel Claim</p> <p>AND</p> <p>A pay period included in the selected service period range has a status of: "Processed"</p> <p>OR</p> <p>"Held – No Timesheet"</p> <p>OR</p> <p>"Exception – With Payment"</p> <p>OR</p> <p>"Pending"</p> <p>OR</p> <p>"Received"</p>	<p>Do not allow the action.</p> <p>If the request was to issue travel claim forms for multiple pay periods, travel claim forms for pay periods without errors will continue to be processed.</p>	Display the error message "Pay Period MM/DD/CCYY to MM/DD /CCYY – Travel Claim Form for this pay period previously processed or pending processing. Travel Claim Form for this pay period not issued."
20	16203	CI-514034 - DSD EM TA TC 20 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Issuance	<p>When an attempt is made to issue a travel claim form and the Type selected is:</p> <p>Supplemental – IHSS Travel Claim Supplemental – WPCS Travel Claim</p> <p>AND</p> <p>A travel claim for this recipient /provider relationship has not been processed (status Processed) for a pay period included in the selected service period range</p>	<p>Do not allow the action.</p> <p>If the request was to issue travel claim forms for multiple pay periods, travel claim forms for pay periods without errors will continue to be processed.</p>	Display the error message "Pay Period MM/DD/CCYY to MM/DD /CCYY – No Travel Claim Form for this pay period has been processed. Travel Claim Form for this pay period not issued."

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
21	16203 21266	CI-514035 - DSD EM TA TC 21 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Issuance	<p>When a request is made to issue the following travel claim type:</p> <p>IHSS Travel Claim Supplemental – IHSS Travel Claim WPCS Travel Claim Supplemental – WPCS Travel Claim</p> <p>AND</p> <p>The Service Period From and Service Period To range is at least one pay period</p> <p>AND</p> <p>The Service Period From and Service Period To range does not exceed six months</p> <p>AND</p> <p>The Print/Mail from a Centralized Print Center indicator (PO003) is selected</p> <p>AND</p> <p>The request is processed without error</p>	Allow the action.	Count travel claim forms eligible to print and display the informational message "Travel Claim Form request for Period [MM/DD/YYYY] to [MM/DD/YYYY] has generated <dynamic – # of travel claim forms sent for print> travel claim form(s) to Print/Mail from a Centralized Print Center."
22		CI-514036 - DSD EM TA TC 22 <span style="border: 1px solid #ccc; padding: 2px;">CANCELLED</span>	Cancelled by ASR Sprint 43 Team 1&2			

23	16203	CI-514037 - DSD EM TA TC 23 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Issuance	<p>When an attempt is made to issue IHSS or WPCS initial timesheets</p> <p>AND</p> <p>The recipient is not designated to receive Advance Pay</p> <p>And</p> <p>A timesheet <b>has not</b> previously been issued for the selected pay period</p> <p>AND</p> <p>The Print/Mail from a Centralized Print Center indicator (PO003) was selected</p> <p>AND</p> <p>The timesheet request is processed without error</p> <p>AND</p> <p>There is a Travel Time record for this recipient / provider which covers all or a portion of a pay period in the selected range.</p>	Allow the action	Display the informational message "Travel Claim Request for Period [MM/DD/YYYY] to [MM/DD/YYYY] has been generated with the timesheet."
24	16203 20839	CI-514101 - DSD EM TA TC 24 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Issuance - Travel Claim Message	<p>When an attempt is made to issue IHSS or WPCS initial timesheets</p> <p>AND</p> <p>A timesheet <b>has not</b> previously been issued for the selected pay period</p> <p>AND</p> <p>The Print Now on CMIPS Printer indicator (PO002) was selected</p> <p>AND</p> <p>The timesheet request is processed without error</p> <p>AND</p> <p>There is a Travel Time record for this recipient / provider which covers all or a portion of a pay period in the selected range.</p> <p>AND</p> <p>isETC = False</p>	Allow the action	Display the informational message, "Travel Claim Request for Period [MM/DD/YYYY] to [MM/DD/YYYY] has been generated for the timesheet and will be sent to Print/Mail from a Centralized Print Center."
25		CI-514677 - DSD EM TA TC 25 <span style="border: 1px solid #ccc; padding: 2px;">CANCELLED</span>	Cancelled by ASR Sprint 43 Team 1&2			

26	16203 21266	CI-822859 - DSD EM TA TC 26 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Issuance – Electronic Travel Claim Future Pay Period	<p>When the Issue link is selected</p> <p>AND</p> <p>The Electronic indicator (PO004) was selected</p> <p>OR</p> <p>The Print/Mail at Centralized Print Center indicator is selected (PO003)</p> <p>AND</p> <p>The Provider isETC = TRUE for this Provider</p> <p>AND</p> <p>The pay period start date is a future pay period</p> <p>AND</p> <p>A corresponding timesheet (Recipient/Pay Period/Program) record does not exist</p>	<p>Do not allow the action</p> <p>If the request was to issue travel claims for multiple pay periods, travel claims for pay periods without errors will continue to be processed.</p>	Display the error message "Pay Period MM/DD/CCYY to MM /DD/CCYY – Electronic travel claims for this Provider will be automatically generated for future pay periods."
27	16203 21266	CI-822860 - DSD EM TA TC 27 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Issuance - Electronic Issuance	<p>When a request is made to issue an IHSS Travel Claim</p> <p>OR a Supplemental – IHSS Travel Claim</p> <p>OR a WPCS Travel Claim</p> <p>OR a Supplemental – WPCS Travel Claim</p> <p>AND</p> <p>The electronic indicator (PO004) was selected</p> <p>AND</p> <p>The Service Period From and Service Period To range is at least one pay period</p> <p>AND</p> <p>The Service Period From and Service Period To range does not exceed 12 months</p> <p>AND</p> <p>The request is processed without error</p>	Allow the action	Count travel claims eligible to issue and display the informational message "Travel Claim Request for Period [MM /DD/YYYY] to [MM/DD/YYYY] has generated <dynamic – # of travel claims to be issued> travel claim(s) as Electronic."

28	16203 21266	CI-822861 - DSD EM TA TC 28 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Issuance - Provider not Eligible for Electronic Travel Claims	<p>When a request is made to issue an IHSS Travel Claim</p> <p>OR a Supplemental – IHSS Travel Claim</p> <p>OR a WPCS Travel Claim</p> <p>OR a Supplemental – WPCS Travel Claim</p> <p>AND</p> <p>The electronic indicator (PO004) was selected</p> <p>AND</p> <p>A travel claim does not exist in issued or pending issuance status for the requested pay period(s).</p> <p>AND</p> <p>The Provider is not registered for the ESP</p>	Allow the action	Display the informational message "Pay Period MM/DD/CCYY to MM/DD/CCYY - Provider not eligible for electronic travel claims – Travel Claim has been generated as Print /Mail from a Centralized Print Center."
29	16203 21266	CI-822862 - DSD EM TA TC 29 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Issuance – Travel Claim Already Exists for Selected Pay Period(s).	<p>When a request is made to issue an IHSS Travel Claim</p> <p>OR a Supplemental – IHSS Travel Claim</p> <p>OR a WPCS Travel Claim</p> <p>OR a Supplemental – WPCS Travel Claim</p> <p>AND</p> <p>The electronic indicator (PO004) was selected</p> <p>AND</p> <p>The travel claim exists in Issued or in Pending Issuance status for the requested pay period(s).</p>	Do not allow the action	Display the error message "Pay Period MM/DD/CCYY to MM/DD/CCYY – Travel Claim already in Issued or Pending Issuance status."
30	20873 21233	CI-822887 - DSD EM TA TC 30 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Print E-Travel Claim	<p>When the Print E-Travel Claim link is selected from the View Timesheet screen</p> <p>AND</p> <p>There is an error rendering a copy of the electronically submitted travel claim.</p>	N/A	Display the error message "The travel claim cannot be printed at this time. Please contact the Help Desk for assistance."

31	16203 20839	 CI-822929 - DSD EM TA TC 31 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Issuance – With Travel Claim	<p>When an attempt is made to issue IHSS or WPCS Initial timesheets</p> <p>AND</p> <p>A timesheet <b>has not</b> previously been issued for the selected pay period</p> <p>AND</p> <p>The Print Now on CMIPS II Printer indicator (PO002) was selected</p> <p>AND</p> <p>The timesheet request is processed without error</p> <p>AND</p> <p>There is a Travel Time record for this recipient /provider which covers all or a portion of a pay period in the selected range.</p> <p>AND</p> <p>The Provider isETC indicator = True</p>	Allow the Action	Display the informational message, "Travel Claim Request for Period [MM/DD/YYYY] to [MM/DD/YYYY] has been generated as Electronic."
32	16203	 CI-822935 - DSD EM TA TC 32 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Issuance – With Travel Claim	<p>When an attempt is made to issue IHSS or WPCS Initial timesheets</p> <p>AND</p> <p>A timesheet <b>has not</b> previously been issued for the selected pay period</p> <p>AND</p> <p>The Electronic indicator (PO004) was selected</p> <p>AND</p> <p>The timesheet request is processed without error</p> <p>AND</p> <p>There is a Travel Time record for this recipient /provider which covers all or a portion of a pay period in the selected range.</p> <p>AND</p> <p>The Provider isETC indicator = False</p>	Allow the action	Display the informational message "Travel Claim Request for Period [MM/DD/YYYY] to [MM/DD/YYYY] has been generated with the timesheet and will be sent to Print/Mail from a Centralized Print Center."

33	16203	 CI-822936 - DSD EM TA TC 33 <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	Timesheet Issuance – With Travel Claim	<p>When an attempt is made to issue IHSS or WPCS initial timesheets</p> <p>AND</p> <p>A timesheet <b>has not</b> previously been issued for the selected pay period</p> <p>AND</p> <p>The Electronic indicator (PO004) was selected</p> <p>AND</p> <p>The timesheet request is processed without error</p> <p>AND</p> <p>There is a Travel Time record for this recipient /provider which covers all or a portion of a pay period in the selected range.</p> <p>AND</p> <p>The Provider isETC indicator = True</p>	Allow the action	Display the informational message "Travel Claim Request for Period [MM/DD/YYYY] to [MM/DD/YYYY] has been generated as Electronic."
34	16203 21266	 CI-822937 - DSD EM TA TC 34 <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	Travel Claim Issuance – Travel Claim Future Pay Period	<p>When the Issue link is selected</p> <p>AND</p> <p>The Provider isETC = TRUE for this Provider</p> <p>AND</p> <p>The pay period start date is a future pay period</p> <p>AND</p> <p>A corresponding timesheet (Recipient/Pay Period/Program) record exists</p>	Allow the action	<p>IF</p> <p>The Print/Mail at Centralized Print Center indicator is selected (PO003)</p> <p>THEN</p> <p>Count travel claim forms eligible to print and display the informational message "Travel Claim Form request for Period [MM/DD/YYYY] to [MM/DD/YYYY] has generated &lt;dynamic – # of travel claim forms sent for print&gt; travel claim form(s) to Print/Mail from a Centralized Print Center."</p> <p>ELSE IF</p> <p>The Electronic indicator (PO004) was selected</p> <p>THEN</p> <p>Count travel claims eligible to issue and display the informational message "Travel Claim Request for Period [MM/DD/YYYY] to [MM/DD/YYYY] has generated &lt;dynamic – # of travel claims to be issued&gt; travel claim(s) as Electronic."</p>

# DSD 24/Recip CM & OS – Time and Attendance/Error Messages/Travel Claim (1-20)

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
01	16203	CI-514038 - DSD EM TA TC 01 IMPLEMENTED	Travel Claim Search	When an attempt is made to search for travel claims and no entries were made in the Service Period From Date or Service Period To Date or Travel Claim Number fields	Do not allow the action.	Display the error message "Entry of a Service Period Date range or a Travel Claim Number is required for the search."
02	16203	CI-514039 - DSD EM TA TC 02 IMPLEMENTED	Travel Claim Search	When an attempt is made to search for travel claims and the Service Period From Date (MM/DD/CCYY) is entered using a DD value other than the 1 <sup>st</sup> or 16 <sup>th</sup>	Do not allow the action.	Display the error message "Service Period From Date must be the 1 <sup>st</sup> or 16 <sup>th</sup> of the month."
03	16203	CI-514040 - DSD EM TA TC 03 IMPLEMENTED	Travel Claim Search	When an attempt is made to search for travel claims and a Service Period To Date (MM/DD/CCYY) is entered using a DD value other than the 15 <sup>th</sup> or the last day of the MM entered	Do not allow the action.	Display the error message "Service Period To Date must be the 15 <sup>th</sup> or the last day of the month."
04	16203	CI-514041 - DSD EM TA TC 04 IMPLEMENTED	Travel Claim Search	When an attempt is made to search for travel claims and the Service Period To Date is before the Service Period From Date	Do not allow the action.	Display the error message "Service Period To Date must be after the Service Period From Date."
05	16203	CI-514019 - DSD EM TA TC 05 IMPLEMENTED	Travel Claim Search	When an attempt is made to search for travel claims and the Service Period From Date and Service Period To Date range exceeds six months	Do not allow the action.	Display the error message "Service Period From Date and Service Period To Date range cannot exceed six months."
06	16203	CI-514020 - DSD EM TA TC 06 IMPLEMENTED	Travel Claim Search	When an attempt is made to search for travel claims and the Service Period To Date is entered without a Service Period From Date	Do not allow the action.	Display the error message "Service Period From Date must be entered when a Service Period To Date is entered."
07	16203	CI-514021 - DSD EM TA TC 07 IMPLEMENTED	Travel Claim Search	When an attempt is made to search for timesheets and a Travel Claim Number is entered that was not previously issued in CMIPS	Do not allow the action.	Display the error message "Travel Claim Number - [insert travel claim number] Not Found."
08	16203	CI-514022 - DSD EM TA TC 08 IMPLEMENTED	Travel Claim Search	When an attempt is made to search for travel claim and a Travel Claim Number is entered that was not previously issued to any providers for that recipient	Do not allow the action.	Display the error message "Travel Claim Number - [insert travel claim number] not previously issued to a provider for this recipient."
09	16203	CI-514023 - DSD EM TA TC 09 IMPLEMENTED	Travel Claim Search	When an attempt is made to search for travel claims and a Travel Claim Number is entered that was not previously issued to the provider.	Do not allow the action.	Display the error message "Travel Claim Number - [insert travel claim number] not previously issued to this provider."
10	16203	CI-514024 - DSD EM TA TC 10 IMPLEMENTED	Travel Claim Issuance	When user selects the Travel Claim Issuance hyperlink from the left navigation and there are no Travel Time records for any provider associated to that recipient.	Do not allow the action.	Display the error message "No Travel Time records are present for this recipient."
11	16203	CI-514025 - DSD EM TA TC 11 IMPLEMENTED	Travel Claim Issuance	When an attempt is made to issue travel claim form(s) and the Service Period From Date (MM/DD/CCYY) was entered using a DD value other than the 1 <sup>st</sup> or 16 <sup>th</sup>	Do not allow the action.	Display the error message "Service Period From Date must be the 1 <sup>st</sup> or 16 <sup>th</sup> of the month."
12	16203	CI-514026 - DSD EM TA TC 12 IMPLEMENTED	Travel Claim Issuance	When an attempt is made to issue travel claim form(s) and the Service Period To Date (MM/DD/CCYY) was entered using a DD value other than the 15 <sup>th</sup> or the last day of the MM entered	Do not allow the action.	Display the error message "Service Period To Date must be the 15 <sup>th</sup> or the last day of the month."
13	16203	CI-514027 - DSD EM TA TC 13 IMPLEMENTED	Travel Claim Issuance	When an attempt is made to issue travel claim form(s) and the Service Period To Date is before the Service Period From Date	Do not allow the action.	Display the error message "Service Period To Date must be after the Service Period From Date."

14			Removed during development as covered by OOB functionality.			
15	16203 20839 21278 21277	CI-514029 - DSD EM TA TC 15 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Issuance – Current /Prior Pay Period	<p>When an attempt is made to issue a travel claim form for a program (WPCS or IHSS)</p> <p>AND</p> <p>No timesheet for that program (Arrears or Advance Pay) has been issued for the pay period for this recipient/provider relationship</p> <p>AND</p> <p>The pay period is current pay period</p> <p>OR</p> <p>The pay period is a prior pay period</p> <p>OR</p> <p>The pay period is a future pay period</p> <p>AND</p> <p>isETC = False</p>	<p>Do not allow the action.</p> <p>If the request was to issue travel claim forms for multiple pay periods, travel claim forms for pay periods without errors will continue to be processed.</p>	Display the error message "Pay Period MM/DD/CCYY to MM/DD/CCYY – Timesheet for this program for this pay period has not been issued. Travel Claim Form for this pay period not issued."
16	16203	CI-514030 - DSD EM TA TC 16 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Issuance	When an attempt is made to issue a travel claim form and there are not Travel Time records for the recipient/provider relationship that cover any portion of a pay period within the selected request dates.	<p>Do not allow the action.</p> <p>If the request was to issue travel claim forms for multiple pay periods, travel claim forms for pay periods without errors will continue to be processed.</p>	Display the error message "Pay Period MM/DD/CCYY to MM/DD/CCYY – Provider is not eligible for travel. Travel Claim Form for this pay period not issued."
17	16203	CI-514031 - DSD EM TA TC 17 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Issuance	When an attempt is made to issue a travel claim form and the Service From Date is prior to the Configuration table – FLSAConfigurationValues – TravelClaimStartDate and not later than the Travel Claim End Date.	Do not allow the action.	Display the error message "The service from date cannot be prior to MM/DD/YYYY the start date for travel pay eligibility."
18	16203	CI-514032 - DSD EM TA TC 18 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Issuance	When an attempt is made to issue a travel claim form and the Service To Date is after to the Configuration table – FLSAConfigurationValues – TravelClaimEndDate.	Do not allow the action.	Display the error message "The service to date cannot be after MM/DD/YYYY the end date for travel pay eligibility."
19	16203	CI-514033 - DSD EM TA TC 19 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Issuance	<p>When an attempt is made to issue a travel claim form and the Type selected is:</p> <p>IHSS Travel Claim</p> <p>WPCS Travel Claim</p> <p>AND</p> <p>A pay period included in the selected service period range has a status of: "Processed"</p> <p>OR</p> <p>"Held – No Timesheet"</p> <p>OR</p> <p>"Exception – With Payment"</p> <p>OR</p> <p>"Pending"</p> <p>OR</p> <p>"Received"</p>	<p>Do not allow the action.</p> <p>If the request was to issue travel claim forms for multiple pay periods, travel claim forms for pay periods without errors will continue to be processed.</p>	Display the error message "Pay Period MM/DD/CCYY to MM/DD/CCYY – Travel Claim Form for this pay period previously processed or pending processing. Travel Claim Form for this pay period not issued."

20	16203	 <p><b>CI-514034 - DSD EM TA TC 20 IMPLEMENTED</b></p>	Travel Claim Issuance	<p>When an attempt is made to issue a travel claim form and the Type selected is:</p> <p>Supplemental – IHSS Travel Claim Supplemental – WPCS Travel Claim AND A travel claim for this recipient /provider relationship has not been processed (status Processed) for a pay period included in the selected service period range</p>	<p>Do not allow the action.</p> <p>If the request was to issue travel claim forms for multiple pay periods, travel claim forms for pay periods without errors will continue to be processed.</p>	<p>Display the error message "Pay Period MM/DD/CCYY to MM/DD /CCYY – No Travel Claim Form for this pay period has been processed. Travel Claim Form for this pay period not issued."</p>
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# DSD 24/Recip CM & OS – Time and Attendance/Error Messages/Travel Claim (21-40)

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
21	16203 21266	CI-514035 - DSD EM TA TC 21 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Issuance	<p>When a request is made to issue the following travel claim type:</p> <p>IHSS Travel Claim Supplemental – IHSS Travel Claim WPCS Travel Claim Supplemental – WPCS Travel Claim</p> <p>AND</p> <p>The Service Period From and Service Period To range is at least one pay period</p> <p>AND</p> <p>The Service Period From and Service Period To range does not exceed six months</p> <p>AND</p> <p>The Print/Mail from a Centralized Print Center indicator (PO003) is selected</p> <p>AND</p> <p>The request is processed without error</p>	Allow the action.	Count travel claim forms eligible to print and display the informational message "Travel Claim Form request for Period [MM/DD/YYYY] to [MM/DD/YYYY] has generated <dynamic – # of travel claim forms sent for print> travel claim form(s) to Print/Mail from a Centralized Print Center."
22		CI-514036 - DSD EM TA TC 22 <span style="border: 1px solid #ccc; padding: 2px;">CANCELLED</span>	Cancelled by ASR Sprint 43 Team 1&2			
23	16203	CI-514037 - DSD EM TA TC 23 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Issuance	<p>When an attempt is made to issue IHSS or WPCS initial timesheets</p> <p>AND</p> <p>The recipient is not designated to receive Advance Pay</p> <p>And</p> <p>A timesheet <b>has not</b> previously been issued for the selected pay period</p> <p>AND</p> <p>The Print/Mail from a Centralized Print Center indicator (PO003) was selected</p> <p>AND</p> <p>The timesheet request is processed without error</p> <p>AND</p> <p>There is a Travel Time record for this recipient / provider which covers all or a portion of a pay period in the selected range.</p>	Allow the action	Display the informational message "Travel Claim Request for Period [MM/DD/YYYY] to [MM/DD/YYYY] has been generated with the timesheet."

24	16203 20839	CI-514101 - DSD EM TA TC 24 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Issuance - Travel Claim Message	<p>When an attempt is made to issue IHSS or WPCS initial timesheets</p> <p>AND</p> <p>A timesheet <b>has not</b> previously been issued for the selected pay period</p> <p>AND</p> <p>The Print Now on CMIPS Printer indicator (PO002) was selected</p> <p>AND</p> <p>The timesheet request is processed without error</p> <p>AND</p> <p>There is a Travel Time record for this recipient /provider which covers all or a portion of a pay period in the selected range.</p> <p>AND</p> <p>isETC = False</p>	Allow the action	Display the informational message, "Travel Claim Request for Period [MM/DD/YYYY] to [MM/DD/YYYY] has been generated for the timesheet and will be sent to Print/Mail from a Centralized Print Center."
25		CI-514677 - DSD EM TA TC 25 <span style="border: 1px solid #ccc; padding: 2px;">CANCELLED</span>	Cancelled by ASR Sprint 43 Team 1&2			
26	16203 21266	CI-822859 - DSD EM TA TC 26 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Issuance – Electronic Travel Claim Future Pay Period	<p>When the Issue link is selected</p> <p>AND</p> <p>The Electronic indicator (PO004) was selected</p> <p>OR</p> <p>The Print/Mail at Centralized Print Center indicator is selected (PO003)</p> <p>AND</p> <p>The Provider isETC = TRUE for this Provider</p> <p>AND</p> <p>The pay period start date is a future pay period</p> <p>AND</p> <p>A corresponding timesheet (Recipient/Pay Period/Program) record does not exist</p>	<p>Do not allow the action</p> <p>If the request was to issue travel claims for multiple pay periods, travel claims for pay periods without errors will continue to be processed.</p>	Display the error message "Pay Period MM/DD/CCYY to MM /DD/CCYY – Electronic travel claims for this Provider will be automatically generated for future pay periods."

27	16203 21266	CI-822860 - DSD EM TA TC 27 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Issuance - Electronic Issuance	<p>When a request is made to issue an IHSS Travel Claim</p> <p>OR a Supplemental – IHSS Travel Claim</p> <p>OR a WPCS Travel Claim</p> <p>OR a Supplemental – WPCS Travel Claim</p> <p>AND</p> <p>The electronic indicator (PO004) was selected</p> <p>AND</p> <p>The Service Period From and Service Period To range is at least one pay period</p> <p>AND</p> <p>The Service Period From and Service Period To range does not exceed 12 months</p> <p>AND</p> <p>The request is processed without error</p>	Allow the action	Count travel claims eligible to issue and display the informational message "Travel Claim Request for Period [MM/DD/YYYY] to [MM/DD/YYYY] has generated <dynamic – # of travel claims to be issued> travel claim(s) as Electronic."
28	16203 21266	CI-822861 - DSD EM TA TC 28 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Issuance - Provider not Eligible for Electronic Travel Claims	<p>When a request is made to issue an IHSS Travel Claim</p> <p>OR a Supplemental – IHSS Travel Claim</p> <p>OR a WPCS Travel Claim</p> <p>OR a Supplemental – WPCS Travel Claim</p> <p>AND</p> <p>The electronic indicator (PO004) was selected</p> <p>AND</p> <p>A travel claim does not exist in issued or pending issuance status for the requested pay period(s).</p> <p>AND</p> <p>The Provider is not registered for the ESP</p>	Allow the action	Display the informational message "Pay Period MM/DD/CCYY to MM/DD/CCYY - Provider not eligible for electronic travel claims – Travel Claim has been generated as Print /Mail from a Centralized Print Center."
29	16203 21266	CI-822862 - DSD EM TA TC 29 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Issuance – Travel Claim Already Exists for Selected Pay Period(s).	<p>When a request is made to issue an IHSS Travel Claim</p> <p>OR a Supplemental – IHSS Travel Claim</p> <p>OR a WPCS Travel Claim</p> <p>OR a Supplemental – WPCS Travel Claim</p> <p>AND</p> <p>The electronic indicator (PO004) was selected</p> <p>AND</p> <p>The travel claim exists in Issued or in Pending Issuance status for the requested pay period(s).</p>	Do not allow the action	Display the error message "Pay Period MM/DD/CCYY to MM/DD/CCYY – Travel Claim already in Issued or Pending Issuance status."

30	20873 21233	CI-822887 - DSD EM TA TC 30 IMPLEMENTED	Print E-Travel Claim	When the Print E-Travel Claim link is selected from the View Timesheet screen  AND  There is an error rendering a copy of the electronically submitted travel claim.	N/A	Display the error message "The travel claim cannot be printed at this time. Please contact the Help Desk for assistance."
31	16203 20839	CI-822929 - DSD EM TA TC 31 IMPLEMENTED	Timesheet Issuance – With Travel Claim	When an attempt is made to issue IHSS or WPCS Initial timesheets  AND  A timesheet <b>has not</b> previously been issued for the selected pay period  AND  The Print Now on CMIPS II Printer indicator (PO002) was selected  AND  The timesheet request is processed without error  AND  There is a Travel Time record for this recipient /provider which covers all or a portion of a pay period in the selected range.  AND  The Provider isETC indicator = True	Allow the Action	Display the informational message, "Travel Claim Request for Period [MM/DD/YYYY] to [MM/DD/YYYY] has been generated as Electronic."
32	16203	CI-822935 - DSD EM TA TC 32 IMPLEMENTED	Timesheet Issuance – With Travel Claim	When an attempt is made to issue IHSS or WPCS Initial timesheets  AND  A timesheet <b>has not</b> previously been issued for the selected pay period  AND  The Electronic indicator (PO004) was selected  AND  The timesheet request is processed without error  AND  There is a Travel Time record for this recipient /provider which covers all or a portion of a pay period in the selected range.  AND  The Provider isETC indicator = False	Allow the action	Display the informational message "Travel Claim Request for Period [MM/DD/YYYY] to [MM/DD/YYYY] has been generated with the timesheet and will be sent to Print/Mail from a Centralized Print Center."

33	16203	CI-822936 - DSD EM TA TC 33 <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	Timesheet Issuance – With Travel Claim	<p>When an attempt is made to issue IHSS or WPCS initial timesheets</p> <p>AND</p> <p>A timesheet <b>has not</b> previously been issued for the selected pay period</p> <p>AND</p> <p>The Electronic indicator (PO004) was selected</p> <p>AND</p> <p>The timesheet request is processed without error</p> <p>AND</p> <p>There is a Travel Time record for this recipient /provider which covers all or a portion of a pay period in the selected range.</p> <p>AND</p> <p>The Provider isETC indicator = True</p>	Allow the action	Display the informational message "Travel Claim Request for Period [MM/DD/YYYY] to [MM/DD/YYYY] has been generated as Electronic."
34	16203 21266	CI-822937 - DSD EM TA TC 34 <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	Travel Claim Issuance – Travel Claim Future Pay Period	<p>When the Issue link is selected</p> <p>AND</p> <p>The Provider isETC = TRUE for this Provider</p> <p>AND</p> <p>The pay period start date is a future pay period</p> <p>AND</p> <p>A corresponding timesheet (Recipient/Pay Period/Program) record exists</p>	Allow the action	<p>IF</p> <p>The Print/Mail at Centralized Print Center indicator is selected (PO003)</p> <p>THEN</p> <p>Count travel claim forms eligible to print and display the informational message "Travel Claim Form request for Period [MM/DD/YYYY] to [MM/DD/YYYY] has generated &lt;dynamic – # of travel claim forms sent for print&gt; travel claim form(s) to Print/Mail from a Centralized Print Center."</p> <p>ELSE IF</p> <p>The Electronic indicator (PO004) was selected</p> <p>THEN</p> <p>Count travel claims eligible to issue and display the informational message "Travel Claim Request for Period [MM/DD/YYYY] to [MM/DD/YYYY] has generated &lt;dynamic – # of travel claims to be issued&gt; travel claim(s) as Electronic."</p>

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules

- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Share of Cost Deduction Evaluation
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Hours Management
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Share of Cost Spend-Down
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Resolving Timesheet Exception Tasks
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Generate Next Arrears Timesheet
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Issuance of Advance Pay Timesheets
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Overtime Management
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/County User Requested Timesheet/Travel Claim
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Bulk Issuance of Replacement Timesheets
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Calculate Flexible Hours Monthly Overtime Maximum
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Travel Claim Validation and Processing
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Sick Leave
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Set EVV Timesheet Effective Date
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Telephone Timesheet System

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing

The following table outlines the business rules related to timesheet validation and how each component of CMIPS will respond to each condition. The validations apply to all timesheet types unless specifically noted.

Although the flow of this section includes rules specific to timesheets processed through TPF, the CM validations (unless otherwise noted) will be applied regardless of the mode of entry of the timesheet: TPF, Timesheet Manual Entry screen, Modify Timesheet Manual Entry screen or Electronic Timesheets. When a timesheet is manually entered in CM, any hard exception conditions will be displayed directly on the entry screen. Hard edits will prevent the data from being saved and no tasks will be allocated to a payroll work queue.

- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing (1-10)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing (11-20)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing (21-30)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing (31-40)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing (41-50)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing (51-60)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing (61-70)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing (71-80)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing (81-90)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing (91-100)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing (101-110)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing (111-120)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing (121-130)

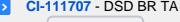
No	Req ID	CI	Description	When	Action	Applies To:
1	N/A		Refer to the IHSS CMIPS Program Support Plan for TPF Legacy Timesheet business processes.			
2	N/A		Refer to the IHSS CMIPS Program Support Plan for TPF Legacy Timesheet business processes.			
3	N/A		Refer to the IHSS CMIPS Program Support Plan for TPF Mailroom business processes.			
4	11990	 CI-111693 - DSD BR TA TVP 04 IMPLEMENTED	No Provider Signature	When no Provider signature appears on timesheet.	TPF: Detects exception and sends error to CM.  CM: Allocates task (hard edit) to the Payroll Work Queue – Timesheet Errors (IHSS timesheets) or WPCS (WPCS timesheets). Generates exception: "Missing Provider Signature." Provides timesheet image.  Payroll: N/A	Arrears: Yes Advance: Yes WPCS: Yes

5	11990 20774 21150 21033 21229	CI-111694 - DSD BR TA TVP 05 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	No Recipient Signature	When no Recipient signature appears on timesheet  AND  The Recipient does not have an indicated Timesheet Accommodation of "Telephonic System"	IF the timesheet is for a Recipient who has an EVV Exception  TPF: <ul style="list-style-type: none"><li>• Detects exception (Recipient signature is not found) and sends error to CM.</li><li>• Captures the timesheet image and sends to CM.</li><li>• Captures the timesheet data and sends to CM.</li></ul> CM: <ul style="list-style-type: none"><li>• Provider Signature Method is blanked out.</li><li>• If Mode of Entry is Electronic, then trigger notification of Timesheet Rejection email (ETSE08) to the Provider to inform them that they must resubmit the timesheet through the ESP/TTS.</li><li>• If Mode of Entry is Telephonic, then send notification of Timesheet Rejection to the Provider Outbound Campaign queue to inform the Provider that they must resubmit the timesheet through the ESP/TTS.</li></ul> Payroll: N/A  ELSE  TPF: Detects exception (Recipient signature is not found) and sends error to CM.  CM: <ul style="list-style-type: none"><li>• Allocates task (hard edit) to the Payroll Work Queue – Timesheet Errors (IHSS timesheets) or WPCS (WPCS timesheets).</li><li>• Generates exception: Missing Recipient Signature.</li><li>• Provides timesheet image.</li></ul> Payroll: N/A	Arrears: Yes Advance: Yes WPCS: Yes
6	11986	CI-111695 - DSD BR TA TVP 06 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	No Daily Hours or Minutes Entered	When there are no hours or minutes entered in any of the daily entry fields on timesheet (blank timesheet)  OR  There are no time entries greater than zero (detected by CM)	TPF: Detects exception and sends error to CM.  CM: <ul style="list-style-type: none"><li>• Allocates task (hard edit) to the Payroll Work Queue – Timesheet Errors (IHSS timesheets) or WPCS (WPCS timesheets).</li><li>• Generates exception: "Missing Time Entries."</li><li>• Provides timesheet image.</li></ul> Payroll: N/A	Arrears: Yes Advance: Yes WPCS: Yes
7	11986	CI-111696 - DSD BR TA TVP 07 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	More Than 24 Hours	When any of the following conditions occur in the daily hours recorded (all it takes is one entry): <ul style="list-style-type: none"><li>• First number in the HH field is greater than 2</li><li>• First number in the HH field is 2 and second number in the HH field is greater than 4</li><li>• First number in the HH field is 2, second number in the HH field is equal to 4, and either the first or second number in the MM field is greater than zero</li><li>• The sum total (service + Career Pathways Training Time entry where Review Outcome =Approved) hours for a single day &gt; 24.</li></ul>	TPF: Detects exception and sends error to CM.  CM: <ul style="list-style-type: none"><li>• Allocates task (hard edit) to the Payroll Work Queue – Timesheet Errors (IHSS timesheets) or WPCS (WPCS timesheets).</li><li>• Generates exception: "Day XX - Exceeds 24 Hours."</li><li>• When the daily hours are processed, reduces the timesheet service hours by the amount over the 24 daily limit.</li><li>• Records Hours Not Paid in database.</li><li>• Provides timesheet image.</li></ul> Payroll: N/A	Arrears: Yes Advance: Yes WPCS: Yes
8	11986	CI-111697 - DSD BR TA TVP 08 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Non-Numeric Value in Daily Hours Entry	When any non-numeric character is contained in the Daily Hours field (all it takes is one entry).	TPF: Detects exception and sends error to CM.  CM: <ul style="list-style-type: none"><li>• Allocates task (hard edit) to the Payroll Work Queue – Timesheet Errors (IHSS timesheets) or WPCS (WPCS timesheets).</li><li>• Generates exception: "Day XX – Non-Numeric Value."</li><li>• Provides timesheet image.</li></ul> Payroll: N/A	Arrears: Yes Advance: Yes WPCS: Yes

9	11986	CI-111698 - DSD BR TA TVP 09 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Multiple Entries in the Time Entry Field	When multiple entries are made in a time entry box (all it takes is one entry).	<p>TPF: Detects exception and sends error to CM.</p> <p>CM:</p> <ul style="list-style-type: none"> <li>Allocates task (hard edit) to the Payroll Work Queue – Timesheet Errors (IHSS timesheets) or WPCS (WPCS timesheets).</li> <li>Generates exception: "Day XX – Multiple Entries in Time Entry Box."</li> <li>Provides timesheet image.</li> </ul> <p>Payroll: N/A</p>	Arrears: Yes Advance: Yes WPCS: Yes
10	11986	CI-111699 - DSD BR TA TVP 10 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Unreadable Entry in the Time Entry Field	When an unreadable entry is made in the time entry box (all it takes is one entry).	<p>TPF: Detects exception and sends error to CM.</p> <p>CM:</p> <ul style="list-style-type: none"> <li>Allocates task (hard edit) to the Payroll Work Queue – Timesheet Errors (IHSS timesheets) or WPCS (WPCS timesheets).</li> <li>Generates exception: "Day XX – Unreadable Entry."</li> <li>Provides timesheet image.</li> </ul> <p>Payroll: N/A</p>	Arrears: Yes Advance: Yes WPCS: Yes

No	Req ID	CI	Description	When	Action	Applies To:
11	11986	CI-111700 - DSD BR TA TVP 11 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Writing Outside the Time Entry Boxes	When any hand written character appears on the form other than in the daily hours and signature fields <b>AND</b> The handwritten character is located within one-half inch of the daily hours fields	<p>TPF: Detects exception and sends error to CM.</p> <p>CM: Allocates task (hard edit) to the Payroll Work Queue – Timesheet Errors (IHSS timesheets) or WPCS (WPCS timesheets).</p> <p>Generates exception: "Writing Outside the Time Entry Boxes."</p> <p>Provides timesheet image.</p> <p>Payroll: N/A</p>	Arrears: Yes Advance: Yes WPCS: Yes
12	12002	CI-111701 - DSD BR TA TVP 12 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Number Not Found	When the Timesheet Number cannot be found in CMIPS	<p>TPF: Sends timesheet data to CM.</p> <p>CM: Allocates task (hard edit) to the Payroll Work Queue – Timesheet Errors (IHSS timesheets) or WPCS (WPCS timesheets).</p> <p>Generates exception: "Timesheet Number [insert timesheet number] Not Found."</p> <p>Provides timesheet image.</p> <p>Payroll: N/A</p>	Arrears: Yes Advance: Yes WPCS: Yes
13	11986	CI-111702 - DSD BR TA TVP 13 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Minutes Greater or Equal to 60	When an MM field is greater or equal to 60	<p>TPF: Sends timesheet data to CM.</p> <p>CM: Convert to the correct HH:MM format Submit to Payroll.</p> <p>Payroll: Process payment based on data passed from CM</p>	Arrears: Yes Advance: Yes WPCS: Yes
14	11986	CI-111703 - DSD BR TA TVP 14 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Daily Hours Exceed 24 Hours	When the HH field is greater than 24	<p>TPF: Detects exception and sends error to CM.</p> <p>CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets.</p> <p>(Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Allocates task (hard edit) to the Payroll Work Queue – Timesheet Errors (IHSS timesheets) or WPCS (WPCS timesheets).</p> <p>If the timesheet was processed through TPF, generate exception "Day XX - Exceeds 24 Hours."</p> <p>If the timesheet is being keyed on the Timesheet Manual Entry – Time Entries or Modify Timesheet Manual Entry screens, generates Cúram out-of-the-box exception "The value entered is too long (&lt;HH:MM&gt;) - maximum allowed is '24:00'."</p> <p>Provides timesheet image.</p> <p>Payroll: N/A</p>	Arrears: Yes Advance: Yes WPCS: Yes

15	11986	 CI-111704 - DSD BR TA TVP 15 IMPLEMENTED	Daily Hours Exceed 24 Hours	When the HH field is equal to 24 AND the MM field is greater than zero Only total hours.	<p>TPF: Detects exception and sends error to CM. CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets.</p> <p>(Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Allocates task (hard edit) to the Payroll Work Queue – Timesheet Errors (IHSS timesheets) or WPCS (WPCS timesheets).</p> <p>If the timesheet was processed through TPF, generate exception "Day XX - Exceeds 24 Hours."</p> <p>If the timesheet is being keyed on the Timesheet Manual Entry – Time Entries or Modify Timesheet Manual Entry screens, generates Curam out-of-the-box exception "The value entered is too long (&lt;HH:MM&gt;) - maximum allowed is '24:00'."</p> <p>Provides timesheet image.</p> <p>Payroll: N/A</p>	Arrears: Yes Advance: Yes WPCS: Yes
16	12004 12072 12073 21093	 CI-111705 - DSD BR TA TVP 16 IMPLEMENTED	Exceed Recipient Authorized Hours	When the system calculated total is greater than the remaining IP Mode of Service or WPCS hours for the Recipient	<p>CM: Takes a snapshot of original timesheet data and stores in history table.</p> <p>Reduces the timesheet hours by the amount over the recipient authorized hours. When daily hours are processed, the reduction starts with the latest day in the pay period and works backwards.</p> <p>Records Hours Not Paid in database.</p> <p>Decreases the remaining IP hours by the amount of the hours to be processed.</p> <p>Records Weekly Provider Paid Hours and applies Overtime Calculation business rule and records total Overtime hours.</p> <p>Applies Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Applies the Weekly Maximum and the Overtime Maximum business rules and records the violations, when appropriate.</p> <p>Includes soft edit on Timesheet Exception Report – "Hours Claimed Exceed Remaining Recipient Authorized Hours".</p> <p>Submits the Timesheet Service and Overtime hours to Payroll only up to the recipient authorized hours.</p> <p>Payroll: Process payment based on data passed from CM.</p> <p>Letters for IHSS Arrears and Advance Pay timesheets only:</p> <ul style="list-style-type: none"> <li>• Trigger Monthly Authorization Exceeded Letter – Provider – Select "The Monthly Authorized Hours For Your Recipient"</li> <li>• Trigger Monthly Authorization Exceeded Letter – Recipient – Select – Your Monthly Authorized Hours</li> </ul>	Arrears: Yes Advance: Yes WPCS: Yes

17	12004 12 072 12073 21093		Exceed Provider Assigned Hours	<p>When the system calculated total is greater than the remaining assigned hours for Provider (if county assigned hours to Provider)</p>	<p>CM: Takes a snapshot of original timesheet data and stores in history table.</p> <p>Reduces the timesheet hours by the amount over the provider assigned hours. When daily hours are processed, the reduction starts with the latest day in the pay period and works backwards</p> <p>Records Hours Not Paid in database.</p> <p>Decreases the remaining IP and provider assigned hours by the amount of the hours to be processed.</p> <p>Records Weekly Provider Paid Hours and applies Overtime Calculation business rule and records total Overtime hours.</p> <p>Applies Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Applies the Weekly Maximum and the Overtime Maximum business rules and records the violations when appropriate.</p> <p>Includes soft edit on Timesheet Exception Report – "Hours Claimed Exceed Remaining Provider Assigned Hours".</p> <p>Submits the Timesheet Service and Overtime hours to Payroll only up to the provider assigned hours.</p> <p>Payroll: Process payment based on data passed from CM.</p> <p>Letters for IHSS Arrears and Advance Pay timesheets only:</p> <ul style="list-style-type: none"> <li>• Trigger Monthly Authorization Exceeded Letter – Provider – Select "The Monthly Provider Assigned Hours"</li> <li>• Trigger Monthly Authorization Exceeded Letter – Recipient – Select – The Providers Assigned Hours</li> </ul>	<p>Arrears: Yes Advance: Yes WPCS: No</p> <p>Note: Does not apply to WPCS because IHO does not assign hours to Providers.</p>
18	12008 12013 12020 21011		Total of All Recipient Part A Timesheets for the Month Exceeds 70% of the Recipient's Authorized Hours	<p>When a Part A timesheet is not held for early or late submission OR Is released from Held – Late Submission OR Is released from Held – Early Submission OR Is released from Pending Recipient Electronic Review AND The timesheet passes all hard-edit validations AND The total hours paid for this timesheet and all Pending and Processed Part A timesheets for the Recipient for the month exceeds 70 percent of the Recipient's Total Auth to Purchase After Reduced Hours or WPCS hours</p>	<p>CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets.</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Sets the timesheet status to "Held – Excessive Hours Claimed".</p> <p>Allocates task (hard edit) to the Payroll Work Queue – Timesheets Over 70% (IHSS timesheets) or WPCS (WPCS timesheets).</p> <p>Generates exception "Hours claimed for first pay period exceed 70 percent of total Recipient authorized hours".</p> <p>Includes soft edit on Timesheet Exception Report – "Hours Claimed For First Pay Period Exceed 70 percent Of Total Recipient Authorized Hours".</p> <p>AND IF Timesheet Mode of entry is 'Electronic' THEN Generate email notification (ETSE09) to the Provider</p> <p>TPF: Provides timesheet image.</p> <p>Payroll: N/A</p>	<p>Arrears: Yes Advance: Yes WPCS: Yes</p>
19	12001 12002 21093		Timesheet Number Previously Processed	<p>When a timesheet (non-supplemental or supplemental) is in an Exception or Processed status (TPF mode of entry) AND A timesheet with the same Timesheet Number is submitted to TPF</p>	<p>TPF: Sends timesheet data to CM.</p> <p>CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets.</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Allocates task (hard edit) to the Payroll Work Queue – Timesheet Errors (IHSS timesheets) or WPCS (WPCS timesheets).</p> <p>Generates exception: "Duplicate Timesheet."</p> <p>Provides timesheet image.</p> <p>Payroll: N/A</p>	<p>Arrears: Yes Advance: Yes WPCS: Yes</p>

20	12001 21093	CI-111709 - DSD BR TA TVP 20 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Second Timesheet for Same Pay Period – Supplemental Timesheet	When a supplemental timesheet is submitted AND A timesheet has been processed and paid previously for the same Recipient/Provider for the same pay period	<p>CM: Decreases the remaining IP hours by the amount of the hours to be processed</p> <p>Records Weekly Provider Paid Hours and applies Overtime Calculation business rule and records total Overtime hours.</p> <p>Applies Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Applies the Weekly Maximum and the Overtime Maximum business rules and records violations when appropriate.</p> <p>Submits the Timesheet Service and Overtime hours to Payroll.</p> <p>Payroll: Processes payment based on data passed from CM</p>	Arrears: Yes Advance: Yes WPCS: Yes
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No	Req ID	CI	Description	When	Action	Applies To:
21	12003 16198 16200	CI-111710 - DSD BR TA TVP 21 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Recipient Ineligible for Entire Pay Period	When the Recipient is ineligible for the entire pay period	<p>TPF: Sends timesheet data to CM. CM: Allocates task (hard edit) to the Payroll Work Queue – Timesheet Eligibility Errors (IHSS timesheets) or WPCS (WPCS timesheets). Generates exception "Recipient ineligible for the entire pay period". Provides timesheet image. Payroll: N/A</p>	Arrears: Yes Advance: Yes WPCS: Yes
21a	12003 16198 16200 21093	CI-111711 - DSD BR TA TVP 21a <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Recipient Ineligible for Portion of the Pay Period and Daily Hours Recorded Only on Ineligible Days	When the Recipient is ineligible for a portion of the pay period and daily hours are recorded only on days the Recipient is ineligible	<p>TPF: Sends timesheet data to CM. CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets. Do not apply Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens) Allocates task (hard edit) to the Payroll Work Queue – Timesheet Eligibility Errors (IHSS timesheets) or WPCS (WPCS timesheets). Generates exception: "Recipient ineligible on the days time is recorded." Provides timesheet image. Payroll: N/A</p>	Arrears: Yes Advance: Yes WPCS: Yes
22	12003 16197 16199 21093	CI-111712 - DSD BR TA TVP 22 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Provider Terminated and Ineligible for Entire Pay Period	When the Provider is terminated and ineligible for entire pay period	<p>TPF: Sends timesheet data to CM. CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets. Do not apply Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens) Allocates task (hard edit) to the Payroll Work Queue – Timesheet Eligibility Errors (IHSS timesheets) or WPCS (WPCS timesheets). Generates exception "Provider terminated for the entire pay period". Provides timesheet image. Payroll: N/A</p>	Arrears: Yes Advance: Yes WPCS: Yes
22a	12003 16197 16199 21093	CI-111713 - DSD BR TA TVP 22a <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Provider is Terminated for Portion of the Pay Period and Daily Hours Recorded Only on Terminated Days	When the Provider is terminated for a portion of the pay period and daily hours are recorded only on days the Provider is in a terminated status	<p>TPF: Sends timesheet data to CM. CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets. Do not apply Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider - Paid Hours and the View Hours details screens) Allocates task (hard edit) to the Payroll Work Queue – Timesheet Eligibility Errors (IHSS timesheets) or WPCS (WPCS timesheets). Generates exception: "Provider terminated on the days time is recorded." Provides timesheet image</p>	Arrears: Yes Advance: Yes WPCS: Yes

23	12003 16196	CI-111714 - DSD BR TA TVP 23 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Recipient On Leave for Entire Pay Period	When the Recipient is on leave for the entire pay period	TPF: Sends timesheet data to CM. CM: Allocates task (hard edit) to the Payroll Work Queue – Timesheet Eligibility Errors (IHSS timesheets) or WPCS (WPCS timesheets). Generates exceptions: "Recipient on leave for the entire pay period." Provides timesheet image. Payroll: N/A	Arrears: Yes Advance: Yes WPCS: Yes
23a	12003 16196 21093	CI-111715 - DSD BR TA TVP 23a <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Recipient On Leave for Portion of the Pay Period and Daily Hours Recorded Only on Leave Days	When the Recipient is on leave for a portion of the pay period and daily hours are recorded only on days the Recipient is on leave	TPF: Sends timesheet data to CM. Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets. Do not apply Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens) Allocates task (hard edit) to the Payroll Work Queue – Timesheet Eligibility Errors (IHSS timesheets) or WPCS (WPCS timesheets). Generates exception: "Recipient on leave on the days' time is recorded." Provides timesheet image. Payroll: N/A	Arrears: Yes Advance: Yes WPCS: Yes
24	12003 16196 21093	CI-111716 - DSD BR TA TVP 24 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Provider on Leave for the Entire Pay Period	When the Provider is on leave for the entire pay period	TPF: Sends timesheet data to CM. CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets. Do not apply Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens) Allocates task (hard edit) to the Payroll Work Queue – Timesheet Eligibility Errors (IHSS timesheets) or WPCS (WPCS timesheets). Generates exception: "Provider on leave for the entire pay period." Provides timesheet image. Payroll: N/A	Arrears: Yes Advance: Yes WPCS: Yes
24a	12003 16196 21093	CI-111717 - DSD BR TA TVP 24a <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Provider On Leave for Portion of the Pay Period and Daily Hours Recorded Only on Leave Days	When the Provider is on leave for a portion of the pay period and daily hours are recorded only on days the Provider is on leave	TPF: Sends timesheet data to CM. Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets. Do not apply Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens) Allocates task (hard edit) to the Payroll Work Queue – Timesheet Eligibility Errors (IHSS timesheets) or WPCS (WPCS timesheets). Generates exception: "Provider on leave on the days' time is recorded." Provides timesheet image. Payroll: N/A	Arrears: Yes Advance: Yes WPCS: Yes

25	12003 1 6196 12 072 120 73 21093	<input checked="" type="checkbox"/> CI-111718 - DSD BR TA TVP 25 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Recipient on Leave for a Portion of the Pay Period and Daily Hours Recorded on Both Leave and Non-Leave Days	When the Recipient is on leave for only a portion of the pay period AND Daily hours are recorded on days that the Recipient is on leave and not on leave.	TPF: Sends timesheet data to CM. CM: Takes a "snapshot" of original timesheet data and stores in history table. Reduces the timesheet hours by the amount recorded on days the recipient was on leave. Records Hours Not Paid in database. Decreases the remaining IP hours by the amount of the hours to be processed - days recipient is not on leave. Records Weekly Provider Paid Hours and applies Overtime Calculation business rule and records total Overtime hours. Applies Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens) Includes soft edit on Timesheet Exception report and generates exception: "Day XX – Recipient on Leave." Submits the Timesheet Service and Overtime hours to Payroll. Payroll: Process payment based on data passed from CM.	Arrears: Yes Advance: Yes WPCS: Yes
26	12003 1 2072 12 073 16196 21093	<input checked="" type="checkbox"/> CI-111719 - DSD BR TA TVP 26 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Provider on Leave for a Portion of the Pay Period and Daily Hours Recorded on Both Leave and Non-Leave Days	When the Provider is on leave for only a portion of the pay period AND Daily hours are recorded on days that the Provider is on leave and not on leave.	TPF: Sends timesheet data to CM. CM: Takes a snapshot of original timesheet data and stores in history table. Reduces the timesheet hours by the amount recorded on days the provider was on leave. Records Hours Not Paid in database. Decreases the remaining IP hours by the amount of the hours to be processed - days provider is not on leave. Records Weekly Provider Paid Hours and applies Overtime Calculation business rule and records total Overtime hours. Applies Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens) Applies the Weekly Maximum and the Overtime Maximum business rules and records the violations when applicable. Includes soft edit on Timesheet Exception Report – "Day XX – Provider on Leave". Submits the Timesheet Service and Overtime hours to Payroll. Payroll: Process payment based on data passed from CM.	Arrears: Yes Advance: Yes WPCS: Yes
27	12004 1 2072 12 073 21093	<input checked="" type="checkbox"/> CI-111720 - DSD BR TA TVP 27 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Recipient Ineligible for Portion of Pay Period and Hours Claimed Appropriately	When the Recipient is eligible for only a portion of the pay period AND Daily hours are recorded only for the days that Recipient is eligible	CM: Decreases the remaining IP hours by the amount of the hours to be processed – all hours claimed. Records Weekly Provider Paid Hours and applies Overtime Calculation business rule and records total Overtime hours. Applies Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens) Applies the Weekly Maximums and the Overtime Maximums business rules and records the violations when applicable. Submits the Timesheet Service and Overtime hours to Payroll. Payroll: Process payment based on data passed from CM.	Arrears: Yes Advance: Yes WPCS: Yes

28	12003 1 2072 12 073 16198 1 6200 21093	CI-111721 - DSD BR TA TVP 28 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Recipient is Ineligible for a Portion of Pay Period and Daily Hours Recorded on both Eligible and Ineligible Days	When the Recipient is only eligible for a portion of the pay period AND Daily hours are recorded on both days that the Recipient is eligible and days that the Recipient is ineligible	TPF: Sends timesheet data to CM. CM: Takes a snapshot of original timesheet data and stores in history table. Reduces the timesheet hours by the amount recorded on days the recipient was ineligible. Records Hours Not Paid in database. Decreases the remaining IP hours by the amount of the hours to be processed - days recipient is eligible. Records Weekly Provider Paid Hours and applies Overtime Calculation business rule and records total Overtime hours. Applies Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens) Applies the Weekly Maximums and the Overtime Maximums business rules and records the violations when applicable.  Includes soft edit on Timesheet Exception Report - "Day XX – Recipient ineligible for services". Submits the Timesheet Service and Overtime hours to Payroll for days recipient is eligible. Payroll: Process payment based on data passed from CM.	Arrears: Yes Advance: Yes WPCS: Yes
29	12072 1 2073 16199 21093	CI-111722 - DSD BR TA TVP 29 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Provider Ineligible for Portion of Pay Period and Hours Claimed Appropriately	When the Provider is only eligible for a portion of the pay period AND Daily hours are recorded only for the days that the Provider is eligible	CM: Decreases the remaining IP hours by the amount of the hours to be processed – all hours claimed. Records Weekly Provider Paid Hours and applies Overtime Calculation business rule and records total Overtime hours. Applies Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens) Applies the Weekly Maximums and the Overtime Maximums business rules and records the violations when applicable. Submits the Timesheet Service and Overtime hours to Payroll. Payroll: Process payment based on data passed from CM.	Arrears: Yes Advance: Yes WPCS: Yes
30	11999 1 2072 12 073 21093	CI-111723 - DSD BR TA TVP 30 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Provider Claimed Hours Prior to Start Date – Start Date within Timesheet Pay Period	When the Provider's start date is not on the first day of pay period AND Daily hours are recorded for days before and after the start date.	TPF: Sends timesheet data to CM. CM: Takes a snapshot of original timesheet data and stores in history table. Reduces the timesheet hours by the amount recorded on days the provider was ineligible. Records Hours Not Paid in database. Decreases the remaining IP hours by the amount of the hours to be processed - days provider is eligible. Records Weekly Provider Paid Hours and applies Overtime Calculation business rule and records total Overtime hours. Applies Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens) Applies the Weekly Maximums and the Overtime Maximums business rules and records the violations when applicable. Includes soft edit on Timesheet Exception Report – "Day XX - Hours Recorded Prior to provider Start Date". Submits the Timesheet Service and Overtime hours to Payroll only for days provider is eligible. Payroll: Process payment based on data passed from CM.	Arrears: Yes Advance: Yes WPCS: Yes

No	Req ID	CI	Description	When	Action	Applies To:
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31	11998 21093		Timesheet Received Before End of the Pay Period – Future Hours	<p>When a timesheet is received by TPF before the end of the timesheet pay period</p> <p>AND</p> <p>The Provider recorded time for future days (days which fall after the date received at the TPF)</p> <p>For example:</p> <p>The current payroll period is the last semi-monthly pay period based on the present day; i.e. timesheet for part A (1st to 15th of the month) will be processed on the first business day after the 15th; timesheet for part B (16th to 31st of the month) will be processed on the first business after the 31st.</p>	<p>TPF: Sends timesheet data to CM.</p> <p>CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets.</p> <p>(Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Allocates task (hard edit) to the Payroll Work Queue – Timesheet Errors (IHSS timesheets) or WPCS (WPCS timesheets).</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p> <p>Generates exception: "Timesheet Received Before the End of the Pay Period and Time Claimed for Future Days."</p> <p>Provides timesheet image.</p> <p>Payroll: N/A</p>	Arrears: Yes Advance: Yes WPCS: Yes
32	16562		Timesheet Received Before End of the Pay Period – No Future Hours	<p>When a timesheet is received before the end of the timesheet pay period (not including weekend or state holidays) and passes all hard-edit validations</p> <p>AND</p> <p>The Provider did not record time for future days (days which fall after the date the timesheet was received at the TPF or the date an electronic timesheet is approved by the Recipient or the county on behalf of an unavailable Recipient, released by hyperlink for processing)</p> <p>For example:</p> <p>The current payroll period is the last semi-monthly pay period based on the present day; i.e. timesheet for part A (1st to 15th of the month) will be processed on the last business day of the pay period (excluding weekend and State holidays); timesheet for part B (16th to 31st of the month) will be processed on the last day of the month or the last business day of the pay period (excluding weekend and State holidays).</p>	<p>CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets.</p> <p>(Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Sets the Timesheet Status to Held – Early Submission.</p> <p>Generates exception message: "Timesheet received prior to the end of the pay period; timesheet held and will be released for processing after MM/DD/CCYY."*</p> <p>AND IF</p> <p>Timesheet Mode of entry is 'Electronic'</p> <p>THEN</p> <p>Generate email notification (ETSE09) to the Provider</p> <p>TPF: Provides timesheet image.</p> <p>Payroll: N/A</p> <p>*This will be the last day of the timesheet pay period.</p>	Arrears: Yes Advance: Yes WPCS: Yes
33	12068 21093		Timesheet Received Before End of Pay Period – Hours Recorded for Days Prior to Provider's Termination Date	<p>When a timesheet is received before the end of the timesheet pay period</p> <p>AND</p> <p>The Provider was only eligible for a portion of the pay period and then terminated</p> <p>AND</p> <p>Daily hours were only recorded for the days that the Provider was eligible</p>	<p>CM: Decreases the remaining IP hours by the amount of the hours to be processed.</p> <p>Records Weekly Provider Paid Hours and applies Overtime Calculation business rule and records total Overtime hours. (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Applies Sick Leave Accrued Date and Eligible Date business rules</p> <p>Applies the Weekly Maximums and the Overtime Maximums business rules and records the violations when applicable.</p> <p>Submits the Timesheet, Overtime and Travel Time hours to Payroll.</p> <p>Payroll: Process payment based on data passed from CM.</p>	Arrears: Yes Advance: Yes WPCS: Yes

34	12003 12 068 16197 16 199 21093	 CI-111727 - DSD BR TA TVP 34 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Hours Recorded Beyond Provider's Termination Date	<p>When the Provider was only eligible for a portion of the pay period and then terminated</p> <p>AND</p> <p>Daily hours were recorded for days before and after the Provider's termination</p>	<p>TPF: Sends timesheet data to CM.</p> <p>CM: Takes a snapshot of original timesheet data and stores in history table.</p> <p>Reduces the timesheet hours by the amount recorded on days the Provider was ineligible.</p> <p>Records Hours Not Paid in database.</p> <p>Decreases the remaining IP hours by the amount of the hours to be processed - days Provider is eligible.</p> <p>Records Weekly Provider Paid Hours and applies Overtime Calculation business rule and records total Overtime hours.</p> <p>Applies Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Applies the Weekly Maximums and the Overtime Maximums business rules and records the violations when applicable.</p> <p>Includes soft edit on Timesheet Exception Report – "Day XX - Hours Recorded Past the Provider Termination Date".</p> <p>Submits the Timesheet, Overtime and Travel Time hours to Payroll only for the days Provider is eligible.</p> <p>Payroll: Process payment based on data passed from CM.</p>	Arrears: Yes Advance: Yes WPCS: Yes
35			Removed CR 928			
36	12003 16198 16200 21093	 CI-111729 - DSD BR TA TVP 36 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Arrears Timesheet Advance Pay Authorized	When an IHSS Arrears timesheet is received and Advance Payments are authorized for the service month in which the pay period falls	<p>TPF: Sends timesheet data to CM.</p> <p>CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets.</p> <p>Applies Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Allocates task (hard edit) to the Payroll Work Queue - Timesheet Eligibility Errors</p> <p>Generates exception "Advance Payments Authorized".</p> <p>Provides timesheet image.</p> <p>Payroll: N/A</p>	Arrears: Yes Advance: No WPCS: No
37	12039 21093	 CI-111730 - DSD BR TA TVP 37 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	WPCS Hours Not Authorized	When a WPCS timesheet is received and WPCS hours are not authorized for the service month in which the pay period falls	<p>TPF: Sends timesheet data to CM.</p> <p>CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets.</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Allocates task (hard edit) to the Payroll Work Queue - WPCS.</p> <p>Generates exception "WPCS Hours Not Authorized".</p> <p>Provides timesheet image.</p> <p>Payroll: N/A</p>	Arrears: No Advance: No WPCS: Yes
38			Removed CR 928			

39	12004 13090 21093	CI-111732 - DSD BR TA TVP 39 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	No Exception Detected	<p>When a timesheet is received</p> <p>AND</p> <p>No hard edits are detected during processing</p> <p>AND</p> <p>No hold conditions are detected during processing</p> <p>AND</p> <p>No soft edits are detected during processing</p>	<p>CM: Decreases the remaining IP hours by the amount of the hours to be processed.</p> <p>Reduce the IHSS remaining hours in the given service month for IHSS Arrears timesheets</p> <p>Records Weekly Provider Paid Hours and applies Overtime Calculation business rule and records total Overtime hours.</p> <p>Applies Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Applies the Weekly Maximums and the Overtime Maximums business rules and records the violations when applicable.</p> <p>Submits the Timesheet Service and Overtime hours to Payroll.</p> <p>Payroll: Process payment based on data passed from CM.</p>	Arrears: Yes Advance: Yes WPCS: Yes
40	16550 12 020	CI-111733 - DSD BR TA TVP 40 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheets for Recipient/Provider Relationship Flagged for Review	<p>When a timesheet is received and passes all hard-edit validations</p> <p>OR</p> <p>Is released from Held – Late Submission</p> <p>OR</p> <p>Is released from Held – Early Submission</p> <p>OR</p> <p>Is released from Pending Recipient Electronic Review</p> <p>AND</p> <p>The timesheet passes all hard-edit validations</p> <p>AND</p> <p>Timesheets for that Recipient/Provider relationship are flagged for review</p>	<p>CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets.</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Sets the Timesheet Status to Held – Flagged for Review.</p> <p>Allocates task (hard edit) to the Payroll Work Queue – Timesheets on Hold.</p> <p>Generates exception: "Timesheet Flagged for Review."</p> <p>AND IF</p> <p>Timesheet Mode of entry is 'Electronic'</p> <p>THEN</p> <p>Generate email notification (ETSE09) to the Provider</p> <p>TPF: Provides timesheet image.</p> <p>Payroll: N/A</p>	Arrears: Yes Advance: Yes WPCS: No

No	Req ID	CI	Description	When	Action	Applies To:
41	16551 12020 5.14- 21a 21093	CI-111734 - DSD BR TA TVP 41 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet is Randomly Selected for Sampling – TPF Timesheets Only	<p>When a timesheet is received by TPF</p> <p>AND</p> <p>The timesheet passes all hard-edit validations</p> <p>AND</p> <p>The timesheet passes all other hold conditions</p> <p>AND</p> <p>The timesheet has not been released from any other hold condition</p> <p>AND</p> <p>The timesheet is not an electronic timesheet (not submitted over the ESP or TTS)</p> <p>AND</p> <p>The timesheet is selected for review through random sampling</p>	<p>TPF: Sends timesheet data to CM.</p> <p>CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets.</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Sets the Timesheet Status to Held – Random Sampling.</p> <p>Allocates task (hard edit) to the Payroll Work Queue – Timesheets on Hold.</p> <p>Generates exception: "Timesheet Selected for Random Sampling."</p> <p>TPF: Provides timesheet image.</p> <p>Payroll: N/A</p>	Arrears: Yes Advance: Yes WPCS: No

42	11999 21093	CI-111735 - DSD BR TA TVP 42 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Provider Claimed Hours Prior to Start Date – Start Date After Timesheet Pay Period  OR Provider Claimed Hours Only on Days Prior to Start Date – Start Date within Timesheet Pay Period	When the Provider's start date is after the timesheet pay period OR When the Provider's start date is not on the first day of pay period AND Daily hours are recorded only for days prior to the start date.	TPF: Sends timesheet data to CM. CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets. Do not apply Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens) Allocates task (hard edit) to the Payroll Work Queue – Timesheet Eligibility Errors (IHSS timesheets) or WPCS (WPCS timesheets). Generates exception: "Hours Recorded Prior to Provider Start Date." Provides timesheet image. Payroll: N/A	Arrears: Yes Advance: Yes WPCS: Yes
43	12004 21093	CI-111736 - DSD BR TA TVP 43 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	No Remaining Recipient Authorized Hours	When there are no remaining Recipient IP Mode of Service or WPCS hours at the time the timesheet is processed	TPF: Sends timesheet data to CM. CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets. Do not apply Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens) Allocates task (hard edit) to the Payroll Work Queue – Timesheet Errors (IHSS timesheets) or WPCS (WPCS timesheets). Generates exception: "No Remaining Recipient Authorized Hours." Provides timesheet image. Payroll: N/A	Arrears: Yes Advance: Yes WPCS: Yes
44	12004 21093	CI-111737 - DSD BR TA TVP 44 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	No Remaining Provider Assigned Hours	When there are no remaining Provider assigned hours at the time the timesheet is processed (if county assigned hours to the Provider)	TPF: Sends timesheet data to CM. CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets. Do not apply Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens) Allocates task (hard edit) to the Payroll Work Queue – Timesheet Errors (IHSS timesheets). Generates exception: "No Remaining Provider Assigned Hours." Provides timesheet image. Payroll: N/A	Arrears: Yes Advance: Yes WPCS: No
45	12003 16196 16198 16200	CI-111738 - DSD BR TA TVP 45 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Recipient is Both on Leave and Ineligible for the Entire Pay Period	When the Recipient is on leave for a portion of the pay period AND The Recipient is ineligible for the remaining days in pay period	TPF: Sends timesheet data to CM. CM: Allocates task (hard edit) to the Payroll Work Queue – Timesheet Eligibility Errors (IHSS timesheets) or WPCS (WPCS timesheets). Do not apply Sick Leave Accrued Date and Eligible Date business rules Generates exceptions: "Recipient is either ineligible or on leave for the entire pay period." Provides timesheet image. Payroll: N/A	Arrears: Yes Advance: Yes WPCS: Yes
45a	12003 16196 16198 16200	CI-111739 - DSD BR TA TVP 45a <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Recipient is On Leave and Ineligible for Portion of Pay Period and Daily Hours Recorded Only on Leave Days and Ineligible Days	When the Recipient is on leave and ineligible for a portion of the pay period and daily hours are recorded only on days the Recipient is on leave and ineligible	TPF: Sends timesheet data to CM. CM: Allocates task (hard edit) to the Payroll Work Queue – Timesheet Eligibility Errors (IHSS timesheets) or WPCS (WPCS timesheets). Do not apply Sick Leave Accrued Date and Eligible Date business rules Generates exception: "Recipient is either ineligible or on leave on the days, time is recorded." Provides timesheet image. Payroll: N/A	Arrears: Yes Advance: Yes WPCS: Yes

46	12003 16196 16197 16199	CI-111740 - DSD BR TA TVP 46 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Provider is Both on Leave and Ineligible for the Entire Pay Period	When the Provider is on leave for a portion of the pay period AND The Provider is ineligible for the remaining days in pay period	TPF: Sends timesheet data to CM. CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets. Do not apply Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens) Allocates task (hard edit) to the Payroll Work Queue – Timesheet Eligibility Errors (IHSS timesheets) or WPCS (WPCS timesheets). Generates exception: "Provider is either ineligible or on leave for the entire pay period." Provides timesheet image. Payroll: N/A	Arrears: Yes Advance: Yes WPCS: Yes
46a	12003 16196 16197 16199 21093	CI-111741 - DSD BR TA TVP 46a <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Provider is On Leave and Ineligible for Portion of Pay Period and Daily Hours Recorded Only on Leave Days and Ineligible Days	When the Provider is on leave and ineligible for a portion of the pay period and daily hours are recorded only on days the Provider is on leave and ineligible	TPF: Sends timesheet data to CM. CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets. Do not apply Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens) Allocates task (hard edit) to the Payroll Work Queue – Timesheet Eligibility Errors (IHSS timesheets) or WPCS (WPCS timesheets). Generates exception: "Provider is either ineligible or on leave on the days time is recorded." Provides timesheet image. Payroll: N/A	Arrears: Yes Advance: Yes WPCS: Yes
47	12002 5.14- 21a 12020 21093 12072 12073 20739	CI-111742 - DSD BR TA TVP 47 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet in Pending Issuance Status – Timesheet Received	When a timesheet was requested but not yet issued/printed/generated (Pending Issuance status) AND A timesheet with the same Timesheet Number is submitted to TPF, electronically over the ESP, or over the TTS.	CM: Decreases the remaining IP hours by the amount of the hours to be processed. Includes soft edit on Timesheet Exception Report – "Pending request to issue a timesheet for this pay period was not processed." Records Weekly Provider Paid Hours and applies Overtime Calculation business rule and records total Overtime hours. Applies Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens) Applies the Weekly Maximums and the Overtime Maximums business rules and records the violations when applicable. Cancel Pending Issuance print request for timesheet Submits the processed Timesheet Service and Overtime hours to Payroll. Payroll: Process payment based on data passed from CM.	Arrears: Yes Advance: Yes WPCS: Yes
48			Business Rule Removed –cancelled per CR721			
49			Removed CR 928			
50	11986 21093	CI-111745 - DSD BR TA TVP 50 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Time Recorded Beyond Pay Period End Date	When an entry is made in a time entry box beyond the pay period end date on a timesheet submitted to TPF	TPF: Sends timesheet data to CM. CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets. Do not apply Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens) Allocates task (hard edit) to the Payroll Work Queue – Timesheet Errors (IHSS timesheets) or WPCS (WPCS timesheets). Generates exception: "Time recorded beyond pay period end date." Provides timesheet image. Payroll: N/A	Arrears: Yes Advance: Yes WPCS: Yes

No	Req ID	CI	Description	When	Action	Applies To:
51			Removed with CR 1091			
52			Removed with CR 1091			
53			Removed with CR 1091			
54	11995	<a href="#">CI-480738 - DSD BR TA TVP 54</a> IMPLEMENTED	Timesheet Manual Entry – Time Entry – Do not display Travel Hours	When the Continue link is selected on the Timesheet Manual Entry – Timesheet Number screen OR When the Edit Timesheet link is selected on the View Timesheet screen	Displays the Timesheet Manual Entry – Time Entry screen without Travel entry boxes	Arrears: Yes Advance: Yes WPCS: Yes
55			Removed with CR 1091			
56			Removed with CR 1091			
57	20731 20740 21352	<a href="#">CI-480734 - DSD BR TA TVP 57</a> IMPLEMENTED	Determine Exceeds Weekly or Monthly Maximum	When a timesheet is processed, determine if an Exceeds Weekly or Monthly Maximum violation occurred	<p>CM: Takes a snapshot of original timesheet data and stores in history table.</p> <p>If the Provider has a Weekly Maximum Hours equal to 66:00 or 70:45</p> <p>AND The total weekly service hours previously paid plus the current claimed service hours exceeds the Providers Weekly Maximum Hours by more than the ViolationThresholdOneToOne or ViolationThresholdOneToMany as applicable for any workweek in the pay period being processed</p> <p>THEN Trigger the Overtime Violation – Exceeds Weekly Maximum</p> <p>AND Include TAEC102 soft edit on Timesheet Exception. TAEC102 verbiage will need to be "Exceeds Allowable Weekly Maximum for Workweek [X]" (where X will be the workweek where overtime hours are claimed which exceed the Weekly Overtime Maximum)</p> <p>AND IF Any training hours contributed to the provider exceeding the weekly maximum, exclude these hours. Training hours over the weekly limit will not cause an overtime violation and will not generate a timesheet exception.</p> <p>ELSE Provider has a Weekly Maximum Hours <u>not</u> equal to 66:00 or 70:45</p> <p>AND The total weekly service hours previously paid plus the current claimed service hours, exceeds the Providers Weekly Maximum Hours by more than the ViolationThresholdOneToOne or the ViolationThresholdOneToMany as applicable for any workweek in the pay period being processed</p> <p>THEN Trigger the Overtime Violation – Exceeds Monthly Maximum</p> <p>AND Include TAEC214 soft edit on Timesheet Exception Report – "Exceeds Allowable Monthly OT Maximum"</p> <p>NEXT <ul style="list-style-type: none"> <li>Submits the timesheet to Payroll only up to the IP Provider Assigned Hours.</li> <li>Applies Sick Leave Accrued Date and Eligible Date business rules</li> </ul> </p> <p>Payroll: Process payment based on data passed from CM</p> <p><b>NOTE:</b> <ul style="list-style-type: none"> <li>One-to-One threshold value is defined as one provider to one recipient regardless of the number of programs.</li> <li>One-to-Many threshold value is defined as one provider to more than one recipient regardless of the number of programs</li> </ul> </p>	Arrears: Yes Advance: Yes WPCS: Yes
58			Removed with CR 1089			
59			Removed with CR 1089			
60			Removed with CR 1091			Arrears: Yes Advance: No WPCS: Yes

No	Req ID	CI	Description	When	Action	Applies To:
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61	13099 12062	CI-481030 - DSD BR TA TVP 61 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Payment Correction Void/Reissue	<p>When a payment request is made on the Payment Correction screen and the Correction Type is:</p> <p>Timesheet Exception</p> <p>OR</p> <p>"Prior Underpayment"</p> <p>AND</p> <p>The warrant Status is "Void"</p> <p>AND</p> <p>The void reason is "Undeliverable"</p> <p>AND</p> <p>An Arrears timesheet has previously been issued for the next service period</p>	<p>CM: Next timesheet record is not created.</p>	N/A
62	20774 1 1990	CI-489913 - DSD BR TA TVP 62 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	TPF Mode of Entry – No Recipient Signature – BVI Recipient Review	<p>When a timesheet is identified by TPF as no Recipient signature appears on a timesheet</p> <p>AND</p> <p>The timesheet passes all other hard-edit validations</p> <p>AND</p> <p>The Recipient has BVI record with an indication of "Blind"</p> <p>AND</p> <p>The Recipient is registered with the TTS</p> <p>AND</p> <p>Timesheet is not held for Early Submission</p>	<p>TPF: Detects exception and sends error and timesheet data to CM.</p> <p>CM:</p> <p>Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets.</p> <p>Applies Sick Leave Accrued Date and Eligible Date business rules</p> <p>(Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Sets the Timesheet Status to Pending Recipient Electronic Review.</p> <p>Submits timesheet to TTS Recipient Outbound Campaign queue</p> <p>Generates exception: "BVI Recipient Review Required"</p> <p>Provides timesheet image.</p> <p>Payroll: N/A</p>	<p>Arrears: Yes</p> <p>Advance: No</p> <p>WPCS: Yes</p>
63	20774 2 0922	CI-489914 - DSD BR TA TVP 63 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Handling of Timesheet Pending Recipient Electronic Review – Timesheet Approval	<p>When any timesheet is held for Early Submission or held for Late Submission</p> <p>AND</p> <p>The Recipient uses the Telephone Timesheet System to Approve the timesheet</p>	<p>Release the Pending Recipient Electronic Review condition</p> <p>AND</p> <p>Retain timesheet status of Held – Early Submission</p> <p>OR</p> <p>Retain timesheet status of Held – Late Submission</p>	<p>Arrears: Yes</p> <p>Advance: No</p> <p>WPCS: Yes</p>
64	20774 2 0921	CI-489915 - DSD BR TA TVP 64 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Handling of Pending Recipient Electronic Review – BVI Recipient – Timesheet Rejection	<p>When a timesheet is Pending Recipient Electronic Review</p> <p>AND</p> <p>Mode of Entry = TPF</p> <p>The Recipient uses the Telephone Timesheet System to Reject the timesheet</p>	<p>CM:</p> <p>Update the timesheet status to 'Exception'</p> <p>AND</p> <p>Allocates task (hard edit) to the Payroll Work Queue – Timesheet Errors (IHSS timesheets) or WPCS (WPCS timesheets).</p> <p>AND</p> <p>Generates exception:</p> <p>"Rejected by BVI Recipient"</p> <p>TPF: Provides timesheet image.</p> <p>Payroll: N/A</p>	<p>Arrears: Yes</p> <p>Advance: No</p> <p>WPCS: Yes</p>
65			Removed with CR 1091			
66			Removed with CR 1091			
67			Removed with CR 1183			
68			Removed with CR 1183			
69			Removed with CR 1183			
70			Removed with CR 1183			

No	Req ID	CI	Description	When	Action	Applies To:
71			Removed with CR 1091			
72	20981 21093	CI-668135 - DSD BR TA TVP 72 [IMPLEMENTED]	Overtime Violation Exemption	<p>When a timesheet, payment correction, or special transaction triggers an overtime violation</p> <p>AND</p> <p>the transaction is for a period on or after the Violation Exemption Start Date [FLSA Configuration: Overtime Exemption Begin Date]</p>	<p>If the "Next Possible Violation Date" on the Provider Details screen is a date future to the Begin Date for the payment being processed do not trigger a violation</p> <p>[&gt;&lt;/ac:plain-text-body&gt;&lt;/ac:structured-macro&gt; Else if, the "Next Possible Violation Date" is either blank or on or before the Begin Date for the payment being processed</p> <ul style="list-style-type: none"> <li>Add a row with the violation information to the Overtime Violation screen with the following data:           <ul style="list-style-type: none"> <li>Violation Number (system generated)</li> <li>Recipient Name</li> <li>Case County – County that currently owns the case</li> <li>Program Type – Set to Program Type of payment being processed</li> <li>Transaction Type – Timesheet, Special Transaction, Payment Correction</li> <li>Service Month – Service period of payment</li> <li>Violation Date – Current Date</li> <li>Status – Inactive – Exemption</li> </ul> </li> </ul> <p>Create View Overtime Violations record with the following additional data:  Set Violation Status to "Inactive"  Violation Status Date – Current Date  Leave Violation Count blank</p> <p>Indicate Violation Type "Exceeds Weekly Maximum as "Yes"</p> <p>Set the following fields associated with the County Review section of the View Overtime Violations screen:  Set County Review Outcome to Override – Exemption  Set the County Review Name to "superuser"  Set the County Review Outcome Date to the current date  Set the County Review Entered Date to the current date  Set the Supervisor Review Outcome to Approved – Exemption  Set the Supervisor Name to superuser  Set the Supervisor Outcome Date to the current date  Set the Supervisor Outcome Entered Date to the current date  Set County Review Letter Date to blank  Set all fields to View Only  Allow View only access to all County Review screens  Process payment using overtime rules when applicable.  Applies Sick Leave Accrued Date and Eligible Date business rules</p>	Arrears: Yes Advance: Yes WPCS: Yes
73	20917	CI-705730 - DSD BR TA TVP 73 [IMPLEMENTED]	Generate Advance Pay Earnings Statement form	Upon receipt of Advance Pay Earnings Statement Data from Payroll	CM: Generate prepopulated Advance Pay Earnings Statement (SOC 2260) for with Provider Address, Recipient Case County return address and earning grid details to the Recipient Case County print queue.	Arrears: No Advance: Yes WPCS: No
74	20774 20919 21093	CI-706098 - DSD BR TA TVP 74 [IMPLEMENTED]	Mode of Entry TPF – Timesheet Held Early Submission or Late Submission – BVI Recipient Review Required	<p>When a timesheet is identified by TPF as no Recipient signature appears on a timesheet</p> <p>AND</p> <p>The timesheet passes all other hard-edit validations</p> <p>AND</p> <p>The Recipient has BVI record with an indication of "Blind"</p> <p>AND</p> <p>The Recipient is registered with the TTS</p> <p>AND</p> <p>Timesheet is held for Early Submission or Late Submission</p>	<p>TPF: Detects exception and sends error and timesheet data to CM.</p> <p>CM.</p> <p>Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets.</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p> <p>(Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Sets the Timesheet Status to Held – Early Submission or Held – Late Submission.</p> <p>Submits timesheet to</p> <p>TTS Recipient Outbound Campaign queue</p> <p>Generates exception: "BVI Recipient Review Required"</p> <p>Provides timesheet image.</p> <p>IF</p> <p>Held – Late Submission</p> <p>THEN ALSO</p> <p>Generate a task to the Timesheets on Hold Work Queue or to the WPCS Work Queue for "Late Timesheet submitted for Case Number [case number] Provider Number [Provider number]. Issue next timesheet."</p> <p>Payroll: N/A</p>	Arrears: Yes Advance: Yes WPCS: Yes

75	20774 20922	CI-706099 - DSD BR TA TVP 75 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Handling of Held Timesheet – Pending Recipient Electronic Review – Timesheet Approval	When a timesheet is held for Pending Recipient Electronic Review  AND  The Recipient uses the TTS or ESP to Approve the timesheet	CM:  Release the Pending Recipient Electronic Review condition  AND  Set the Recipient Signature datetime and Signature Method  AND  Release timesheet for payroll processing	Arrears: Yes Advance: Yes WPCS: Yes
76	20919 21093	CI-706100 - DSD BR TA TVP 76 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	TPF Timesheet, Manually entered timesheet or Electronically submitted timesheet (ESP or TTS) – Timely Submission	When a timesheet is received  AND  The timesheet passes all other hard-edit validations  AND  The timesheet type is:  IHSS Arrears  OR  WPCS  AND  The timesheet is received after the last day of the pay period for which services were provided  AND  The date received is not greater than 15 days after the last day of the pay period for which services were provided.	CM:  Continue with other hold condition validations and soft edit validation. Applies Sick Leave Accrued Date and Eligible Date business rules	Arrears: Yes Advance: No WPCS: Yes
77	20919	CI-706101 - DSD BR TA TVP 77 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	TPF Timesheet, Manually entered or Electronically submitted timesheet (ESP or TTS)	A timesheet is received or manually entered that is an: <ul style="list-style-type: none"><li>• IHSS Advance Pay</li><li>• Supplemental – IHSS Advance Pay</li><li>• Supplemental – IHSS Arrears</li><li>• Supplemental – WPCS</li></ul>	CM:  Do not evaluate timesheet for Late Timesheet	Arrears: Yes Advance: Yes WPCS: Yes
78	20919 21093	CI-706102 - DSD BR TA TVP 78 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	TPF Timesheet, Manually entered or Electronically submitted timesheet (ESP or TTS) – Late Submission	A timesheet is received or manually entered  AND  The HoldLateIHSTimesheet or HoldLateWPCSTimesheet Configuration value rule is met  AND  There is not a timesheet in "Exception" status for the same pay period and recipient provider relationship  AND  The Provider is not in a 'Terminated' status  AND  The 'Eligible' Provider Assignment record was not created within the last 45 days (Begin Date of the record may be more than 45 days prior)	CM:  Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets.  (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)  Do not apply Sick Leave Accrued Date and Eligible Date business rules  Set the Timesheet Status to Held – Late Submission.  Generate exception: "Late timesheet submission"  AND  Generate a task to the Timesheets on Hold Work Queue or the WPCS Work Queue for "Late Timesheet submitted for Case Number [case number] Provider Number [Provider number]. Issue next timesheet."  AND IF  Timesheet Mode of entry is 'Electronic'  THEN  Generate email notification (ETSE09) to the Provider  TPF: Provide timesheet image.  Payroll: N/A  Hold Timesheet for release by semi-monthly batch job  OR  Release by a County or WPCS user  THEN  After release process Timesheet against payroll business rules	Arrears: Yes Advance: No WPCS: Yes
79		CI-706103 - DSD BR TA TVP 79 <span style="border: 1px solid #ccc; padding: 2px;">CANCELLED</span>	Cancelled by CR 1287 – Sprint 39			

80	16562 21093	CI-706104 - DSD BR TA TVP 80 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Release of Held Timesheet – Batch – Early Submission	<p>When a timesheet is in a status of Held – Early Submission</p> <p>AND</p> <p>Batch job 800AINBN is processed</p> <p>AND</p> <p>The system date is the first day of the pay period following the pay period on the submitted timesheet</p>	<p>Decreases the remaining IP hours by the amount of the hours to be processed.</p> <p>Records Weekly Provider Paid Hours and applies Overtime Calculation business rule and records total Overtime hours.</p> <p>Applies Sick Leave Accrued Date and Eligible Date business rules</p> <p>(Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Applies the Weekly Maximums and the Overtime Maximums business rules and records the violations when applicable.</p> <p>Submits the Timesheet Service and Overtime hours to Payroll.</p> <p>Record the current date and the system user that released the timesheet for inclusion on the Timesheet Exception Summary report.</p> <p>Payroll: Process payment based on data passed from CM.</p>	<p>Arrears: Yes Advance: Yes WPCS: Yes</p>
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No	Req ID	CI	Description	When	Action	Applies To:
81	20920	CI-706105 - DSD BR TA TVP 81 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Release of Held Timesheet – Batch – Late Submission	<p>When a timesheet is in a status of Held – Late Submission</p> <p>AND</p> <p>The timesheet was held anytime up to the last day of the prior pay period</p> <p>AND</p> <p>Batch job 800AINCN is processed</p>	<p>Populate the Late Submission Release Date for the timesheet.</p> <p>Record the current date and the system user that released the timesheet for inclusion on the Timesheet Exception Summary report.</p> <p>Continue with other hold condition validations.</p> <p>IF</p> <p>Hold condition encountered for Excess Hours, Flagged for Review or Random Sampling,</p> <p>THEN</p> <p>Follow business rules for that hold condition,</p> <p>ELSE</p> <p>Continue with soft edit validation.</p> <p>Decreases the remaining IP hours by the amount of the hours to be processed.</p> <p>Records Weekly Provider Paid Hours and applies Overtime Calculation business rule and records total Overtime hours.</p> <p>Applies Sick Leave Accrued Date and Eligible Date business rules</p> <p>(Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens).</p> <p>Applies the Weekly Maximums and the Overtime Maximums business rules and records the violations when applicable.</p> <p>Submits the Timesheet Service and Overtime hours to Payroll.</p> <p>AND</p> <p>Update Timesheet status as appropriate.</p> <p>Payroll: Process payment based on data passed from CM.</p>	<p>Arrears: Yes Advance: No WPCS: Yes</p>

82	20920	 <p><b>CI-706106 - DSD BR TA</b> TVP 82 <b>IMPLEMENTED</b></p>	Release of Held Timesheet – County or WPCS User	<p>When a timesheet is in a status of Held – Late Submission</p> <p>AND</p> <p>The Release link is selected on the View Timesheet screen by a County or WPCS user with appropriate access</p>	<p>Populate the Late Submission Release Date for the timesheet.</p> <p>Record the current date and the user that released the timesheet for inclusion on the Timesheet Exception Summary report.</p> <p>Continue with other hold condition validations.</p> <p>IF</p> <p>Release action is taken, by a County user, on a case associated to a county other than the user's county location also send a notification "[case name] [case number] Cross County Timesheet Activity" to the case owner,</p> <p>AND IF</p> <p>Hold condition encountered for Excess Hours, Flagged for Review or Random Sampling,</p> <p>THEN</p> <p>Follow business rules for that hold condition,</p> <p>ELSE</p> <p>Continue with soft edit validation.</p> <p>Decreases the remaining IP hours by the amount of the hours to be processed.</p> <p>Records Weekly Provider Paid Hours and applies Overtime Calculation business rule and records total Overtime hours.</p> <p>Applies Sick Leave Accrued Date and Eligible Date business rules.</p> <p>(Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens).</p> <p>Applies the Weekly Maximums and the Overtime Maximums business rules and records the violations when applicable.</p> <p>Submits the Timesheet Service and Overtime hours to Payroll.</p> <p>AND</p> <p>Update Timesheet status as appropriate.</p> <p>Payroll: Process payment based on data passed from CM.</p>	Arrears: Yes Advance: No WPCS: Yes
83	20919	 <p><b>CI-706107 - DSD BR TA</b> TVP 83 <b>IMPLEMENTED</b></p>	TPF Timesheet or Manually entered timesheet – Evaluate Late Submission Configuration Value – IHSS Arrears	<p>When a timesheet is received</p> <p>AND</p> <p>The timesheet passes all other hard-edit validations</p> <p>AND</p> <p>The timesheet type is:</p> <p>IHSS Arrears</p> <p>AND</p> <p>The timesheet is received after the last day of the pay period for which services were provided</p> <p>AND</p> <p>The date received is greater than 15 days after the last day of the pay period for which services were provided</p> <p>AND</p> <p>The HoldLateIHSTimesheet Configuration value is 'TRUE'</p>	<p>CM:</p> <p>THEN</p> <p>Continue with Late Timesheet hold condition validations.</p> <p>ELSE</p> <p>Proceed with other hold condition validations and processing.</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p>	Arrears: Yes Advance: No WPCS: No

84	20919	 CI-706108 - DSD BR TA TVP 84 IMPLEMENTED	TPF Timesheet or Manually entered timesheet – Evaluate Late Submission Configuration Value – WPCS	<p>When a timesheet is received</p> <p>AND</p> <p>The timesheet passes all other hard-edit validations</p> <p>AND</p> <p>The timesheet type is:</p> <p>WPCS</p> <p>AND</p> <p>The timesheet is received after the last day of the pay period for which services were provided</p> <p>AND</p> <p>The date received is greater than 15 days after the last day of the pay period for which services were provided.</p> <p>AND</p> <p>The HoldLateWPCSTimesheet Configuration value is 'TRUE'</p>	<p>CM:</p> <p>THEN</p> <p>Continue with Late Timesheet hold condition validations.</p> <p>ELSE</p> <p>Proceed with other hold condition validations and processing.</p>	Arrears: No Advance: No WPCS: Yes
85	12072 12820	 CI-717671 - DSD BR TA TVP 85 IMPLEMENTED	PRNR998A Processing – Exceeds Provider Overtime Exemption Maximum – Exemption 1, Exemption 2 or Exemption 3	<p>When batch job PRNR998A processes</p> <p>AND</p> <p>A provider has an Overtime Violation Exemption for the service month being processed with an End Date after the current date</p> <p>AND</p> <p>Provider has an Exemption 1 (OERR01 - Parent Provider)</p> <p>OR</p> <p>Provider Pending Review - Exemption #1 (OERR05)</p> <p>AND</p> <p>The claimed service hours for the payment (IHSS or WPCS) plus any previously paid hours (IHSS and/or WPCS) for the service month exceeds [FLSAConfig: ExemptionType1] hours.</p> <p>OR</p> <p>Provider has an Exemption 2 (OERR02 - Extraordinary Circumstances)</p> <p>OR</p> <p>Provider Pending Review - Exemption #2 (OERR06)</p> <p>AND</p> <p>The claimed service hours for the payment (IHSS or WPCS) plus any previously paid hours (IHSS and/or WPCS) for the service month exceeds [FLSAConfig: ExemptionType2] hours.</p> <p>OR</p> <p>Provider has an Exemption 3 (WPCS)</p> <p>AND</p> <p>The claimed service hours for the payment (IHSS or WPCS) plus any previously paid hours (IHSS and/or WPCS) for the service month exceeds [FLSAConfig: ExemptionType3] hours.</p> <p><b>Testing Note:</b> [FLSAConfig: ExemptionTypeX] should display the Exemption Limit based upon the Exemption Type. This means that the three Exemptions Types should be assigned various limits to ensure that the correct value is used for comparison and display.</p>	<p>TPF: Sends timesheet data to CM.</p> <p>CM: Takes a snapshot of original timesheet data and stores in history table.</p> <p>Reduces the timesheet hours by the amount over the [FLSAConfig:ExemptionType1] OR [FLSAConfig: ExemptionType2] OR [FLSAConfig:ExemptionType3]. (When daily hours are processed, the reduction should be recorded from the latest day in the pay period and works backwards.)</p> <p>Records Hours Not Paid in database as "ihssCutbackExemptHoursMin or wpcsCutbackExemptHoursMin", based on Program Type associated with payment.</p> <p>Decreases the remaining IP or WPCS hours by the number of the hours:minutes to be paid.</p> <p>Records Weekly Provider Paid Hours and applies Overtime Calculation business rule and records total Overtime hours.</p> <p>Applies Sick Leave Accrued Date and Eligible Date business rules.</p> <p>Applies payment transaction details to "Monthly Provider Paid Hours Details screen for any service period on or after the [FLSAConfig: ExemptionCutbackStartDate]"</p> <p>Includes soft edit on Timesheet Exception Report – "Exceeds Overtime Exemption Limit".</p> <p>Submits the Timesheet Service and Overtime hours to Payroll only up to the provider assigned hours, recipient authorized hours or up to the applicable FLSAConfig: ExemptionTypeX limit.</p> <p>Payroll: Process payment based on data passed from CM.</p> <p><b>Testing Note:</b> Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens</p>	Arrears: Yes Advance: No WPCS: Yes

86	12072 12820		PRDR942A Processing – Exceeds Provider Overtime Exemption Maximum – Exemption 1, Exemption 2 or Exemption 3	<p>When batch job PRDR942A processes</p> <p>AND</p> <p>Provider has an Exemption 1 (Parent Provider)</p> <p>AND</p> <p>The claimed service hours for the payment (IHSS or WPCS) plus any previously paid hours (IHSS and/or WPCS) for the service month exceeds [FLSAConfig:ExemptionType1] hours.</p> <p>OR</p> <p>Provider has an Exemption 2 (Extraordinary Circumstances)</p> <p>AND</p> <p>The claimed service hours for the payment (IHSS or WPCS) plus any previously paid hours (IHSS and/or WPCS) for the service month exceeds [FLSAConfig:ExemptionType2] hours.</p> <p>OR</p> <p>Provider has an Exemption 3 (WPCS)</p> <p>AND</p> <p>The claimed service hours for the payment (IHSS or WPCS) plus any previously paid hours (IHSS and/or WPCS) for the service month exceeds [FLSAConfig:ExemptionType3] hours.</p> <p><b>Testing Note:</b> [FLSAConfig:ExemptionTypeX] should display the Exemption Limit based upon the Exemption Type. This means that the three Exemptions Types should be assigned various limits to ensure that the correct value is used for comparison and display.</p>	<p>CM:</p> <p>Takes a snapshot of original timesheet data and stores in history table.</p> <p>Reduces the timesheet hours by the amount over the [FLSAConfig:ExemptionType1] OR [FLSAConfig:ExemptionType2] OR [FLSAConfig:ExemptionType3]. (When daily hours are processed, the reduction should be recorded from the latest day in the pay period and works backwards.)</p> <p>Records Hours Not Paid in database as "ihssCutbackExemptHoursMin or wpcsCutbackExemptHoursMin", based on Program Type associated with payment.</p> <p>Decreases the remaining IP or WPCS hours by the number of the hours:minutes to be paid.</p> <p>Records Weekly Provider Paid Hours and applies Overtime Calculation business rule and records total Overtime hours.</p> <p>Applies Sick Leave Accrued Date and Eligible Date business rules</p> <p>Includes soft edit on Timesheet Exception Report – "Exceeds Overtime Exemption Limit".</p> <p>Applies payment transaction details to "Monthly Provider Paid Hours Details screen for any service period on or after the [FLSAConfig: ExemptionCutbackStartDate]"</p> <p>Submits the Timesheet Service and Overtime hours to Payroll only up to the recipient authorized hours or up to the FLSAConfig:ExemptionTypeLimit</p> <p>Payroll:</p> <p>Process payment based on data passed from CM.</p> <p><b>Testing Note:</b> Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens</p>	Arrears: Yes Advance: No WPCS: Yes
87	12072 12820		Timesheet Processing – All Claimed Hours Exceed Provider Overtime Exemption Maximum – Exemption 1, Exemption 2 or Exemption 3	<p>When a provider has an Overtime Violation Exemption for the service month being processed</p> <p>AND</p> <p>Provider has an Exemption 1 (Parent Provider)</p> <p>AND</p> <p>The Provider has already been paid up to the [FLSAConfig:ExemptionType1] hours for the service month being processed.</p> <p>OR</p> <p>Provider has an Exemption 2 (Extraordinary Circumstances)</p> <p>AND</p> <p>The Provider has already been paid up to the [FLSAConfig:ExemptionType2] hours for the service month being processed.</p> <p>OR</p> <p>Provider has an Exemption 3 (WPCS)</p> <p>AND</p> <p>The Provider has already been paid up to the [FLSAConfig:ExemptionType3] hours for the service month being processed.</p> <p><b>Testing Note:</b> [FLSAConfig:ExemptionTypeX] should display the Exemption Limit based upon the Exemption Type. This means that the three Exemptions Types should be assigned various limits to ensure that the correct value is used for comparison and display.</p>	<p>TPF: Detects exception and sends error to CM.</p> <p>CM:</p> <p>Takes a snapshot of original timesheet data and stores in history table.</p> <p>Records all Claimed Hours on this submitted timesheet as the Cutback Hours in the timesheet database</p> <p>Applies payment transaction details (to "Monthly Provider Paid Hours Details screen for any service period on or after the [FLSAConfig: ExemptionCutbackStartDate]"</p> <p>Allocates task (hard edit) to the Payroll Work Queue – Timesheet Errors (IHSS timesheets) or WPCS (WPCS timesheets).</p> <p>Generates exception: "Exceeds Overtime Exemption Limit"</p> <p>Provides timesheet image for TPF timesheet or Print capability for Electronic or Telephonic</p> <p>Payroll: N/A</p>	Arrears: Yes Advance: No WPCS: Yes

88	20774 11990	CI-753343 - DSD BR TA TVP 88 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Electronic Timesheet – Timesheet Communication Preference of Telephone	<p>When a timesheet is submitted electronically (Mode of Entry = Electronic or Telephonic) by a provider</p> <p>AND</p> <p>The timesheet passes all other hard-edit validations</p> <p>AND</p> <p>The Recipient has a Timesheet Communication Preference of "Telephone"</p> <p>AND</p> <p>Timesheet is not held for Early Submission</p>	<p>CM:</p> <p>Takes a snapshot of original timesheet data and stores in history table.</p> <p>Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets.</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p> <p>(Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Sets the Timesheet Status to Pending Recipient Electronic Review</p> <p>Submits timesheet to TTS Recipient Outbound Campaign queue</p> <p>Generates exception: "TTS Recipient Review Required"</p>	Arrears: Yes Advance: Yes WPCS: Yes
89		CI-753344 - DSD BR TA TVP 89 <span style="border: 1px solid #ccc; padding: 2px;">CANCELLED</span>	Cancelled by CR115 CGI M&O – PSR – EVV Simplification			
90	21005	CI-753345 - DSD BR TA TVP 90 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Handling of Additional Held Condition – Timesheet Approval	<p>When a timesheet is held for Early Submission or held for Late Submission</p> <p>AND</p> <p>The Recipient uses the TTS or ESP to Approve the timesheet</p>	<p>CM:</p> <p>Takes a snapshot of timesheet data and stores in history table.</p> <p>AND</p> <p>Records the Recipient Signature datetime and Signature Method</p> <p>AND</p> <p>Release the Pending Recipient Electronic Review condition</p> <p>AND</p> <p>Retain timesheet status of Held – Early Submission</p> <p>OR</p> <p>Retain timesheet status of Held – Late Submission</p>	Arrears: Yes Advance: Yes WPCS: Yes

No	Req ID	CI	Description	When	Action	Applies To:
91	21033 21150 20923	CI-753346 - DSD BR TA TVP 91 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Handling of Held Electronic Timesheet – Timesheet Rejection	<p>When an electronic timesheet (Mode of Entry = Electronic or Telephonic) is Pending Recipient Electronic Review</p> <p>OR</p> <p>When a timesheet is held for Early Submission or Late Submission and requires Recipient Review</p> <p>AND</p> <p>The Recipient uses the TTS to Reject the timesheet</p>	<p>CM:</p> <p>Takes a snapshot of original timesheet data and store in history table</p> <p>Create a Record on the TTS Release /Reject History table</p> <p>Update the timesheet status to "Recipient Rejected"</p> <p>Generates exception:</p> <p>"Rejected by Recipient using TTS"</p> <p>AND IF</p> <p>Mode of Entry = Electronic</p> <p>THEN</p> <p>Trigger Notification of Timesheet Rejection email (ETSE08) to the Provider</p> <p>ELSE IF</p> <p>Mode of Entry = Telephonic</p> <p>THEN</p> <p>Send timesheet to the Provider Outbound Campaign queue</p> <p>Payroll: N/A</p>	Arrears: Yes Advance: Yes WPCS: Yes
92		CI-753347 - DSD BR TA TVP 92 <span style="border: 1px solid #ccc; padding: 2px;">CANCELLED</span>	Cancelled by CR115 CGI M&O – PSR – EVV Simplification			

93	21153 21154 21155	CI-753348 - DSD BR TA TVP 93 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Mode of Entry Electronic or Telephonic – Timesheet Held Early Submission or Late Submission – Timesheet Communication Preference of Telephone	<p>When a timesheet is submitted electronically</p> <p>AND</p> <p>The timesheet passes all other hard-edit validations</p> <p>AND</p> <p>The Recipient has a Timesheet Communication Preference of Telephone</p> <p>AND</p> <p>Timesheet is held for Early Submission or Late Submission</p>	<p>CM:</p> <p>Takes a snapshot of original timesheet data and store in history table</p> <p>Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets.</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p> <p>(Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Sets the Timesheet Status to Held – Early Submission or Held – Late Submission.</p> <p>Submits timesheet to TTS Recipient Outbound Campaign queue</p> <p>Generates exception: "TTS Recipient Review Required"</p>	Arrears: Yes Advance: Yes WPCS: Yes
94	21018 21154 21153	CI-753349 - DSD BR TA TVP 94 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Handling of Timesheet Pending Recipient Electronic Review – Mode of Entry is Electronic – TTS Timesheet Approval	<p>When an timesheet with a Mode of Entry of Electronic is held for Pending Recipient Electronic Review</p> <p>AND</p> <p>The Recipient uses the Telephonic Timesheet System to Approve the timesheet</p>	<p>CM:</p> <p>Takes a snapshot of original timesheet data and store in history table</p> <p>AND</p> <p>Create a Record on the TTS Release /Reject History table</p> <p>AND</p> <p>Release the Held condition</p> <p>AND</p> <p>Capture the System Date of Recipient Electronic Signature as current system date</p> <p>AND</p> <p>Trigger Notification of Timesheet Approval email (ETSE07) to the Provider</p> <p>AND</p> <p>Release timesheet for payroll processing</p> <p>AND</p> <p>Evaluate for other Hold conditions</p>	Arrears: Yes Advance: Yes WPCS: Yes
95	21151 21032	CI-753350 - DSD BR TA TVP 95 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Mode of Entry Electronic or Telephonic – Recipient Timesheet Communication Preference is Email	<p>When a timesheet is submitted via ESP or TTS by a provider</p> <p>AND</p> <p>The timesheet passes all other hard-edit validations</p> <p>AND</p> <p>The Recipient has a Timesheet Communication Preference of Email</p> <p>AND</p> <p>Timesheet is not held for Early Submission</p>	<p>CM:</p> <p>Takes a snapshot of original timesheet data and stores in history table.</p> <p>Records Provider Signature datetime and Signature Method</p> <p>Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets.</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p> <p>(Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Sets the Timesheet Status to "Pending Recipient Electronic Review"</p> <p>AND</p> <p>Trigger Notification of Timesheets for Review email (ETSE06) to the Recipient</p> <p>Payroll: N/A</p>	Arrears: Yes Advance: Yes WPCS: Yes

96	21039	CI-753351 - DSD BR TA TVP 96 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Email Notification of No Recipient Action on Submitted Electronic Timesheet (ETSE15)	<p>When batch job 885DINDS is executed</p> <p>AND</p> <p>A timesheet with a Mode of Entry of 'Electronic' exists</p> <p>AND</p> <p>The timesheet has a status of 'Pending Recipient Electronic Review'</p> <p>AND</p> <p>The timesheet status date is 3, 7 or 10 business days prior to the batch run date</p>	<p>CM:</p> <p>Generate email notification (ETSE15) to the Provider.</p> <p>The email will indicate the number of calendar days that have elapsed since the timesheet was submitted by the provider.</p> <p>Payroll: N/A</p>	Arrears: Yes Advance: Yes WPCS: Yes
97			Removed with CR 1282			
98			Removed with CR 1282			
99	21032 21151	CI-786106 - DSD BR TA TVP 99 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Batch – Early Submission – Not yet Approved Recipient	<p>When a timesheet is in a status of Held – Early Submission</p> <p>AND</p> <p>Has a Mode of Entry of Electronic or Telephonic</p> <p>AND</p> <p>Batch job 800AINBN is processed</p> <p>AND</p> <p>The recipient has not approved the timesheet (No recipient signature detail)</p>	<p>CM:</p> <p>Takes a snapshot of original timesheet data and stores in history table.</p> <p>Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets.</p> <p>(Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Sets the Timesheet Status to Pending Recipient Electronic Review.</p> <p>AND IF</p> <p>The Recipient Timesheet Communication Preference is Telephone</p> <p>THEN</p> <p>Submits timesheet to the TTS Recipient Outbound Campaign queue</p> <p>ELSE IF</p> <p>The Recipient Timesheet Communication Preference is Email</p> <p>THEN</p> <p>Trigger Notification of Timesheets for Review email (ETSE06) to the Recipient</p> <p>Payroll: N/A</p>	Arrears: Yes Advance: Yes WPCS: Yes

100	21033 20923	CI-822379 - DSD BR TA TVP 100 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Handling of Held Electronic Timesheet – Timesheet Rejection	<p>When an electronic timesheet (Mode of Entry = Electronic or Telephonic) is Pending Recipient Electronic Review</p> <p>OR</p> <p>When a timesheet is held for Early Submission or Late Submission and requires Recipient Review</p> <p>AND</p> <p>The Recipient uses the ESP to Reject the timesheet</p>	<p>CM:</p> <p>Takes a snapshot of original timesheet data and store in history table</p> <p>Create a Record on the ESP Release /Reject History table</p> <p>Update the timesheet status to "Recipient Rejected"</p> <p>Generates exception: "Rejected by Recipient using IHSS Website"</p> <p>AND IF</p> <p>Mode of Entry = Electronic</p> <p>THEN</p> <p>Trigger Notification of Timesheet Rejection email (ETSE08) to the Provider</p> <p>ELSE IF</p> <p>Mode of Entry = Telephonic</p> <p>THEN</p> <p>Send trigger to the Provider Outbound Campaign queue</p> <p>Payroll: N/A</p>	Arrears: Yes Advance: Yes WPCS: Yes
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No	Req ID	CI	Description	When	Action	Applies To:
101	21157	CI-822380 - DSD BR TA TVP 101 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Processing Timesheet in Cancelled status	<p>When a timesheet is received from TPF</p> <p>AND</p> <p>CM Timesheet Status = Cancelled</p>	<p>CM:</p> <p>Update Mode of Entry = TPF</p> <p>AND</p> <p>Update Received Date</p> <p>AND</p> <p>Process timesheet based on Timesheet Validation and Processing, Hours Management, Overtime and Sick Leave Accrual Business Rules</p>	Arrears: Yes Advance: Yes WPCS: Yes
102	21005	CI-822381 - DSD BR TA TVP 102 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Set isETS Indicator	<p>When a timesheet is received with a Mode of Entry = Electronic</p> <p>OR</p> <p>Mode of Entry = Telephonic</p> <p>AND</p> <p>Recipient approves the timesheet using ESP</p> <p>OR</p> <p>Recipient approves the timesheet using TTS</p> <p>OR</p> <p>Recipient approves the timesheet using the EVV Exception process</p>	<p>IF</p> <p>CaseProviderEVVDetails.isETS = False</p> <p>THEN</p> <p>Update CaseProviderEVVDetails.isETS = True</p>	Arrears: Yes Advance: Yes WPCS: Yes

103	21185 21228 21230	CI-822568 - DSD BR TA TVP 103 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Confirm Timesheet Rejection - County Reject on Behalf of Deceased or on Leave Recipient  OR  Confirm Timesheet Rejection - County Reject Timesheet in Recipient Exception Review Required Status	A County User has navigated to the Confirm Timesheet Rejection pop-up screen by selecting Reject Timesheet on the Timesheet Approve/Reject screen  AND  The user selects Yes on the Confirm Timesheet Rejection pop-up	Take a snapshot of timesheet data and write to history AND Create a Record on the Electronic Timesheet Release/Reject History table AND Update Timesheet Status to 'County Rejected' AND Update Timesheet Status Date AND Return the user to the Timesheet Approve /Reject Screen  AND IF The timesheet was submitted via the ESP: THEN Generate Notification of Timesheet Rejection (ETSE08) to the Provider  ELSE IF The timesheet was submitted via the TTS: THEN Generate trigger for an outbound call to be made to the Provider to notify them of the rejection.	Arrears: Yes Advance: Yes WPCS: Yes
104	21185	CI-822569 - DSD BR TA TVP 104 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Approve Timesheet - County Approve on Behalf of Deceased or on Leave Recipient	The payroll approver user selects the Approve Timesheet link on the Timesheet Approve/Reject screen  AND  Selects the Yes button on the Approve Timesheet pop-up	Take a snapshot of timesheet data and write to history AND Create a Record on the Electronic Timesheet Release/Reject History table AND Release the timesheet for processing AND Recipient Signature Date/Time is updated to the current date and time AND Recipient Signature Method is updated to "County for Recipient" AND Return the user to the Timesheet Approve /Reject Screen AND Produce notification to the user who submitted the timesheet for approval - [case name] [case number] Timesheet Approval Request Completed AND Close the Timesheet Submitted for Approval task AND Do not capture the approve action on the E-Timesheet Release/Reject History screen	Arrears: Yes Advance: Yes WPCS: Yes
105	21205	CI-822661 - DSD BR TA TVP 105 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Submit Timesheet for Approval - County on Behalf of Deceased Recipient - Same County IHSS	A county user selects the Submit Timesheet for Approval link on the Timesheet Approve/Reject screen  AND  Selects the Yes button from from the Submit Timesheet for Approval pop-up  AND  The case is associated with the user's county	Produce Task to the Payments Pending Approval Queue (IHSS) - [case name] [case number] Review Timesheet Approval Request  AND  Return user to the Timesheet Approve/Reject screen in which the Approve Timesheet and Reject Approval Request links are visible	Arrears: Yes Advance: Yes WPCS: Yes
106	21205	CI-822662 - DSD BR TA TVP 106 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Submit Timesheet for Approval - County on Behalf of Deceased Recipient - WPCS	A WPCS user selects the Submit Timesheet for Approval link on the Timesheet Approve/Reject screen  AND  Selects the Yes button from from the Submit Timesheet for Approval pop-up	Produce Task to the WPCS Work Queue - [case name] [case number] Review Timesheet Approval Request  AND  Return user to the Timesheet Approve/Reject screen in which the Approve Timesheet and Reject Approval Request links are visible	Arrears: Yes Advance: Yes WPCS: Yes
107	21205	CI-822663 - DSD BR TA TVP 107 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Submit Timesheet for Approval - County on Behalf of Deceased Recipient - Cross County IHSS	The county user selects the Submit Timesheet for Approval link on the Timesheet Approve/Reject screen  AND  Selects the Yes button from from the Submit Timesheet for Approval pop-up  AND  The case is not associated with the user's county	Produce Task to the Payments Pending Approval Queue (IHSS) - [case name] [case number] Review Timesheet Approval Request  AND  Return user to the Timesheet Approve/Reject screen in which the Approve Timesheet and Reject Approval Request links are visible	Arrears: Yes Advance: Yes WPCS: Yes

108	21206	CI-822664 - DSD BR TA TVP 108 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Cancel Submit Timesheet for Approval Request	The county user selects the Cancel Request for Approval link on the Timesheet Approve/Reject screen  AND  Selects the Yes button from the pop-up	Produce Task to the Timesheet Approval Requester - [case name] [case number] Timesheet Approval Request Rejection – See Task History for Rejection Comments  AND  Returns user to the Timesheet Approve/Reject screen in which the Submit Timesheet for Approval and Reject Timesheet links are visible  AND  Timesheet Submitted for Approval task is closed	Arrears: Yes Advance: Yes WPCS: Yes
109	21222	CI-822665 - DSD BR TA TVP 109 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Reject Timesheet Approval Request	The payroll approver user selects the Reject Approval Request link on the Timesheet Approve/Reject screen  AND  Selects the Yes button on the Reject Approval Request pop-up  AND  Enters comments in the required comments field	Produce Task to the user who submitted the timesheet approval request - [case name] [case number] Timesheet Approval Rejection  AND  Return user to the Timesheet Approve/Reject screen in which the Approve Timesheet and Reject Approval Request links are no longer visible  AND  Timesheet Submitted for Approval task is closed	Arrears: Yes Advance: Yes WPCS: Yes
110	21229 21242	CI-822764 - DSD BR TA TVP 110 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Processing Timesheet for EVV Exception	When a timesheet is received at TPF  AND  The timesheet is for a Recipient with an EVV Exception  AND  No errors are detected.	TPF: <ul style="list-style-type: none"><li>• Bypass Hours, Minutes and EVV field OCR validation rules.</li><li>• Get submitted hours from the timesheet the provider submitted on ESP/TTS, not from the scanned timesheet.</li><li>• Capture the timesheet image.</li><li>• Capture Provider &amp; Recipient signature.</li><li>• Send timesheet data to CM and indicate that the timesheet is a Recipient Exception timesheet.</li><li>• Apply all other timesheet processing business rules.</li></ul> CM: <ul style="list-style-type: none"><li>• Update timesheet status and mark the timesheet as received.</li><li>• Monthly Provider Paid Hours are updated.</li><li>• Recipient Signature Method is set to TPF.</li></ul> Payroll: Process payment based on data passed from CM.	Arrears: Yes Advance: Yes WPCS: Yes

No	Req ID	CI	Description	When	Action	Applies To:
111	21228 21231	CI-822784 - DSD BR TA TVP 111 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Print Exception Timesheet - Recipient with an EVV Exception	A County User selects the Print Exception Timesheet link on the View Timesheet Hardcopy screen  AND  The user selects Yes on the Print Exception Timesheet pop-up	Prints the timesheet on the CMIPS printer assigned to the user  AND  Returns the user to the View Timesheet Hardcopy screen.	Arrears: Yes Advance: Yes WPCS: Yes
112	12004	CI-823121 - DSD BR TA TVP 112 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Exceed Recipient Authorized Hours - SOC	When the system calculated timesheet hours total is greater than the remaining Available Hours and less than or equal to the remaining IP Mode of Service hours for the Recipient  AND SOC Hours > 00:00.	Reduce the timesheet hours by the amount over the Recipient available hours. When daily hours are processed, the reduction starts with the latest day in the pay period and works backwards  AND Reduce the number of share of cost hours claimed in the service month  AND Decrease the remaining IP hours by the amount of the hours to be processed  AND Record Hours Not Paid  AND Decrease the Recipients remaining available hours claimed by the amount of the hours to be processed  AND If the hours claimed on the timesheet reaches an amount that is greater than the Recipient's authorized hours and share of cost hours are claimed, the system records the sum of the claimed share of cost hours and the number of hours exceeding the Recipient's total authorized hours and store this number as Hours Not Paid.	Arrears: Yes Advance: Yes WPCS: No

113	12703	 <b>CI-823166</b> - DSD BR TA TVP 113 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	IHSS Timesheet Flagged for Payment (Recipient SOC Hours > 00:00 in the service month)	<p>When an IHSS timesheet (including supplemental) is manually keyed OR When an IHSS timesheet (including supplemental) is received AND No hard edits are detected during processing AND No hold conditions are detected during processing AND No soft edits are detected during processing AND Recipient SOC Hours &gt; 00:00 HH:MM in the service month</p> <p>This denotes situations where: A CMIPS user selects to release a timesheet in a 'Held' status and timesheet moves to a 'Processed' status OR The timesheet is in a 'Held' status and CMIPS automatically releases from this status to a 'Processed' status via the 800AINDN job.</p>	Decrease the Recipient's Available Hours by the amount of the hours to be processed AND Decrease the available IP hours by the total number of hours determined to be payable during timesheet validation processing.	Arrears: Yes Advance: Yes WPCS: No
114	12004	 <b>CI-823176</b> - DSD BR TA TVP 114 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Exceed Recipient Available Hours (Recipient has Share of Cost)	<p>When a timesheet is submitted AND the Hours Claimed and the Total (HH:MM) &gt; 00:00 AND the service period falls within a service month in which the Recipient has SOC Hours &gt; 00:00 AND hours entered on the timesheet surpass the number of remaining Available Hours in the service month</p>	IF the Recipient has remaining hours/min in the service month Process the timesheet following existing business rules AND include soft edit on Timesheet Exception Report – "Hours Claimed Exceed Remaining Recipient Available Hours Due to Share of Cost" AND the sum total of the hours that exceed the remaining Available Hours for the service month display in the Case Hours Not Paid (HH:MM) field on the View Timesheet screen ELSE the Recipient has no remaining hours/min in the service month due to Share of Cost Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets AND do not apply Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens) AND generate exception: "Hours Claimed Exceed Remaining Recipient Available Hours Due to Share of Cost" AND IF the timesheet is submitted via Timesheet Manual Entry, generate exception, "Hours Claimed Exceed Remaining Recipient Available Hours Due to Share of Cost" as a hard edit	Arrears: Yes Advance: Yes WPCS: No
115	21291 21303	 <b>CI-823225</b> - DSD BR TA TVP 115 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Data Aggregation Batch - Multiple Check Out Events for Timesheet on a Single Day	When a Provider checks out multiple times for a recipient on a single day AND Batch job 111DTAGR is processed	The records in the EVV Location Data Table that are processed and pending are picked up AND daysHours for the specific recipient timesheet for that day are updated to zero	Arrears: Yes Advance: Yes WPCS: Yes
116	21291 21303	 <b>CI-823276</b> - DSD BR TA TVP 116 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Data Aggregation Batch - Hours Claimed on Timesheet on a Single Day exceeds Hours Between Start and End Time	When a Provider checks in and checks out for a recipient on a single day AND The hours claimed for that day is greater than the time span between the check in and check out times AND Batch job 111DTAGR is processed	The records in the EVV Location Data Table that are processed and pending are picked up AND daysHours for the specific recipient timesheet for that day are updated to zero	Arrears: Yes Advance: Yes WPCS: Yes

117	21291 21303 21309	CI-823277 - DSD BR TA TVP 117 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Data Aggregation Batch - Check In and Check Out Timestamps Outside Pay Period Start and End Dates	When a Provider checks in and checks out for a recipient while device is in offline mode during a pay period change  AND  The device comes back online  AND  Batch job 111DTAGR is processed	Check in or Check Out records outside of the pay period start and end dates for that timesheet are set to EXCEPTION status with the error message of "Check In/Out is not between the pay period start and end dates".	Arrears: Yes Advance: Yes WPCS: Yes
118	12004	CI-823420 - DSD BR TA TVP 118 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Exceed Remaining Recipient Authorized Back-up Hours	When a timesheet is submitted  And when the system calculated timesheet hours total is greater than the remaining back-up hours for the Recipient for a fiscal year  And the Provider has been indicated as a back-up provider for the pay period submitted	CM:  Takes a snapshot of original timesheet data and stores in history table.  Reduces the timesheet hours by the amount over the available Recipient back-up provider hours. When daily hours are processed, the reduction starts with the latest day in the pay period and works backwards  Records Hours Not Paid in database.  Decreases the Back-up Provider Remaining Hours and increases the Back-up Hours Paid by the amount of the hours to be processed.  Records Weekly Provider Paid Hours and applies Overtime Calculation business rule and records total Overtime hours.  Applies Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)  Applies the Weekly Maximum and the Overtime Maximum business rules and records the violations when appropriate.  Includes soft edit on Timesheet Exception Report – "Hours Claimed Exceed Remaining Back-up Provider Hours".  Submits the Timesheet Service and Overtime hours to Payroll only up to the provider assigned hours.  Payroll: Process payment based on data passed from CM.	Arrears: Yes Advance: Yes WPCS: Yes
119	12004	CI-823430 - DSD BR TA TVP 119 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	No Remaining Recipient Authorized Back-up Hours	When there are no remaining Recipient Authorized Back-up hours for the fiscal year	CM:  Identify if provider has been indicated as a back-up provider for the pay period submitted. Do not update Remaining Back-up Provider Hours, Weekly Provider Paid Hours and Overtime Hours buckets. Do not apply Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens) Allocates task (hard edit) to the Payroll Work Queue – Timesheet Errors (IHSS timesheets). Generates exception: "No Remaining Back-up Provider Hours." Provides timesheet image. Payroll: N/A	Arrears: Yes Advance: Yes WPCS: Yes
120	12072 12073 21349	CI-823473 - DSD BR TA TVP 120 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Calculate overtime on a timesheet when training time hours exist	When CM sets the status of a submitted timesheet to 'Processed',  AND  The Hours Claimed on the timesheet are under 40 for the workweek  AND  The sum total for the timesheet and a previously processed training time claim exceed 40 hours for the workweek	On the View Timesheet screen:  Display the Hours Paid at the Overtime Rate as the number of hours the timesheet contributed to the work week total exceeding 40 hours.  If the combined hours from a training time claim result in a provider's work week hours to exceed the weekly maximum (66 or 70:45) or the monthly recipient maximum (when applicable), CM will not generate an overtime violation.	Arrears: Yes WPCS: Yes

No	Req ID	CI	Description	When	Action	Applies To:
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121	21358 21365	 CI-823563 - DSD BR TA TVP 121 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Advance Pay – Back-Up Provider	When CM process an IHSS Advance Pay timesheet submitted by a provider for a period in which the provider is assigned at a back-up provider pay rate	<p>CM sends the timesheet web service transaction to MAS payroll with the hours claimed.</p> <p>AND</p> <p>CM creates a special transaction indicating the number of hours claimed in the pay period at the back-up provider rate</p> <p>Details on the Special Transaction record include:</p> <ul style="list-style-type: none"> <li>• Service Period From Date and To Date - aligns with the pay period on the processed timesheet</li> <li>• Payee Name – the provider name</li> <li>• Amount - \$0.00</li> <li>• Type = Advance Pay – Back-Up Provider</li> <li>• Rate Override - \$0.00</li> <li>• Hours (HH:MM) – aligns with the Case Hours Paid on the processed timesheet</li> <li>• Special Transaction Number – system generated</li> <li>• Status – Pending Payroll</li> <li>• Status Date – date spec tran is created</li> <li>• Program – IHSS</li> <li>• Submitted By – superuser</li> <li>• Approved By/Rejected By – superuser</li> <li>• Comments – indicates the timesheet number and the special transaction type (i.e TS &lt;timesheet #&gt;, Advance Pay – Back-Up Provider)</li> </ul>	Arrears: No Advance: Yes WPCS: No
122						
123						
124						
125						
126						
127						
128						
129						
130						

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing (1-10)

No	Req ID	CI	Description	When	Action	Applies To:
1	N/A		Refer to the IHSS CMIPS Program Support Plan for TPF Legacy Timesheet business processes.			
2	N/A		Refer to the IHSS CMIPS Program Support Plan for TPF Legacy Timesheet business processes.			
3	N/A		Refer to the IHSS CMIPS Program Support Plan for TPF Mailroom business processes.			
4	11990	 CI-111693 - DSD BR TA TVP 04 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	No Provider Signature	When no Provider signature appears on timesheet.	<p>TPF: Detects exception and sends error to CM.</p> <p>CM: Allocates task (hard edit) to the Payroll Work Queue – Timesheet Errors (IHSS timesheets) or WPCS (WPCS timesheets). Generates exception: "Missing Provider Signature." Provides timesheet image.</p> <p>Payroll: N/A</p>	Arrears: Yes Advance: Yes WPCS: Yes
5	11990 20774 21150 21033 21229	 CI-111694 - DSD BR TA TVP 05 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	No Recipient Signature	<p>When no Recipient signature appears on timesheet</p> <p>AND</p> <p>The Recipient does not have an indicated Timesheet Accommodation of "Telephonic System"</p>	<p>IF the timesheet is for a Recipient who has an EVV Exception</p> <p>TPF:</p> <ul style="list-style-type: none"> <li>• Detects exception (Recipient signature is not found) and sends error to CM.</li> <li>• Captures the timesheet image and sends to CM.</li> <li>• Captures the timesheet data and sends to CM.</li> </ul> <p>CM:</p> <ul style="list-style-type: none"> <li>• Provider Signature Method is blanked out.</li> <li>• If Mode of Entry is Electronic, then trigger notification of Timesheet Rejection email (ETSE08) to the Provider to inform them that they must resubmit the timesheet through the ESP/TTS.</li> <li>• If Mode of Entry is Telephonic, then send notification of Timesheet Rejection to the Provider Outbound Campaign queue to inform the Provider that they must resubmit the timesheet through the ESP/TTS.</li> </ul> <p>Payroll: N/A</p> <p>ELSE</p> <p>TPF: Detects exception (Recipient signature is not found) and sends error to CM.</p> <p>CM:</p> <ul style="list-style-type: none"> <li>• Allocates task (hard edit) to the Payroll Work Queue – Timesheet Errors (IHSS timesheets) or WPCS (WPCS timesheets).</li> <li>• Generates exception: Missing Recipient Signature.</li> <li>• Provides timesheet image.</li> </ul> <p>Payroll: N/A</p>	Arrears: Yes Advance: Yes WPCS: Yes
6	11986	 CI-111695 - DSD BR TA TVP 06 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	No Daily Hours or Minutes Entered	<p>When there are no hours or minutes entered in any of the daily entry fields on timesheet (blank timesheet)</p> <p>OR</p> <p>There are no time entries greater than zero (detected by CM)</p>	<p>TPF: Detects exception and sends error to CM.</p> <p>CM:</p> <ul style="list-style-type: none"> <li>• Allocates task (hard edit) to the Payroll Work Queue – Timesheet Errors (IHSS timesheets) or WPCS (WPCS timesheets).</li> <li>• Generates exception: "Missing Time Entries."</li> <li>• Provides timesheet image.</li> </ul> <p>Payroll: N/A</p>	Arrears: Yes Advance: Yes WPCS: Yes

7	11986	CI-111696 - DSD BR TA TVP 07 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	More Than 24 Hours	When any of the following conditions occur in the daily hours recorded (all it takes is one entry): <ul style="list-style-type: none"> <li>First number in the HH field is greater than 2</li> <li>First number in the HH field is 2 and second number in the HH field is greater than 4</li> <li>First number in the HH field is 2, second number in the HH field is equal to 4, and either the first or second number in the MM field is greater than zero</li> <li>The sum total (service + Career Pathways Training Time entry where Review Outcome =Approved) hours for a single day &gt; 24.</li> </ul>	TPF: Detects exception and sends error to CM.  CM: <ul style="list-style-type: none"> <li>Allocates task (hard edit) to the Payroll Work Queue – Timesheet Errors (IHSS timesheets) or WPCS (WPCS timesheets).</li> <li>Generates exception: "Day XX - Exceeds 24 Hours."</li> <li>When the daily hours are processed, reduces the timesheet service hours by the amount over the 24 daily limit.</li> <li>Records Hours Not Paid in database.</li> <li>Provides timesheet image.</li> </ul> Payroll: N/A	Arrears: Yes Advance: Yes WPCS: Yes
8	11986	CI-111697 - DSD BR TA TVP 08 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Non-Numeric Value in Daily Hours Entry	When any non-numeric character is contained in the Daily Hours field (all it takes is one entry).	TPF: Detects exception and sends error to CM.  CM: <ul style="list-style-type: none"> <li>Allocates task (hard edit) to the Payroll Work Queue – Timesheet Errors (IHSS timesheets) or WPCS (WPCS timesheets).</li> <li>Generates exception: "Day XX – Non-Numeric Value."</li> <li>Provides timesheet image.</li> </ul> Payroll: N/A	Arrears: Yes Advance: Yes WPCS: Yes
9	11986	CI-111698 - DSD BR TA TVP 09 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Multiple Entries in the Time Entry Field	When multiple entries are made in a time entry box (all it takes is one entry).	TPF: Detects exception and sends error to CM.  CM: <ul style="list-style-type: none"> <li>Allocates task (hard edit) to the Payroll Work Queue – Timesheet Errors (IHSS timesheets) or WPCS (WPCS timesheets).</li> <li>Generates exception: "Day XX – Multiple Entries in Time Entry Box."</li> <li>Provides timesheet image.</li> </ul> Payroll: N/A	Arrears: Yes Advance: Yes WPCS: Yes
10	11986	CI-111699 - DSD BR TA TVP 10 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Unreadable Entry in the Time Entry Field	When an unreadable entry is made in the time entry box (all it takes is one entry).	TPF: Detects exception and sends error to CM.  CM: <ul style="list-style-type: none"> <li>Allocates task (hard edit) to the Payroll Work Queue – Timesheet Errors (IHSS timesheets) or WPCS (WPCS timesheets).</li> <li>Generates exception: "Day XX – Unreadable Entry."</li> <li>Provides timesheet image.</li> </ul> Payroll: N/A	Arrears: Yes Advance: Yes WPCS: Yes

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing (11-20)

No	Req ID	CI	Description	When	Action	Applies To:
11	11986	<a href="#"> CI-111700 - DSD BR TA TVP 11</a> <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Writing Outside the Time Entry Boxes	When any hand written character appears on the form other than in the daily hours and signature fields AND The handwritten character is located within one-half inch of the daily hours fields	TPF: Detects exception and sends error to CM.  CM: Allocates task (hard edit) to the Payroll Work Queue – Timesheet Errors (IHSS timesheets) or WPCS (WPCS timesheets). Generates exception: "Writing Outside the Time Entry Boxes." Provides timesheet image.  Payroll: N/A	Arrears: Yes Advance: Yes WPCS: Yes
12	12002	<a href="#"> CI-111701 - DSD BR TA TVP 12</a> <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Number Not Found	When the Timesheet Number cannot be found in CMIPS	TPF: Sends timesheet data to CM.  CM: Allocates task (hard edit) to the Payroll Work Queue – Timesheet Errors (IHSS timesheets) or WPCS (WPCS timesheets). Generates exception: "Timesheet Number [insert timesheet number] Not Found." Provides timesheet image.  Payroll: N/A	Arrears: Yes Advance: Yes WPCS: Yes
13	11986	<a href="#"> CI-111702 - DSD BR TA TVP 13</a> <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Minutes Greater or Equal to 60	When an MM field is greater or equal to 60	TPF: Sends timesheet data to CM.  CM: Convert to the correct HH:MM format Submit to Payroll.  Payroll: Process payment based on data passed from CM	Arrears: Yes Advance: Yes WPCS: Yes
14	11986	<a href="#"> CI-111703 - DSD BR TA TVP 14</a> <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Daily Hours Exceed 24 Hours	When the HH field is greater than 24	TPF: Detects exception and sends error to CM.  CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets.  (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)  Allocates task (hard edit) to the Payroll Work Queue – Timesheet Errors (IHSS timesheets) or WPCS (WPCS timesheets).  If the timesheet was processed through TPF, generate exception "Day XX - Exceeds 24 Hours."  If the timesheet is being keyed on the Timesheet Manual Entry – Time Entries or Modify Timesheet Manual Entry screens, generates Curam out-of-the-box exception "The value entered is too long (<HH:MM>) - maximum allowed is '24:00'."  Provides timesheet image.  Payroll: N/A	Arrears: Yes Advance: Yes WPCS: Yes
15	11986	<a href="#"> CI-111704 - DSD BR TA TVP 15</a> <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Daily Hours Exceed 24 Hours	When the HH field is equal to 24 AND the MM field is greater than zero Only total hours.	TPF: Detects exception and sends error to CM.  CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets.  (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)  Allocates task (hard edit) to the Payroll Work Queue – Timesheet Errors (IHSS timesheets) or WPCS (WPCS timesheets).  If the timesheet was processed through TPF, generate exception "Day XX - Exceeds 24 Hours."  If the timesheet is being keyed on the Timesheet Manual Entry – Time Entries or Modify Timesheet Manual Entry screens, generates Curam out-of-the-box exception "The value entered is too long (<HH:MM>) - maximum allowed is '24:00'."  Provides timesheet image.  Payroll: N/A	Arrears: Yes Advance: Yes WPCS: Yes

16	12004 12072 12073 21093	CI-111705 - DSD BR TA TVP 16 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Exceed Recipient Authorized Hours	<p>When the system calculated total is greater than the remaining IP Mode of Service or WPCS hours for the Recipient</p> <p>CM: Takes a snapshot of original timesheet data and stores in history table.</p> <p>Reduces the timesheet hours by the amount over the recipient authorized hours. When daily hours are processed, the reduction starts with the latest day in the pay period and works backwards.</p> <p>Records Hours Not Paid in database.</p> <p>Decreases the remaining IP hours by the amount of the hours to be processed.</p> <p>Records Weekly Provider Paid Hours and applies Overtime Calculation business rule and records total Overtime hours.</p> <p>Applies Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Applies the Weekly Maximum and the Overtime Maximum business rules and records the violations, when appropriate.</p> <p>Includes soft edit on Timesheet Exception Report – "Hours Claimed Exceed Remaining Recipient Authorized Hours".</p> <p>Submits the Timesheet Service and Overtime hours to Payroll only up to the recipient authorized hours.</p> <p>Payroll: Process payment based on data passed from CM.</p> <p>Letters for IHSS Arrears and Advance Pay timesheets only:</p> <ul style="list-style-type: none"> <li>• Trigger Monthly Authorization Exceeded Letter – Provider – Select "The Monthly Authorized Hours For Your Recipient"</li> <li>• Trigger Monthly Authorization Exceeded Letter – Recipient – Select – Your Monthly Authorized Hours</li> </ul>	Arrears: Yes Advance: Yes WPCS: Yes
17	12004 12 072 12073 21093	CI-111706 - DSD BR TA TVP 17 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Exceed Provider Assigned Hours	<p>When the system calculated total is greater than the remaining assigned hours for Provider (if county assigned hours to Provider)</p> <p>CM: Takes a snapshot of original timesheet data and stores in history table.</p> <p>Reduces the timesheet hours by the amount over the provider assigned hours. When daily hours are processed, the reduction starts with the latest day in the pay period and works backwards.</p> <p>Records Hours Not Paid in database.</p> <p>Decreases the remaining IP and provider assigned hours by the amount of the hours to be processed.</p> <p>Records Weekly Provider Paid Hours and applies Overtime Calculation business rule and records total Overtime hours.</p> <p>Applies Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Applies the Weekly Maximum and the Overtime Maximum business rules and records the violations when appropriate.</p> <p>Includes soft edit on Timesheet Exception Report – "Hours Claimed Exceed Remaining Provider Assigned Hours".</p> <p>Submits the Timesheet Service and Overtime hours to Payroll only up to the provider assigned hours.</p> <p>Payroll: Process payment based on data passed from CM.</p> <p>Letters for IHSS Arrears and Advance Pay timesheets only:</p> <ul style="list-style-type: none"> <li>• Trigger Monthly Authorization Exceeded Letter – Provider – Select "The Monthly Provider Assigned Hours"</li> <li>• Trigger Monthly Authorization Exceeded Letter – Recipient – Select – The Providers Assigned Hours</li> </ul>	<p>Arrears: Yes Advance: Yes WPCS: No</p> <p>Note: Does not apply to WPCS because IHO does not assign hours to Providers.</p>

18	12008 12013 12020 21011	<span style="border: 1px solid #ccc; padding: 2px;">CI-111707 - DSD BR TA TVP 18 IMPLEMENTED</span>	Total of All Recipient Part A Timesheets for the Month Exceeds 70% of the Recipient's Authorized Hours	<p>When a Part A timesheet is not held for early or late submission OR Is released from Held – Late Submission OR Is released from Held – Early Submission OR Is released from Pending Recipient Electronic Review AND The timesheet passes all hard-edit validations AND The total hours paid for this timesheet and all Pending and Processed Part A timesheets for the Recipient for the month exceeds 70 percent of the Recipient's Total Auth to Purchase After Reduced Hours or WPCS hours</p>	<p>CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets.</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Sets the timesheet status to "Held – Excessive Hours Claimed".</p> <p>Allocates task (hard edit) to the Payroll Work Queue – Timesheets Over 70% (IHSS timesheets) or WPCS (WPCS timesheets).</p> <p>Generates exception "Hours claimed for first pay period exceed 70 percent of total Recipient authorized hours".</p> <p>Includes soft edit on Timesheet Exception Report – "Hours Claimed For First Pay Period Exceed 70 percent Of Total Recipient Authorized Hours".</p> <p>AND IF Timesheet Mode of entry is 'Electronic' THEN Generate email notification (ETSE09) to the Provider</p> <p>TPF: Provides timesheet image.</p> <p>Payroll: N/A</p>	Arrears: Yes Advance: Yes WPCS: Yes
			Timesheet Number Previously Processed	<p>When a timesheet (non-supplemental or supplemental) is in an Exception or Processed status (TPF mode of entry) AND A timesheet with the same Timesheet Number is submitted to TPF</p>	<p>TPF: Sends timesheet data to CM.</p> <p>CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets.</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Allocates task (hard edit) to the Payroll Work Queue – Timesheet Errors (IHSS timesheets) or WPCS (WPCS timesheets).</p> <p>Generates exception: "Duplicate Timesheet."</p> <p>Provides timesheet image.</p> <p>Payroll: N/A</p>	Arrears: Yes Advance: Yes WPCS: Yes
			Second Timesheet for Same Pay Period – Supplemental Timesheet	<p>When a supplemental timesheet is submitted AND A timesheet has been processed and paid previously for the same Recipient/Provider for the same pay period</p>	<p>CM: Decreases the remaining IP hours by the amount of the hours to be processed</p> <p>Records Weekly Provider Paid Hours and applies Overtime Calculation business rule and records total Overtime hours.</p> <p>Applies Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Applies the Weekly Maximum and the Overtime Maximum business rules and records violations when appropriate.</p> <p>Submits the Timesheet Service and Overtime hours to Payroll.</p> <p>Payroll: Processes payment based on data passed from CM</p>	Arrears: Yes Advance: Yes WPCS: Yes

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing (21-30)

No	Req ID	CI	Description	When	Action	Applies To:
21	12003 16198 16200	CI-111710 - DSD BR TA TVP 21 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Recipient Ineligible for Entire Pay Period	When the Recipient is ineligible for the entire pay period	TPF: Sends timesheet data to CM. CM: Allocates task (hard edit) to the Payroll Work Queue – Timesheet Eligibility Errors (IHSS timesheets) or WPCS (WPCS timesheets). Generates exception "Recipient ineligible for the entire pay period". Provides timesheet image. Payroll: N/A	Arrears: Yes Advance: Yes WPCS: Yes
21a	12003 16198 16200 21093	CI-111711 - DSD BR TA TVP 21a <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Recipient Ineligible for Portion of the Pay Period and Daily Hours Recorded Only on Ineligible Days	When the Recipient is ineligible for a portion of the pay period and daily hours are recorded only on days the Recipient is ineligible	TPF: Sends timesheet data to CM. CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets. Do not apply Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens) Allocates task (hard edit) to the Payroll Work Queue – Timesheet Eligibility Errors (IHSS timesheets) or WPCS (WPCS timesheets). Generates exception: "Recipient ineligible on the days time is recorded." Provides timesheet image. Payroll: N/A	Arrears: Yes Advance: Yes WPCS: Yes
22	12003 16197 16199 21093	CI-111712 - DSD BR TA TVP 22 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Provider Terminated and Ineligible for Entire Pay Period	When the Provider is terminated and ineligible for entire pay period	TPF: Sends timesheet data to CM. CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets. Do not apply Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens) Allocates task (hard edit) to the Payroll Work Queue – Timesheet Eligibility Errors (IHSS timesheets) or WPCS (WPCS timesheets). Generates exception "Provider terminated for the entire pay period". Provides timesheet image. Payroll: N/A	Arrears: Yes Advance: Yes WPCS: Yes
22a	12003 16197 16199 21093	CI-111713 - DSD BR TA TVP 22a <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Provider is Terminated for Portion of the Pay Period and Daily Hours Recorded Only on Terminated Days	When the Provider is terminated for a portion of the pay period and daily hours are recorded only on days the Provider is in a terminated status	TPF: Sends timesheet data to CM. CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets. Do not apply Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider - Paid Hours and the View Hours details screens) Allocates task (hard edit) to the Payroll Work Queue – Timesheet Eligibility Errors (IHSS timesheets) or WPCS (WPCS timesheets). Generates exception: "Provider terminated on the days time is recorded." Provides timesheet image	Arrears: Yes Advance: Yes WPCS: Yes
23	12003 16196	CI-111714 - DSD BR TA TVP 23 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Recipient On Leave for Entire Pay Period	When the Recipient is on leave for the entire pay period	TPF: Sends timesheet data to CM. CM: Allocates task (hard edit) to the Payroll Work Queue – Timesheet Eligibility Errors (IHSS timesheets) or WPCS (WPCS timesheets). Generates exceptions: "Recipient on leave for the entire pay period." Provides timesheet image. Payroll: N/A	Arrears: Yes Advance: Yes WPCS: Yes

23a	12003 16196 21093	<b>CI-111715</b> - DSD BR TA TVP 23a <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Recipient On Leave for Portion of the Pay Period and Daily Hours Recorded Only on Leave Days	When the Recipient is on leave for a portion of the pay period and daily hours are recorded only on days the Recipient is on leave	TPF: Sends timesheet data to CM. CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets. Do not apply Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens) Allocates task (hard edit) to the Payroll Work Queue – Timesheet Eligibility Errors (IHSS timesheets) or WPCS (WPCS timesheets). Generates exception: "Recipient on leave on the days' time is recorded." Provides timesheet image. Payroll: N/A	Arrears: Yes Advance: Yes WPCS: Yes
24	12003 16196 21093	<b>CI-111716</b> - DSD BR TA TVP 24 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Provider on Leave for the Entire Pay Period	When the Provider is on leave for the entire pay period	TPF: Sends timesheet data to CM. CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets. Do not apply Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens) Allocates task (hard edit) to the Payroll Work Queue – Timesheet Eligibility Errors (IHSS timesheets) or WPCS (WPCS timesheets). Generates exception: "Provider on leave for the entire pay period." Provides timesheet image. Payroll: N/A	Arrears: Yes Advance: Yes WPCS: Yes
24a	12003 16196 21093	<b>CI-111717</b> - DSD BR TA TVP 24a <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Provider On Leave for Portion of the Pay Period and Daily Hours Recorded Only on Leave Days	When the Provider is on leave for a portion of the pay period and daily hours are recorded only on days the Provider is on leave	TPF: Sends timesheet data to CM. CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets. Do not apply Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens) Allocates task (hard edit) to the Payroll Work Queue – Timesheet Eligibility Errors (IHSS timesheets) or WPCS (WPCS timesheets). Generates exception: "Provider on leave on the days' time is recorded." Provides timesheet image. Payroll: N/A	Arrears: Yes Advance: Yes WPCS: Yes
25	12003 1 6196 12 072 120 73 21093	<b>CI-111718</b> - DSD BR TA TVP 25 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Recipient on Leave for a Portion of the Pay Period and Daily Hours Recorded on Both Leave and Non-Leave Days	When the Recipient is on leave for only a portion of the pay period AND Daily hours are recorded on days that the Recipient is on leave and not on leave.	TPF: Sends timesheet data to CM. CM: Takes a "snapshot" of original timesheet data and stores in history table. Reduces the timesheet hours by the amount recorded on days the recipient was on leave. Records Hours Not Paid in database. Decreases the remaining IP hours by the amount of the hours to be processed - days recipient is not on leave. Records Weekly Provider Paid Hours and applies Overtime Calculation business rule and records total Overtime hours. Applies Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens) Includes soft edit on Timesheet Exception report and generates exception: "Day XX – Recipient on Leave." Submits the Timesheet Service and Overtime hours to Payroll. Payroll: Process payment based on data passed from CM.	Arrears: Yes Advance: Yes WPCS: Yes

26	12003 1 2072 12 073 16196 21093	 <b>CI-111719 - DSD BR</b> TA TVP 26 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Provider on Leave for a Portion of the Pay Period and Daily Hours Recorded on Both Leave and Non-Leave Days	When the Provider is on leave for only a portion of the pay period AND Daily hours are recorded on days that the Provider is on leave and not on leave.	TPF: Sends timesheet data to CM. CM: Takes a snapshot of original timesheet data and stores in history table. Reduces the timesheet hours by the amount recorded on days the provider was on leave. Records Hours Not Paid in database. Decreases the remaining IP hours by the amount of the hours to be processed - days provider is not on leave. Records Weekly Provider Paid Hours and applies Overtime Calculation business rule and records total Overtime hours. Applies Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens) Applies the Weekly Maximum and the Overtime Maximum business rules and records the violations when applicable. Includes soft edit on Timesheet Exception Report - "Day XX – Provider on Leave". Submits the Timesheet Service and Overtime hours to Payroll. Payroll: Process payment based on data passed from CM.	Arrears: Yes Advance: Yes WPCS: Yes
27	12004 1 2072 12 073 21093	 <b>CI-111720 - DSD BR</b> TA TVP 27 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Recipient Ineligible for Portion of Pay Period and Hours Claimed Appropriately	When the Recipient is eligible for only a portion of the pay period AND Daily hours are recorded only for the days that Recipient is eligible	CM: Decreases the remaining IP hours by the amount of the hours to be processed – all hours claimed. Records Weekly Provider Paid Hours and applies Overtime Calculation business rule and records total Overtime hours. Applies Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens) Applies the Weekly Maximums and the Overtime Maximums business rules and records the violations when applicable. Submits the Timesheet Service and Overtime hours to Payroll. Payroll: Process payment based on data passed from CM.	Arrears: Yes Advance: Yes WPCS: Yes
28	12003 1 2072 12 073 16198 1 6200 21093	 <b>CI-111721 - DSD BR</b> TA TVP 28 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Recipient is Ineligible for a Portion of Pay Period and Daily Hours Recorded on both Eligible and Ineligible Days	When the Recipient is only eligible for a portion of the pay period AND Daily hours are recorded on both days that the Recipient is eligible and days that the Recipient is ineligible	TPF: Sends timesheet data to CM. CM: Takes a snapshot of original timesheet data and stores in history table. Reduces the timesheet hours by the amount recorded on days the recipient was ineligible. Records Hours Not Paid in database. Decreases the remaining IP hours by the amount of the hours to be processed - days recipient is eligible. Records Weekly Provider Paid Hours and applies Overtime Calculation business rule and records total Overtime hours. Applies Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens) Applies the Weekly Maximums and the Overtime Maximums business rules and records the violations when applicable.  Includes soft edit on Timesheet Exception Report - "Day XX – Recipient ineligible for services". Submits the Timesheet Service and Overtime hours to Payroll for days recipient is eligible. Payroll: Process payment based on data passed from CM.	Arrears: Yes Advance: Yes WPCS: Yes

29	12072 1 2073 16199 21093	 CI-111722 - DSD BR TA TVP 29 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Provider Ineligible for Portion of Pay Period and Hours Claimed Appropriately	When the Provider is only eligible for a portion of the pay period AND Daily hours are recorded only for the days that the Provider is eligible	CM: Decreases the remaining IP hours by the amount of the hours to be processed – all hours claimed. Records Weekly Provider Paid Hours and applies Overtime Calculation business rule and records total Overtime hours. Applies Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens) Applies the Weekly Maximums and the Overtime Maximums business rules and records the violations when applicable. Submits the Timesheet Service and Overtime hours to Payroll. Payroll: Process payment based on data passed from CM.	Arrears: Yes Advance: Yes WPCS: Yes
30	11999 1 2072 12 073 21093	 CI-111723 - DSD BR TA TVP 30 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Provider Claimed Hours Prior to Start Date – Start Date within Timesheet Pay Period	When the Provider's start date is not on the first day of pay period AND Daily hours are recorded for days before and after the start date.	TPF: Sends timesheet data to CM. CM: Takes a snapshot of original timesheet data and stores in history table. Reduces the timesheet hours by the amount recorded on days the provider was ineligible. Records Hours Not Paid in database. Decreases the remaining IP hours by the amount of the hours to be processed - days provider is eligible. Records Weekly Provider Paid Hours and applies Overtime Calculation business rule and records total Overtime hours. Applies Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens) Applies the Weekly Maximums and the Overtime Maximums business rules and records the violations when applicable. Includes soft edit on Timesheet Exception Report – "Day XX - Hours Recorded Prior to provider Start Date". Submits the Timesheet Service and Overtime hours to Payroll only for days provider is eligible. Payroll: Process payment based on data passed from CM.	Arrears: Yes Advance: Yes WPCS: Yes

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing (31-40)

No	Req ID	CI	Description	When	Action	Applies To:
31	11998 21093	⊕ CI-111724 - DSD BR TA TVP 31 IMPLEMENTED	Timesheet Received Before End of the Pay Period – Future Hours	<p>When a timesheet is received by TPF before the end of the timesheet pay period</p> <p>AND</p> <p>The Provider recorded time for future days (days which fall after the date received at the TPF)</p> <p>For example: The current payroll period is the last semi-monthly pay period based on the present day; i.e. timesheet for part A (1st to 15th of the month) will be processed on the first business day after the 15th; timesheet for part B (16th to 31st of the month) will be processed on the first business after the 31st.</p>	<p>TPF: Sends timesheet data to CM.</p> <p>CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets.</p> <p>(Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Allocates task (hard edit) to the Payroll Work Queue – Timesheet Errors (IHSS timesheets) or WPCS (WPCS timesheets).</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p> <p>Generates exception: "Timesheet Received Before the End of the Pay Period and Time Claimed for Future Days."</p> <p>Provides timesheet image.</p> <p>Payroll: N/A</p>	Arrears: Yes Advance: Yes WPCS: Yes
32	16562	⊕ CI-111725 - DSD BR TA TVP 32 IMPLEMENTED	Timesheet Received Before End of the Pay Period – No Future Hours	<p>When a timesheet is received before the end of the timesheet pay period (not including weekend or state holidays) and passes all hard-edit validations</p> <p>AND</p> <p>The Provider did not record time for future days (days which fall after the date the timesheet was received at the TPF or the date an electronic timesheet is approved by the Recipient or the county on behalf of an unavailable Recipient, released by hyperlink for processing)</p> <p>For example: The current payroll period is the last semi-monthly pay period based on the present day; i.e. timesheet for part A (1st to 15th of the month) will be processed on the last business day of the pay period (excluding weekend and State holidays); timesheet for part B (16th to 31st of the month) will be processed on the last day of the month or the last business day of the pay period (excluding weekend and State holidays).</p>	<p>CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets.</p> <p>(Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Sets the Timesheet Status to Held – Early Submission.</p> <p>Generates exception message: "Timesheet received prior to the end of the pay period; timesheet held and will be released for processing after MM/DD/CCYY."*</p> <p>AND IF</p> <p>Timesheet Mode of entry is 'Electronic'</p> <p>THEN</p> <p>Generate email notification (ETSE09) to the Provider</p> <p>TPF: Provides timesheet image.</p> <p>Payroll: N/A</p> <p>*This will be the last day of the timesheet pay period.</p>	Arrears: Yes Advance: Yes WPCS: Yes
33	12068 21093	⊕ CI-111726 - DSD BR TA TVP 33 IMPLEMENTED	Timesheet Received Before End of Pay Period – Hours Recorded for Days Prior to Provider's Termination Date	<p>When a timesheet is received before the end of the timesheet pay period</p> <p>AND</p> <p>The Provider was only eligible for a portion of the pay period and then terminated</p> <p>AND</p> <p>Daily hours were only recorded for the days that the Provider was eligible</p>	<p>CM: Decreases the remaining IP hours by the amount of the hours to be processed.</p> <p>Records Weekly Provider Paid Hours and applies Overtime Calculation business rule and records total Overtime hours. (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Applies Sick Leave Accrued Date and Eligible Date business rules</p> <p>Applies the Weekly Maximums and the Overtime Maximums business rules and records the violations when applicable.</p> <p>Submits the Timesheet, Overtime and Travel Time hours to Payroll.</p> <p>Payroll: Process payment based on data passed from CM.</p>	Arrears: Yes Advance: Yes WPCS: Yes

34	12003 12 068 16197 16 199 21093	CI-111727 - DSD BR TA TVP 34 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Hours Recorded Beyond Provider's Termination Date	When the Provider was only eligible for a portion of the pay period and then terminated  AND  Daily hours were recorded for days before and after the Provider's termination	TPF: Sends timesheet data to CM.  CM: Takes a snapshot of original timesheet data and stores in history table.  Reduces the timesheet hours by the amount recorded on days the Provider was ineligible.  Records Hours Not Paid in database.  Decreases the remaining IP hours by the amount of the hours to be processed - days Provider is eligible.  Records Weekly Provider Paid Hours and applies Overtime Calculation business rule and records total Overtime hours.  Applies Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)  Applies the Weekly Maximums and the Overtime Maximums business rules and records the violations when applicable.  Includes soft edit on Timesheet Exception Report – "Day XX - Hours Recorded Past the Provider Termination Date".  Submits the Timesheet, Overtime and Travel Time hours to Payroll only for the days Provider is eligible.  Payroll: Process payment based on data passed from CM.	Arrears: Yes Advance: Yes WPCS: Yes
35			Removed CR 928			
36	12003 16198 16200 21093	CI-111729 - DSD BR TA TVP 36 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Arrears Timesheet Advance Pay Authorized	When an IHSS Arrears timesheet is received and Advance Payments are authorized for the service month in which the pay period falls	TPF: Sends timesheet data to CM.  CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets.  Applies Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)  Allocates task (hard edit) to the Payroll Work Queue - Timesheet Eligibility Errors  Generates exception "Advance Payments Authorized".  Provides timesheet image.  Payroll: N/A	Arrears: Yes Advance: No WPCS: No
37	12039 21093	CI-111730 - DSD BR TA TVP 37 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	WPCS Hours Not Authorized	When a WPCS timesheet is received and WPCS hours are not authorized for the service month in which the pay period falls	TPF: Sends timesheet data to CM.  CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets.  Do not apply Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)  Allocates task (hard edit) to the Payroll Work Queue - WPCS.  Generates exception "WPCS Hours Not Authorized".  Provides timesheet image.  Payroll: N/A	Arrears: No Advance: No WPCS: Yes
38			Removed CR 928			

39	12004 13090 21093	 CI-111732 - DSD BR TA TVP 39 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	No Exception Detected	<p>When a timesheet is received</p> <p>AND</p> <p>No hard edits are detected during processing</p> <p>AND</p> <p>No hold conditions are detected during processing</p> <p>AND</p> <p>No soft edits are detected during processing</p>	<p>CM: Decreases the remaining IP hours by the amount of the hours to be processed.</p> <p>Reduce the IHSS remaining hours in the given service month for IHSS Arrears timesheets</p> <p>Records Weekly Provider Paid Hours and applies Overtime Calculation business rule and records total Overtime hours.</p> <p>Applies Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Applies the Weekly Maximums and the Overtime Maximums business rules and records the violations when applicable.</p> <p>Submits the Timesheet Service and Overtime hours to Payroll.</p> <p>Payroll: Process payment based on data passed from CM.</p>	Arrears: Yes Advance: Yes WPCS: Yes
40	16550 12 020	 CI-111733 - DSD BR TA TVP 40 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheets for Recipient/Provider Relationship Flagged for Review	<p>When a timesheet is received and passes all hard-edit validations</p> <p>OR</p> <p>Is released from Held – Late Submission</p> <p>OR</p> <p>Is released from Held – Early Submission</p> <p>OR</p> <p>Is released from Pending Recipient Electronic Review</p> <p>AND</p> <p>The timesheet passes all hard-edit validations</p> <p>AND</p> <p>Timesheets for that Recipient/Provider relationship are flagged for review</p>	<p>CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets.</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Sets the Timesheet Status to Held – Flagged for Review.</p> <p>Allocates task (hard edit) to the Payroll Work Queue – Timesheets on Hold.</p> <p>Generates exception: "Timesheet Flagged for Review."</p> <p>AND IF</p> <p>Timesheet Mode of entry is 'Electronic'</p> <p>THEN</p> <p>Generate email notification (ETSE09) to the Provider</p> <p>TPF: Provides timesheet image.</p> <p>Payroll: N/A</p>	Arrears: Yes Advance: Yes WPCS: No

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing (41-50)

No	Req ID	CI	Description	When	Action	Applies To:
41	16551 12020 5.14- 21a 21093	CI-111734 - DSD BR TA TVP 41 IMPLEMENTED	Timesheet is Randomly Selected for Sampling – TPF Timesheets Only	When a timesheet is received by TPF AND The timesheet passes all hard-edit validations AND The timesheet passes all other hold conditions AND The timesheet has not been released from any other hold condition AND The timesheet is not an electronic timesheet (not submitted over the ESP or TTS) AND The timesheet is selected for review through random sampling	TPF: Sends timesheet data to CM. CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets. Do not apply Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens) Sets the Timesheet Status to Held – Random Sampling. Allocates task (hard edit) to the Payroll Work Queue – Timesheets on Hold. Generates exception: "Timesheet Selected for Random Sampling." TPF: Provides timesheet image. Payroll: N/A	Arrears: Yes Advance: Yes WPCS: No
42	11999 21093	CI-111735 - DSD BR TA TVP 42 IMPLEMENTED	Provider Claimed Hours Prior to Start Date – Start Date After Timesheet Pay Period OR Provider Claimed Hours Only on Days Prior to Start Date – Start Date within Timesheet Pay Period	When the Provider's start date is after the timesheet pay period OR When the Provider's start date is not on the first day of pay period AND Daily hours are recorded only for days prior to the start date.	TPF: Sends timesheet data to CM. CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets. Do not apply Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens) Allocates task (hard edit) to the Payroll Work Queue – Timesheet Eligibility Errors (IHSS timesheets) or WPCS (timesheets). Generates exception: "Hours Recorded Prior to Provider Start Date." Provides timesheet image. Payroll: N/A	Arrears: Yes Advance: Yes WPCS: Yes
43	12004 21093	CI-111736 - DSD BR TA TVP 43 IMPLEMENTED	No Remaining Recipient Authorized Hours	When there are no remaining Recipient IP Mode of Service or WPCS hours at the time the timesheet is processed	TPF: Sends timesheet data to CM. CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets. Do not apply Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens) Allocates task (hard edit) to the Payroll Work Queue – Timesheet Errors (IHSS timesheets) or WPCS (WPCS timesheets). Generates exception: "No Remaining Recipient Authorized Hours." Provides timesheet image. Payroll: N/A	Arrears: Yes Advance: Yes WPCS: Yes
44	12004 21093	CI-111737 - DSD BR TA TVP 44 IMPLEMENTED	No Remaining Provider Assigned Hours	When there are no remaining Provider assigned hours at the time the timesheet is processed (if county assigned hours to the Provider)	TPF: Sends timesheet data to CM. CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets. Do not apply Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens) Allocates task (hard edit) to the Payroll Work Queue – Timesheet Errors (IHSS timesheets). Generates exception: "No Remaining Provider Assigned Hours." Provides timesheet image. Payroll: N/A	Arrears: Yes Advance: Yes WPCS: No

45	12003 16196 16198 16200	CI-111738 - DSD BR TA TVP 45 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Recipient is Both on Leave and Ineligible for the Entire Pay Period	When the Recipient is on leave for a portion of the pay period AND The Recipient is ineligible for the remaining days in pay period	TPF: Sends timesheet data to CM. CM: Allocates task (hard edit) to the Payroll Work Queue – Timesheet Eligibility Errors (IHSS timesheets) or WPCS (WPCS timesheets). Do not apply Sick Leave Accrued Date and Eligible Date business rules Generates exceptions: "Recipient is either ineligible or on leave for the entire pay period." Provides timesheet image. Payroll: N/A	Arrears: Yes Advance: Yes WPCS: Yes
45a	12003 16196 16198 16200	CI-111739 - DSD BR TA TVP 45a <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Recipient is On Leave and Ineligible for Portion of Pay Period and Daily Hours Recorded Only on Leave Days and Ineligible Days	When the Recipient is on leave and ineligible for a portion of the pay period and daily hours are recorded only on days the Recipient is on leave and ineligible	TPF: Sends timesheet data to CM. CM: Allocates task (hard edit) to the Payroll Work Queue – Timesheet Eligibility Errors (IHSS timesheets) or WPCS (WPCS timesheets). Do not apply Sick Leave Accrued Date and Eligible Date business rules Generates exception: "Recipient is either ineligible or on leave on the days, time is recorded." Provides timesheet image. Payroll: N/A	Arrears: Yes Advance: Yes WPCS: Yes
46	12003 16196 16197 16199	CI-111740 - DSD BR TA TVP 46 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Provider is Both on Leave and Ineligible for the Entire Pay Period	When the Provider is on leave for a portion of the pay period AND The Provider is ineligible for the remaining days in pay period	TPF: Sends timesheet data to CM. CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets. Do not apply Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens) Allocates task (hard edit) to the Payroll Work Queue – Timesheet Eligibility Errors (IHSS timesheets) or WPCS (WPCS timesheets). Generates exception: "Provider is either ineligible or on leave for the entire pay period." Provides timesheet image. Payroll: N/A	Arrears: Yes Advance: Yes WPCS: Yes
46a	12003 16196 16197 16199 21093	CI-111741 - DSD BR TA TVP 46a <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Provider is On Leave and Ineligible for Portion of Pay Period and Daily Hours Recorded Only on Leave Days and Ineligible Days	When the Provider is on leave and ineligible for a portion of the pay period and daily hours are recorded only on days the Provider is on leave and ineligible	TPF: Sends timesheet data to CM. CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets. Do not apply Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens) Allocates task (hard edit) to the Payroll Work Queue – Timesheet Eligibility Errors (IHSS timesheets) or WPCS (WPCS timesheets). Generates exception: "Provider is either ineligible or on leave on the days time is recorded." Provides timesheet image. Payroll: N/A	Arrears: Yes Advance: Yes WPCS: Yes

47	12002 5.14- 21a 12020 21093 12072 12073 20739	 CI-111742 - DSD BR TA TVP 47 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet in Pending Issuance Status – Timesheet Received	When a timesheet was requested but not yet issued/printed/generated (Pending Issuance status) AND A timesheet with the same Timesheet Number is submitted to TPF, electronically over the ESP, or over the TTS.	CM: Decreases the remaining IP hours by the amount of the hours to be processed. Includes soft edit on Timesheet Exception Report – "Pending request to issue a timesheet for this pay period was not processed." Records Weekly Provider Paid Hours and applies Overtime Calculation business rule and records total Overtime hours. Applies Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens) Applies the Weekly Maximums and the Overtime Maximums business rules and records the violations when applicable. Cancel Pending Issuance print request for timesheet Submits the processed Timesheet Service and Overtime hours to Payroll. Payroll: Process payment based on data passed from CM.	Arrears: Yes Advance: Yes WPCS: Yes
48			Business Rule Removed –cancelled per CR721			
49			Removed CR 928			
50	11986 21093	 CI-111745 - DSD BR TA TVP 50 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Time Recorded Beyond Pay Period End Date	When an entry is made in a time entry box beyond the pay period end date on a timesheet submitted to TPF	TPF: Sends timesheet data to CM. CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets. Do not apply Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens) Allocates task (hard edit) to the Payroll Work Queue – Timesheet Errors (IHSS timesheets) or WPCS (WPCS timesheets). Generates exception: "Time recorded beyond pay period end date." Provides timesheet image. Payroll: N/A	Arrears: Yes Advance: Yes WPCS: Yes

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing (51-60)

No	Req ID	CI	Description	When	Action	Applies To:
51			Removed with CR 1091			
52			Removed with CR 1091			
53			Removed with CR 1091			
54	11995	CI-480738 - DSD BR TA TVP 54 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Manual Entry – Time Entry – Do not display Travel Hours	When the Continue link is selected on the Timesheet Manual Entry – Timesheet Number screen OR When the Edit Timesheet link is selected on the View Timesheet screen	Displays the Timesheet Manual Entry – Time Entry screen without Travel entry boxes	Arrears: Yes Advance: Yes WPCS: Yes
55			Removed with CR 1091			
56			Removed with CR 1091			
57	20731 20740 21352	CI-480734 - DSD BR TA TVP 57 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Determine Exceeds Weekly or Monthly Maximum	When a timesheet is processed, determine if an Exceeds Weekly or Monthly Maximum violation occurred	<p>CM: Takes a snapshot of original timesheet data and stores in history table.</p> <p>If the Provider has a Weekly Maximum Hours equal to 66:00 or 70:45</p> <p>AND The total weekly service hours previously paid plus the current claimed service hours exceeds the Providers Weekly Maximum Hours by more than the ViolationThresholdOneToOne or ViolationThresholdOneToMany as applicable for any workweek in the pay period being processed</p> <p>THEN Trigger the Overtime Violation – Exceeds Weekly Maximum</p> <p>AND Include TAEC102 soft edit on Timesheet Exception. TAEC102 verbiage will need to be "Exceeds Allowable Weekly Maximum for Workweek [X]" (where X will be the workweek where overtime hours are claimed which exceed the Weekly Overtime Maximum)</p> <p>AND IF Any training hours contributed to the provider exceeding the weekly maximum, exclude these hours. Training hours over the weekly limit will not cause an overtime violation and will not generate a timesheet exception.</p> <p>ELSE Provider has a Weekly Maximum Hours <u>not</u> equal to 66:00 or 70:45</p> <p>AND The total weekly service hours previously paid plus the current claimed service hours, exceeds the Providers Weekly Maximum Hours by more than the ViolationThresholdOneToOne or the ViolationThresholdOneToMany as applicable for any workweek in the pay period being processed</p> <p>THEN Trigger the Overtime Violation – Exceeds Monthly Maximum</p> <p>AND Include TAEC214 soft edit on Timesheet Exception Report – "Exceeds Allowable Monthly OT Maximum"</p> <p>NEXT <ul style="list-style-type: none"> <li>• Submits the timesheet to Payroll only up to the IP Provider Assigned Hours.</li> <li>• Applies Sick Leave Accrued Date and Eligible Date business rules</li> </ul> </p> <p>Payroll: Process payment based on data passed from CM</p> <p><b>NOTE:</b> <ul style="list-style-type: none"> <li>• One-to-One threshold value is defined as one provider to one recipient regardless of the number of programs.</li> <li>• One-to-Many threshold value is defined as one provider to more than one recipient regardless of the number of programs</li> </ul> </p>	Arrears: Yes Advance: Yes WPCS: Yes
58			Removed with CR 1089			
59			Removed with CR 1089			
60			Removed with CR 1091			Arrears: Yes Advance: No WPCS: Yes

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing (61-70)

No	Req ID	CI	Description	When	Action	Applies To:
61	13099 12062	CI-481030 - DSD BR TA TVP 61 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Payment Correction Void/Reissue	<p>When a payment request is made on the Payment Correction screen and the Correction Type is:</p> <p>Timesheet Exception</p> <p>OR</p> <p>"Prior Underpayment"</p> <p>AND</p> <p>The warrant Status is "Void"</p> <p>AND</p> <p>The void reason is "Undeliverable"</p> <p>AND</p> <p>An Arrears timesheet has previously been issued for the next service period</p>	CM: Next timesheet record is not created.	N/A
62	20774 1 1990	CI-489913 - DSD BR TA TVP 62 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	TPF Mode of Entry – No Recipient Signature – BVI Recipient Review	<p>When a timesheet is identified by TPF as no Recipient signature appears on a timesheet</p> <p>AND</p> <p>The timesheet passes all other hard-edit validations</p> <p>AND</p> <p>The Recipient has BVI record with an indication of "Blind"</p> <p>AND</p> <p>The Recipient is registered with the TTS</p> <p>AND</p> <p>Timesheet is not held for Early Submission</p>	<p>TPF: Detects exception and sends error and timesheet data to CM.</p> <p>CM:</p> <p>Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets.</p> <p>Applies Sick Leave Accrued Date and Eligible Date business rules</p> <p>(Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Sets the Timesheet Status to Pending Recipient Electronic Review.</p> <p>Submits timesheet to TTS Recipient Outbound Campaign queue</p> <p>Generates exception: "BVI Recipient Review Required"</p> <p>Provides timesheet image.</p> <p>Payroll: N/A</p>	Arrears: Yes Advance: No WPCS: Yes
63	20774 2 0922	CI-489914 - DSD BR TA TVP 63 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Handling of Timesheet Pending Recipient Electronic Review – Timesheet Approval	<p>When any timesheet is held for Early Submission or held for Late Submission</p> <p>AND</p> <p>The Recipient uses the Telephone Timesheet System to Approve the timesheet</p>	<p>Release the Pending Recipient Electronic Review condition</p> <p>AND</p> <p>Retain timesheet status of Held – Early Submission</p> <p>OR</p> <p>Retain timesheet status of Held – Late Submission</p>	Arrears: Yes Advance: No WPCS: Yes

64	20774 2 0921	 CI-489915 - DSD BR TA TVP 64 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Handling of Pending Recipient Electronic Review – BVI Recipient – Timesheet Rejection	When a timesheet is Pending Recipient Electronic Review  AND  Mode of Entry = TPF  The Recipient uses the Telephone Timesheet System to Reject the timesheet	CM:  Update the timesheet status to 'Exception'  AND  Allocates task (hard edit) to the Payroll Work Queue – Timesheet Errors (IHSS timesheets) or WPCS (WPCS timesheets).  AND  Generates exception:  "Rejected by BVI Recipient"  TPF: Provides timesheet image.  Payroll: N/A	Arrears: Yes Advance: No WPCS: Yes
65			Removed with CR 1091			
66			Removed with CR 1091			
67			Removed with CR 1183			
68			Removed with CR 1183			
69			Removed with CR 1183			
70			Removed with CR 1183			

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing (71-80)

No	Req ID	CI	Description	When	Action	Applies To:
71			Removed with CR 1091			
72	20981 21093	CI-668135 - DSD BR TA TVP 72 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Overtime Violation Exemption	<p>When a timesheet, payment correction, or special transaction triggers an overtime violation</p> <p>AND</p> <p>the transaction is for a period on or after the Violation Exemption Start Date [FLSA Configuration:Overtime Exemption Begin Date]</p>	<p>If the "Next Possible Violation Date" on the Provider Details screen is a date future to the Begin Date for the payment being processed do not trigger a violation</p> <p>]&gt;&lt;/ac:plain-text-body&gt;&lt;/ac:structured-macro&gt;</p> <p>Else if, the "Next Possible Violation Date" is either blank or on or before the Begin Date for the payment being processed</p> <ul style="list-style-type: none"> <li>• Add a row with the violation information to the Overtime Violation screen with the following data:</li> <li>• Violation Number (system generated)</li> <li>• Recipient Name</li> <li>• Case County – County that currently owns the case</li> <li>• Program Type – Set to Program Type of payment being processed</li> <li>• Transaction Type – Timesheet, Special Transaction, Payment Correction</li> <li>• Service Month – Service period of payment</li> <li>• Violation Date – Current Date</li> <li>• Status – Inactive – Exemption</li> </ul> <p>Create View Overtime Violations record with the following additional data:  Set Violation Status to "Inactive"  Violation Status Date – Current Date  Leave Violation Count blank</p> <p>Indicate Violation Type "Exceeds Weekly Maximum as "Yes"</p> <p>Set the following fields associated with the County Review section of the View Overtime Violations screen:  Set County Review Outcome to Override – Exemption  Set the County Review Name to "superuser"  Set the County Review Outcome Date to the current date  Set the County Review Outcome Entered Date to the current date  Set the Supervisor Review Outcome to Approved – Exemption  Set the Supervisor Name to superuser  Set the Supervisor Outcome Date to the current date  Set the Supervisor Outcome Entered Date to the current date  Set County Review Letter Date to blank  Set all fields to View Only  Allow View only access to all County Review screens  Process payment using overtime rules when applicable.  Applies Sick Leave Accrued Date and Eligible Date business rules</p>	Arrears: Yes Advance: Yes WPCS: Yes
73	20917	CI-705730 - DSD BR TA TVP 73 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Generate Advance Pay Earnings Statement form	Upon receipt of Advance Pay Earnings Statement Data from Payroll	CM: Generate prepopulated Advance Pay Earnings Statement (SOC 2260) for with Provider Address, Recipient Case County return address and earning grid details to the Recipient Case County print queue.	Arrears: No Advance: Yes WPCS: No

74	20774 20919 21093	CI-706098 - DSD BR TA TVP 74 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Mode of Entry TPF – Timesheet Held Early Submission or Late Submission – BVI Recipient Review Required	<p>When a timesheet is identified by TPF as no Recipient signature appears on a timesheet</p> <p>AND</p> <p>The timesheet passes all other hard-edit validations</p> <p>AND</p> <p>The Recipient has BVI record with an indication of "Blind"</p> <p>AND</p> <p>The Recipient is registered with the TTS</p> <p>AND</p> <p>Timesheet is held for Early Submission or Late Submission</p>	<p>TPF: Detects exception and sends error and timesheet data to CM.</p> <p>CM.</p> <p>Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets.</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p> <p>(Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Sets the Timesheet Status to Held – Early Submission or Held – Late Submission.</p> <p>Submits timesheet to</p> <p>TTS Recipient Outbound Campaign queue</p> <p>Generates exception: "BVI Recipient Review Required"</p> <p>Provides timesheet image.</p> <p>IF</p> <p>Held – Late Submission</p> <p>THEN ALSO</p> <p>Generate a task to the Timesheets on Hold Work Queue or to the WPCS Work Queue for "Late Timesheet submitted for Case Number [case number] Provider Number [Provider number]. Issue next timesheet."</p> <p>Payroll: N/A</p>	Arrears: Yes Advance: No WPCS: Yes
75	20774 20922	CI-706099 - DSD BR TA TVP 75 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Handling of Held Timesheet – Pending Recipient Electronic Review – Timesheet Approval	<p>When a timesheet is held for Pending Recipient Electronic Review</p> <p>AND</p> <p>The Recipient uses the TTS or ESP to Approve the timesheet</p>	<p>CM:</p> <p>Release the Pending Recipient Electronic Review condition</p> <p>AND</p> <p>Set the Recipient Signature datetime and Signature Method</p> <p>AND</p> <p>Release timesheet for payroll processing</p>	Arrears: Yes Advance: Yes WPCS: Yes
76	20919 21093	CI-706100 - DSD BR TA TVP 76 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	TPF Timesheet, Manually entered timesheet or Electronically submitted timesheet (ESP or TTS) – Timely Submission	<p>When a timesheet is received</p> <p>AND</p> <p>The timesheet passes all other hard-edit validations</p> <p>AND</p> <p>The timesheet type is:</p> <p>IHSS Arrears</p> <p>OR</p> <p>WPCS</p> <p>AND</p> <p>The timesheet is received after the last day of the pay period for which services were provided</p> <p>AND</p> <p>The date received is not greater than 15 days after the last day of the pay period for which services were provided.</p>	<p>CM:</p> <p>Continue with other hold condition validations and soft edit validation.</p> <p>Applies Sick Leave Accrued Date and Eligible Date business rules</p>	Arrears: Yes Advance: No WPCS: Yes
77	20919	CI-706101 - DSD BR TA TVP 77 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	TPF Timesheet, Manually entered or Electronically submitted timesheet (ESP or TTS)	<p>A timesheet is received or manually entered that is an:</p> <ul style="list-style-type: none"> <li>• IHSS Advance Pay</li> <li>• Supplemental – IHSS Advance Pay</li> <li>• Supplemental – IHSS Arrears</li> <li>• Supplemental – WPCS</li> </ul>	<p>CM:</p> <p>Do not evaluate timesheet for Late Timesheet</p>	Arrears: Yes Advance: Yes WPCS: Yes

78	20919 21093	CI-706102 - DSD BR TA TVP 78 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	TPF Timesheet, Manually entered or Electronically submitted timesheet (ESP or TTS) – Late Submission	<p>A timesheet is received or manually entered</p> <p>AND</p> <p>The HoldLateHSSTimesheet or HoldLateWPCSTimesheet Configuration value rule is met</p> <p>AND</p> <p>There is not a timesheet in "Exception" status for the same pay period and recipient provider relationship</p> <p>AND</p> <p>The Provider is not in a 'Terminated' status</p> <p>AND</p> <p>The 'Eligible' Provider Assignment record was not created within the last 45 days (Begin Date of the record may be more than 45 days prior)</p>	<p>CM: Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets.</p> <p>(Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p> <p>Set the Timesheet Status to Held – Late Submission.</p> <p>Generate exception: "Late timesheet submission"</p> <p>AND</p> <p>Generate a task to the Timesheets on Hold Work Queue or the WPCS Work Queue for "Late Timesheet submitted for Case Number [case number] Provider Number [Provider number]. Issue next timesheet."</p> <p>AND IF</p> <p>Timesheet Mode of entry is 'Electronic'</p> <p>THEN</p> <p>Generate email notification (ETSE09) to the Provider</p> <p>TPF: Provide timesheet image.</p> <p>Payroll: N/A</p> <p>Hold Timesheet for release by semi-monthly batch job</p> <p>OR</p> <p>Release by a County or WPCS user</p> <p>THEN</p> <p>After release process Timesheet against payroll business rules</p>	Arrears: Yes Advance: No WPCS: Yes
79		CI-706103 - DSD BR TA TVP 79 <span style="border: 1px solid #ccc; padding: 2px;">CANCELLED</span>	Cancelled by CR 1287 – Sprint 39			
80	16562 21093	CI-706104 - DSD BR TA TVP 80 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Release of Held Timesheet – Batch – Early Submission	<p>When a timesheet is in a status of Held – Early Submission</p> <p>AND</p> <p>Batch job 800AINBN is processed</p> <p>AND</p> <p>The system date is the first day of the pay period following the pay period on the submitted timesheet</p>	<p>Decreases the remaining IP hours by the amount of the hours to be processed.</p> <p>Records Weekly Provider Paid Hours and applies Overtime Calculation business rule and records total Overtime hours.</p> <p>Applies Sick Leave Accrued Date and Eligible Date business rules</p> <p>(Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Applies the Weekly Maximums and the Overtime Maximums business rules and records the violations when applicable.</p> <p>Submits the Timesheet Service and Overtime hours to Payroll.</p> <p>Record the current date and the system user that released the timesheet for inclusion on the Timesheet Exception Summary report.</p> <p>Payroll: Process payment based on data passed from CM.</p>	Arrears: Yes Advance: Yes WPCS: Yes

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing (81-90)

No	Req ID	CI	Description	When	Action	Applies To:
81	20920	 CI-706105 - DSD BR TA TVP 81 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	<p>Release of Held Timesheet – Batch – Late Submission</p>	<p>When a timesheet is in a status of Held – Late Submission</p> <p>AND</p> <p>The timesheet was held anytime up to the last day of the prior pay period</p> <p>AND</p> <p>Batch job 800AINCN is processed</p>	<p>Populate the Late Submission Release Date for the timesheet.</p> <p>Record the current date and the system user that released the timesheet for inclusion on the Timesheet Exception Summary report.</p> <p>Continue with other hold condition validations.</p> <p>IF</p> <p>Hold condition encountered for Excess Hours, Flagged for Review or Random Sampling,</p> <p>THEN</p> <p>Follow business rules for that hold condition,</p> <p>ELSE</p> <p>Continue with soft edit validation.</p> <p>Decreases the remaining IP hours by the amount of the hours to be processed.</p> <p>Records Weekly Provider Paid Hours and applies Overtime Calculation business rule and records total Overtime hours.</p> <p>Applies Sick Leave Accrued Date and Eligible Date business rules. (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens).</p> <p>Applies the Weekly Maximums and the Overtime Maximums business rules and records the violations when applicable.</p> <p>Submits the Timesheet Service and Overtime hours to Payroll.</p> <p>AND</p> <p>Update Timesheet status as appropriate.</p> <p>Payroll: Process payment based on data passed from CM.</p>	Arrears: Yes Advance: No WPCS: Yes

82	20920	 <b>CI-706106 - DSD BR TA</b> TVP 82 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Release of Held Timesheet – County or WPCS User	<p>When a timesheet is in a status of Held – Late Submission</p> <p>AND</p> <p>The Release link is selected on the View Timesheet screen by a County or WPCS user with appropriate access</p>	<p>Populate the Late Submission Release Date for the timesheet.</p> <p>Record the current date and the user that released the timesheet for inclusion on the Timesheet Exception Summary report.</p> <p>Continue with other hold condition validations.</p> <p>IF</p> <p>Release action is taken, by a County user, on a case associated to a county other than the user's county location also send a notification "[case name] [case number] Cross County Timesheet Activity" to the case owner,</p> <p>AND IF</p> <p>Hold condition encountered for Excess Hours, Flagged for Review or Random Sampling,</p> <p>THEN</p> <p>Follow business rules for that hold condition,</p> <p>ELSE</p> <p>Continue with soft edit validation.</p> <p>Decreases the remaining IP hours by the amount of the hours to be processed.</p> <p>Records Weekly Provider Paid Hours and applies Overtime Calculation business rule and records total Overtime hours.</p> <p>Applies Sick Leave Accrued Date and Eligible Date business rules.</p> <p>(Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens).</p> <p>Applies the Weekly Maximums and the Overtime Maximums business rules and records the violations when applicable.</p> <p>Submits the Timesheet Service and Overtime hours to Payroll.</p> <p>AND</p> <p>Update Timesheet status as appropriate.</p> <p>Payroll: Process payment based on data passed from CM.</p>	Arrears: Yes Advance: No WPCS: Yes
83	20919	 <b>CI-706107 - DSD BR TA</b> TVP 83 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	TPF Timesheet or Manually entered timesheet – Evaluate Late Submission Configuration Value – IHSS Arrears	<p>When a timesheet is received</p> <p>AND</p> <p>The timesheet passes all other hard-edit validations</p> <p>AND</p> <p>The timesheet type is:</p> <p>IHSS Arrears</p> <p>AND</p> <p>The timesheet is received after the last day of the pay period for which services were provided</p> <p>AND</p> <p>The date received is greater than 15 days after the last day of the pay period for which services were provided</p> <p>AND</p> <p>The HoldLateIHSTimesheet Configuration value is 'TRUE'</p>	<p>CM:</p> <p>THEN</p> <p>Continue with Late Timesheet hold condition validations.</p> <p>ELSE</p> <p>Proceed with other hold condition validations and processing.</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p>	Arrears: Yes Advance: No WPCS: No

84	20919	 CI-706108 - DSD BR TA TVP 84 IMPLEMENTED	TPF Timesheet or Manually entered timesheet – Evaluate Late Submission Configuration Value – WPCS	When a timesheet is received AND The timesheet passes all other hard-edit validations AND The timesheet type is: WPCS AND The timesheet is received after the last day of the pay period for which services were provided AND The date received is greater than 15 days after the last day of the pay period for which services were provided. AND The HoldLateWPCSTimesheet Configuration value is 'TRUE'	CM: THEN Continue with Late Timesheet hold condition validations. ELSE Proceed with other hold condition validations and processing.	Arrears: No Advance: No WPCS: Yes
85	12072 12820	 CI-717671 - DSD BR TA TVP 85 IMPLEMENTED	PRNR998A Processing – Exceeds Provider Overtime Exemption Maximum – Exemption 1, Exemption 2 or Exemption 3	When batch job PRNR998A processes AND A provider has an Overtime Violation Exemption for the service month being processed with an End Date after the current date AND Provider has an Exemption 1 (OERR01 - Parent Provider) OR Provider Pending Review - Exemption #1 (OERR05) AND The claimed service hours for the payment (IHSS or WPCS) plus any previously paid hours (IHSS and/or WPCS) for the service month exceeds [FLSAConfig: ExemptionType1] hours. OR Provider has an Exemption 2 (OERR02 - Extraordinary Circumstances) OR Provider Pending Review - Exemption #2 (OERR06) AND The claimed service hours for the payment (IHSS or WPCS) plus any previously paid hours (IHSS and/or WPCS) for the service month exceeds [FLSAConfig: ExemptionType2] hours. OR Provider has an Exemption 3 (WPCS) AND The claimed service hours for the payment (IHSS or WPCS) plus any previously paid hours (IHSS and/or WPCS) for the service month exceeds [FLSAConfig: ExemptionType3] hours.  <b>Testing Note:</b> [FLSAConfig: ExemptionTypeX] should display the Exemption Limit based upon the Exemption Type. This means that the three Exemptions Types should be assigned various limits to ensure that the correct value is used for comparison and display.	TPF: Sends timesheet data to CM. CM: Takes a snapshot of original timesheet data and stores in history table. Reduces the timesheet hours by the amount over the [FLSAConfig:ExemptionType1] OR [FLSAConfig: ExemptionType2] OR [FLSAConfig:ExemptionType3]. (When daily hours are processed, the reduction should be recorded from the latest day in the pay period and works backwards.) Records Hours Not Paid in database as "ihssCutbackExemptHoursMin or wpcsCutbackExemptHoursMin", based on Program Type associated with payment. Decreases the remaining IP or WPCS hours by the number of the hours:minutes to be paid. Records Weekly Provider Paid Hours and applies Overtime Calculation business rule and records total Overtime hours. Applies Sick Leave Accrued Date and Eligible Date business rules. Applies payment transaction details to "Monthly Provider Paid Hours Details screen for any service period on or after the [FLSAConfig: ExemptionCutbackStartDate]" Includes soft edit on Timesheet Exception Report – "Exceeds Overtime Exemption Limit". Submits the Timesheet Service and Overtime hours to Payroll only up to the provider assigned hours, recipient authorized hours or up to the applicable FLSAConfig: ExemptionTypeX limit. Payroll: Process payment based on data passed from CM. <b>Testing Note:</b> Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens	Arrears: Yes Advance: No WPCS: Yes

86	12072 12820		PRDR942A Processing – Exceeds Provider Overtime Exemption Maximum – Exemption 1, Exemption 2 or Exemption 3	<p>When batch job PRDR942A processes</p> <p>AND</p> <p>Provider has an Exemption 1 (Parent Provider)</p> <p>AND</p> <p>The claimed service hours for the payment (IHSS or WPCS) plus any previously paid hours (IHSS and/or WPCS) for the service month exceeds [FLSAConfig:ExemptionType1] hours.</p> <p>OR</p> <p>Provider has an Exemption 2 (Extraordinary Circumstances)</p> <p>AND</p> <p>The claimed service hours for the payment (IHSS or WPCS) plus any previously paid hours (IHSS and/or WPCS) for the service month exceeds [FLSAConfig:ExemptionType2] hours.</p> <p>OR</p> <p>Provider has an Exemption 3 (WPCS)</p> <p>AND</p> <p>The claimed service hours for the payment (IHSS or WPCS) plus any previously paid hours (IHSS and/or WPCS) for the service month exceeds [FLSAConfig:ExemptionType3] hours.</p> <p><b>Testing Note:</b> [FLSAConfig: ExemptionTypeX] should display the Exemption Limit based upon the Exemption Type. This means that the three Exemptions Types should be assigned various limits to ensure that the correct value is used for comparison and display.</p>	<p>CM:</p> <p>Takes a snapshot of original timesheet data and stores in history table.</p> <p>Reduces the timesheet hours by the amount over the [FLSAConfig:ExemptionType1] OR [FLSAConfig:ExemptionType2] OR [FLSAConfig:ExemptionType3]. (When daily hours are processed, the reduction should be recorded from the latest day in the pay period and works backwards.)</p> <p>Records Hours Not Paid in database as "ihssCutbackExemptHoursMin or wpcsCutbackExemptHoursMin", based on Program Type associated with payment.</p> <p>Decreases the remaining IP or WPCS hours by the number of the hours:minutes to be paid.</p> <p>Records Weekly Provider Paid Hours and applies Overtime Calculation business rule and records total Overtime hours.</p> <p>Applies Sick Leave Accrued Date and Eligible Date business rules</p> <p>Includes soft edit on Timesheet Exception Report – "Exceeds Overtime Exemption Limit".</p> <p>Applies payment transaction details to "Monthly Provider Paid Hours Details screen for any service period on or after the [FLSAConfig: ExemptionCutbackStartDate]"</p> <p>Submits the Timesheet Service and Overtime hours to Payroll only up to the recipient authorized hours or up to the FLSAConfig:ExemptionTypeLimit</p> <p>Payroll:</p> <p>Process payment based on data passed from CM.</p> <p><b>Testing Note:</b> Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens</p>	Arrears: Yes Advance: No WPCS: Yes
87	12072 12820		Timesheet Processing – All Claimed Hours Exceed Provider Overtime Exemption Maximum – Exemption 1, Exemption 2 or Exemption 3	<p>When a provider has an Overtime Violation Exemption for the service month being processed</p> <p>AND</p> <p>Provider has an Exemption 1 (Parent Provider)</p> <p>AND</p> <p>The Provider has already been paid up to the [FLSAConfig:ExemptionType1] hours for the service month being processed.</p> <p>OR</p> <p>Provider has an Exemption 2 (Extraordinary Circumstances)</p> <p>AND</p> <p>The Provider has already been paid up to the [FLSAConfig:ExemptionType2] hours for the service month being processed.</p> <p>OR</p> <p>Provider has an Exemption 3 (WPCS)</p> <p>AND</p> <p>The Provider has already been paid up to the [FLSAConfig:ExemptionType3] hours for the service month being processed.</p> <p><b>Testing Note:</b> [FLSAConfig: ExemptionTypeX] should display the Exemption Limit based upon the Exemption Type. This means that the three Exemptions Types should be assigned various limits to ensure that the correct value is used for comparison and display.</p>	<p>TPF: Detects exception and sends error to CM.</p> <p>CM:</p> <p>Takes a snapshot of original timesheet data and stores in history table.</p> <p>Records all Claimed Hours on this submitted timesheet as the Cutback Hours in the timesheet database</p> <p>Applies payment transaction details (to "Monthly Provider Paid Hours Details screen for any service period on or after the [FLSAConfig: ExemptionCutbackStartDate]"</p> <p>Allocates task (hard edit) to the Payroll Work Queue – Timesheet Errors (IHSS timesheets) or WPCS (WPCS timesheets).</p> <p>Generates exception: "Exceeds Overtime Exemption Limit"</p> <p>Provides timesheet image for TPF timesheet or Print capability for Electronic or Telephonic</p> <p>Payroll: N/A</p>	Arrears: Yes Advance: No WPCS: Yes

88	20774 11990	<a href="#">CI-753343 - DSD BR TA TVP 88</a> <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Electronic Timesheet – Timesheet Communication Preference of Telephone	<p>When a timesheet is submitted electronically (Mode of Entry = Electronic or Telephonic) by a provider</p> <p>AND</p> <p>The timesheet passes all other hard-edit validations</p> <p>AND</p> <p>The Recipient has a Timesheet Communication Preference of "Telephone"</p> <p>AND</p> <p>Timesheet is not held for Early Submission</p>	<p>CM:</p> <p>Takes a snapshot of original timesheet data and stores in history table.</p> <p>Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets.</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p> <p>(Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Sets the Timesheet Status to Pending Recipient Electronic Review</p> <p>Submits timesheet to TTS Recipient Outbound Campaign queue</p> <p>Generates exception: "TTS Recipient Review Required"</p>	Arrears: Yes Advance: Yes WPCS: Yes
89		<a href="#">CI-753344 - DSD BR TA TVP 89</a> <span style="border: 1px solid #ccc; padding: 2px;">CANCELLED</span>	Cancelled by <a href="#">CR115 CGI M&amp;O – PSR – EVV Simplification</a>			
90	21005	<a href="#">CI-753345 - DSD BR TA TVP 90</a> <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Handling of Additional Held Condition – Timesheet Approval	<p>When a timesheet is held for Early Submission or held for Late Submission</p> <p>AND</p> <p>The Recipient uses the TTS or ESP to Approve the timesheet</p>	<p>CM:</p> <p>Takes a snapshot of timesheet data and stores in history table.</p> <p>AND</p> <p>Records the Recipient Signature datetime and Signature Method</p> <p>AND</p> <p>Release the Pending Recipient Electronic Review condition</p> <p>AND</p> <p>Retain timesheet status of Held – Early Submission</p> <p>OR</p> <p>Retain timesheet status of Held – Late Submission</p>	Arrears: Yes Advance: Yes WPCS: Yes

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing (91-100)

No	Req ID	CI	Description	When	Action	Applies To:
91	21033 21150 20923	 CI-753346 - DSD BR TA TVP 91 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Handling of Held Electronic Timesheet – Timesheet Rejection	When an electronic timesheet (Mode of Entry = Electronic or Telephonic) is Pending Recipient Electronic Review  OR  When a timesheet is held for Early Submission or Late Submission and requires Recipient Review  AND  The Recipient uses the TTS to Reject the timesheet	CM:  Takes a snapshot of original timesheet data and store in history table  Create a Record on the TTS Release /Reject History table  Update the timesheet status to "Recipient Rejected"  Generates exception:  "Rejected by Recipient using TTS"  AND IF  Mode of Entry = Electronic  THEN  Trigger Notification of Timesheet Rejection email (ETSE08) to the Provider  ELSE IF  Mode of Entry = Telephonic  THEN  Send timesheet to the Provider Outbound Campaign queue  Payroll: N/A	Arrears: Yes Advance: Yes WPCS: Yes
92		 CI-753347 - DSD BR TA TVP 92 <span style="border: 1px solid #ccc; padding: 2px;">CANCELLED</span>	Cancelled by CR115 CGI M&O – PSR – EVV Simplification			
93	21153 21154	 CI-753348 - DSD BR TA TVP 93 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Mode of Entry Electronic or Telephonic – Timesheet Held Early Submission or Late Submission – Timesheet Communication Preference of Telephone	When a timesheet is submitted electronically  AND  The timesheet passes all other hard-edit validations  AND  The Recipient has a Timesheet Communication Preference of Telephone  AND  Timesheet is held for Early Submission or Late Submission	CM:  Takes a snapshot of original timesheet data and store in history table  Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets.  Do not apply Sick Leave Accrued Date and Eligible Date business rules  (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)  Sets the Timesheet Status to Held – Early Submission or Held – Late Submission.  Submits timesheet to TTS Recipient Outbound Campaign queue  Generates exception: "TTS Recipient Review Required"	Arrears: Yes Advance: Yes WPCS: Yes

94	21018 21154 21153	 CI-753349 - DSD BR TA TVP 94 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Handling of Timesheet Pending Recipient Electronic Review – Mode of Entry is Electronic – TTS Timesheet Approval	<p>When an timesheet with a Mode of Entry of Electronic is held for Pending Recipient Electronic Review</p> <p>AND</p> <p>The Recipient uses the Telephonic Timesheet System to Approve the timesheet</p>	<p>CM:</p> <p>Takes a snapshot of original timesheet data and store in history table</p> <p>AND</p> <p>Create a Record on the TTS Release /Reject History table</p> <p>AND</p> <p>Release the Held condition</p> <p>AND</p> <p>Capture the System Date of Recipient Electronic Signature as current system date</p> <p>AND</p> <p>Trigger Notification of Timesheet Approval email (ETSE07) to the Provider</p> <p>AND</p> <p>Release timesheet for payroll processing</p> <p>AND</p> <p>Evaluate for other Hold conditions</p>	<p>Arrears: Yes</p> <p>Advance: Yes</p> <p>WPCS: Yes</p>
95	21151 21032	 CI-753350 - DSD BR TA TVP 95 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Mode of Entry Electronic or Telephonic – Recipient Timesheet Communication Preference is Email	<p>When a timesheet is submitted via ESP or TTS by a provider</p> <p>AND</p> <p>The timesheet passes all other hard-edit validations</p> <p>AND</p> <p>The Recipient has a Timesheet Communication Preference of Email</p> <p>AND</p> <p>Timesheet is not held for Early Submission</p>	<p>CM:</p> <p>Takes a snapshot of original timesheet data and stores in history table.</p> <p>Records Provider Signature datetime and Signature Method</p> <p>Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets.</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p> <p>(Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Sets the Timesheet Status to "Pending Recipient Electronic Review"</p> <p>AND</p> <p>Trigger Notification of Timesheets for Review email (ETSE06) to the Recipient</p> <p>Payroll: N/A</p>	<p>Arrears: Yes</p> <p>Advance: Yes</p> <p>WPCS: Yes</p>
96	21039	 CI-753351 - DSD BR TA TVP 96 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Email Notification of No Recipient Action on Submitted Electronic Timesheet (ETSE15)	<p>When batch job 885DINDS is executed</p> <p>AND</p> <p>A timesheet with a Mode of Entry of 'Electronic' exists</p> <p>AND</p> <p>The timesheet has a status of 'Pending Recipient Electronic Review'</p> <p>AND</p> <p>The timesheet status date is 3, 7 or 10 business days prior to the batch run date</p>	<p>CM:</p> <p>Generate email notification (ETSE15) to the Provider.</p> <p>The email will indicate the number of calendar days that have elapsed since the timesheet was submitted by the provider.</p> <p>Payroll: N/A</p>	<p>Arrears: Yes</p> <p>Advance: Yes</p> <p>WPCS: Yes</p>
97			Removed with CR 1282			
98			Removed with CR 1282			

99	21032 21151	 CI-786106 - DSD BR TA TVP 99 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Batch – Early Submission – Not yet Approved Recipient	<p>When a timesheet is in a status of Held – Early Submission</p> <p>AND</p> <p>Has a Mode of Entry of Electronic or Telephonic</p> <p>AND</p> <p>Batch job 800AINBN is processed</p> <p>AND</p> <p>The recipient has not approved the timesheet (No recipient signature detail)</p>	<p>CM:</p> <p>Takes a snapshot of original timesheet data and stores in history table.</p> <p>Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets.</p> <p>(Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Sets the Timesheet Status to Pending Recipient Electronic Review.</p> <p>AND IF</p> <p>The Recipient Timesheet Communication Preference is Telephone</p> <p>THEN</p> <p>Submits timesheet to the TTS Recipient Outbound Campaign queue</p> <p>ELSE IF</p> <p>The Recipient Timesheet Communication Preference is Email</p> <p>THEN</p> <p>Trigger Notification of Timesheets for Review email (ETSE06) to the Recipient</p> <p>Payroll: N/A</p>	Arrears: Yes Advance: Yes WPCS: Yes
100	21033 20923	 CI-822379 - DSD BR TA TVP 100 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Handling of Held Electronic Timesheet – Timesheet Rejection	<p>When an electronic timesheet (Mode of Entry = Electronic or Telephonic) is Pending Recipient Electronic Review</p> <p>OR</p> <p>When a timesheet is held for Early Submission or Late Submission and requires Recipient Review</p> <p>AND</p> <p>The Recipient uses the ESP to Reject the timesheet</p>	<p>CM:</p> <p>Takes a snapshot of original timesheet data and store in history table</p> <p>Create a Record on the ESP Release /Reject History table</p> <p>Update the timesheet status to "Recipient Rejected"</p> <p>Generates exception:</p> <p>"Rejected by Recipient using IHSS Website"</p> <p>AND IF</p> <p>Mode of Entry = Electronic</p> <p>THEN</p> <p>Trigger Notification of Timesheet Rejection email (ETSE08) to the Provider</p> <p>ELSE IF</p> <p>Mode of Entry = Telephonic</p> <p>THEN</p> <p>Send trigger to the Provider Outbound Campaign queue</p> <p>Payroll: N/A</p>	Arrears: Yes Advance: Yes WPCS: Yes

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing (101-110)

No	Req ID	CI	Description	When	Action	Applies To:
101	21157	CI-822380 - DSD BR TA TVP 101 IMPLEMENTED	Processing Timesheet in Cancelled status	When a timesheet is received from TPF  AND  CM Timesheet Status = Cancelled	CM:  Update Mode of Entry = TPF  AND  Update Received Date  AND  Process timesheet based on Timesheet Validation and Processing, Hours Management, Overtime and Sick Leave Accrual Business Rules	Arrears: Yes Advance: Yes WPCS: Yes
102	21005	CI-822381 - DSD BR TA TVP 102 IMPLEMENTED	Set isETS Indicator	When a timesheet is received with a Mode of Entry = Electronic  OR  Mode of Entry = Telephonic  AND  Recipient approves the timesheet using ESP  OR  Recipient approves the timesheet using TTS  OR  Recipient approves the timesheet using the EVV Exception process	IF  CaseProviderEVVDetails.isETS = False  THEN  Update CaseProviderEVVDetails.isETS = True	Arrears: Yes Advance: Yes WPCS: Yes
103	21185 21228 21230	CI-822568 - DSD BR TA TVP 103 IMPLEMENTED	Confirm Timesheet Rejection - County Reject on Behalf of Deceased or on Leave Recipient  OR  Confirm Timesheet Rejection - County Reject Timesheet in Recipient Exception Review Required Status	A County User has navigated to the Confirm Timesheet Rejection pop-up screen by selecting Reject Timesheet on the Timesheet Approve/Reject screen  OR  The user selects Yes on the Confirm Timesheet Rejection pop-up	Take a snapshot of timesheet data and write to history  AND Create a Record on the Electronic Timesheet Release/Reject History table  AND Update Timesheet Status to 'County Rejected'  AND Update Timesheet Status Date  AND Return the user to the Timesheet Approve /Reject Screen   AND IF The timesheet was submitted via the ESP:  THEN Generate Notification of Timesheet Rejection (ETSE08) to the Provider  ELSE IF The timesheet was submitted via the TTS:  THEN Generate trigger for an outbound call to be made to the Provider to notify them of the rejection.	Arrears: Yes Advance: Yes WPCS: Yes

104	21185	CI-822569 - DSD BR TA TVP 104 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Approve Timesheet - County Approve on Behalf of Deceased or on Leave Recipient	The payroll approver user selects the Approve Timesheet link on the Timesheet Approve/Reject screen  AND  Selects the Yes button on the Approve Timesheet pop-up	Take a snapshot of timesheet data and write to history AND Create a Record on the Electronic Timesheet Release/Reject History table AND Release the timesheet for processing AND Recipient Signature Date/Time is updated to the current date and time AND Recipient Signature Method is updated to "County for Recipient" AND Return the user to the Timesheet Approve /Reject Screen AND Produce notification to the user who submitted the timesheet for approval - [case name] [case number] Timesheet Approval Request Completed AND Close the Timesheet Submitted for Approval task AND Do not capture the approve action on the E-Timesheet Release/Reject History screen	Arrears: Yes Advance: Yes WPCS: Yes
105	21205	CI-822661 - DSD BR TA TVP 105 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Submit Timesheet for Approval - County on Behalf of Deceased Recipient - Same County IHSS	A county user selects the Submit Timesheet for Approval link on the Timesheet Approve/Reject screen  AND  Selects the Yes button from from the Submit Timesheet for Approval pop-up  AND  The case is associated with the user's county	Produce Task to the Payments Pending Approval Queue (IHSS) - [case name] [case number] Review Timesheet Approval Request  AND  Return user to the Timesheet Approve/Reject screen in which the Approve Timesheet and Reject Approval Request links are visible	Arrears: Yes Advance: Yes WPCS: Yes
106	21205	CI-822662 - DSD BR TA TVP 106 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Submit Timesheet for Approval - County on Behalf of Deceased Recipient - WPCS	A WPCS user selects the Submit Timesheet for Approval link on the Timesheet Approve/Reject screen  AND  Selects the Yes button from from the Submit Timesheet for Approval pop-up	Produce Task to the WPCS Work Queue - [case name] [case number] Review Timesheet Approval Request  AND  Return user to the Timesheet Approve/Reject screen in which the Approve Timesheet and Reject Approval Request links are visible	Arrears: Yes Advance: Yes WPCS: Yes
107	21205	CI-822663 - DSD BR TA TVP 107 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Submit Timesheet for Approval - County on Behalf of Deceased Recipient - Cross County IHSS	The county user selects the Submit Timesheet for Approval link on the Timesheet Approve/Reject screen  AND  Selects the Yes button from from the Submit Timesheet for Approval pop-up  AND  The case is not associated with the user's county	Produce Task to the Payments Pending Approval Queue (IHSS) - [case name] [case number] Review Timesheet Approval Request  AND  Return user to the Timesheet Approve/Reject screen in which the Approve Timesheet and Reject Approval Request links are visible	Arrears: Yes Advance: Yes WPCS: Yes
108	21206	CI-822664 - DSD BR TA TVP 108 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Cancel Submit Timesheet for Approval Request	The county user selects the Cancel Request for Approval link on the Timesheet Approve/Reject screen  AND  Selects the Yes button from from the pop-up	Produce Task to the Timesheet Approval Requester - [case name] [case number] Timesheet Approval Request Rejection – See Task History for Rejection Comments  AND  Returns user to the Timesheet Approve/Reject screen in which the Submit Timesheet for Approval and Reject Timesheet links are visible  AND  Timesheet Submitted for Approval task is closed	Arrears: Yes Advance: Yes WPCS: Yes

109	21222	 CI-822665 - DSD BR TA TVP 109 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Reject Timesheet Approval Request	<p>The payroll approver user selects the Reject Approval Request link on the Timesheet Approve/Reject screen</p> <p>AND</p> <p>Selects the Yes button on the Reject Approval Request pop-up</p> <p>AND</p> <p>Enters comments in the required comments field</p>	<p>Produce Task to the user who submitted the timesheet approval request - [case name] [case number] Timesheet Approval Rejection</p> <p>AND</p> <p>Return user to the Timesheet Approve/Reject screen in which the Approve Timesheet and Reject Approval Request links are no longer visible</p> <p>AND</p> <p>Timesheet Submitted for Approval task is closed</p>	Arrears: Yes Advance: Yes WPCS: Yes
110	21229 21242	 CI-822764 - DSD BR TA TVP 110 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Processing Timesheet for EVV Exception	<p>When a timesheet is received at TPF</p> <p>AND</p> <p>The timesheet is for a Recipient with an EVV Exception</p> <p>AND</p> <p>No errors are detected.</p>	<p>TPF:</p> <ul style="list-style-type: none"> <li>• Bypass Hours, Minutes and EVV field OCR validation rules.</li> <li>• Get submitted hours from the timesheet the provider submitted on ESP/TTS, not from the scanned timesheet.</li> <li>• Capture the timesheet image.</li> <li>• Capture Provider &amp; Recipient signature.</li> <li>• Send timesheet data to CM and indicate that the timesheet is a Recipient Exception timesheet.</li> <li>• Apply all other timesheet processing business rules.</li> </ul> <p>CM:</p> <ul style="list-style-type: none"> <li>• Update timesheet status and mark the timesheet as received.</li> <li>• Monthly Provider Paid Hours are updated.</li> <li>• Recipient Signature Method is set to TPF.</li> </ul> <p>Payroll: Process payment based on data passed from CM.</p>	Arrears: Yes Advance: Yes WPCS: Yes

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing (111-120)

No	Req ID	CI	Description	When	Action	Applies To:
111	21228 21231	CI-822784 - DSD BR TA TVP 111 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Print Exception Timesheet - Recipient with an EVV Exception	A County User selects the Print Exception Timesheet link on the View Timesheet Hardcopy screen AND The user selects Yes on the Print Exception Timesheet pop-up	Prints the timesheet on the CMIPS printer assigned to the user AND Returns the user to the View Timesheet Hardcopy screen.	Arrears: Yes Advance: Yes WPCS: Yes
112	12004	CI-823121 - DSD BR TA TVP 112 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Exceed Recipient Authorized Hours - SOC	When the system calculated timesheet hours total is greater than the remaining Available Hours and less than or equal to the remaining IP Mode of Service hours for the Recipient AND SOC Hours > 00:00.	Reduce the timesheet hours by the amount over the Recipient available hours. When daily hours are processed, the reduction starts with the latest day in the pay period and works backwards AND Reduce the number of share of cost hours claimed in the service month AND Decrease the remaining IP hours by the amount of the hours to be processed AND Record Hours Not Paid AND Decrease the Recipients remaining available hours claimed by the amount of the hours to be processed AND If the hours claimed on the timesheet reaches an amount that is greater than the Recipient's authorized hours and share of cost hours are claimed, the system records the sum of the claimed share of cost hours and the number of hours exceeding the Recipient's total authorized hours and store this number as Hours Not Paid.	Arrears: Yes Advance: Yes WPCS: No
113	12703	CI-823166 - DSD BR TA TVP 113 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	IHSS Timesheet Flagged for Payment (Recipient SOC Hours > 00:00 in the service month)	When an IHSS timesheet (including supplemental) is manually keyed OR When an IHSS timesheet (including supplemental) is received AND No hard edits are detected during processing AND No hold conditions are detected during processing AND No soft edits are detected during processing AND Recipient SOC Hours > 00:00 HH:MM in the service month  This denotes situations where:  A CMIPS user selects to release a timesheet in a 'Held' status and timesheet moves to a 'Processed' status OR The timesheet is in a 'Held' status and CMIPS automatically releases from this status to a 'Processed' status via the 800AINDN job.	Decrease the Recipient's Available Hours by the amount of the hours to be processed AND Decrease the available IP hours by the total number of hours determined to be payable during timesheet validation processing.	Arrears: Yes Advance: Yes WPCS: No

114	12004	 CI-823176 - DSD BR TA TVP 114 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Exceed Recipient Available Hours (Recipient has Share of Cost)	When a timesheet is submitted  AND the Hours Claimed and the Total (HH:MM) > 00:00  AND the service period falls within a service month in which the Recipient has SOC Hours > 00:00  AND hours entered on the timesheet surpass the number of remaining Available Hours in the service month	IF the Recipient has remaining hours/min in the service month  Process the timesheet following existing business rules  AND include soft edit on Timesheet Exception Report – "Hours Claimed Exceed Remaining Recipient Available Hours Due to Share of Cost"  AND the sum total of the hours that exceed the remaining Available Hours for the service month display in the Case Hours Not Paid (HH:MM) field on the View Timesheet screen  ELSE the Recipient has no remaining hours/min in the service month due to Share of Cost  Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets  AND do not apply Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)  AND generate exception: "Hours Claimed Exceed Remaining Recipient Available Hours Due to Share of Cost"  AND IF the timesheet is submitted via Timesheet Manual Entry, generate exception, "Hours Claimed Exceed Remaining Recipient Available Hours Due to Share of Cost" as a hard edit	Arrears: Yes Advance: Yes WPCS: No
115	21291 21303	 CI-823225 - DSD BR TA TVP 115 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Data Aggregation Batch - Multiple Check Out Events for Timesheet on a Single Day	When a Provider checks out multiple times for a recipient on a single day  AND  Batch job 111DTAGR is processed	The records in the EVV Location Data Table that are processed and pending are picked up  AND  daysHours for the specific recipient timesheet for that day are updated to zero	Arrears: Yes Advance: Yes WPCS: Yes
116	21291 21303	 CI-823276 - DSD BR TA TVP 116 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Data Aggregation Batch - Hours Claimed on Timesheet on a Single Day exceeds Hours Between Start and End Time	When a Provider checks in and checks out for a recipient on a single day  AND  The hours claimed for that day is greater than the time span between the check in and check out times  AND  Batch job 111DTAGR is processed	The records in the EVV Location Data Table that are processed and pending are picked up  AND  daysHours for the specific recipient timesheet for that day are updated to zero	Arrears: Yes Advance: Yes WPCS: Yes
117	21291 21303 21309	 CI-823277 - DSD BR TA TVP 117 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Data Aggregation Batch - Check In and Check Out Timestamps Outside Pay Period Start and End Dates	When a Provider checks in and checks out for a recipient while device is in offline mode during a pay period change  AND  The device comes back online  AND  Batch job 111DTAGR is processed	Check in or Check Out records outside of the pay period start and end dates for that timesheet are set to EXCEPTION status with the error message of "Check In/Out is not between the pay period start and end dates".	Arrears: Yes Advance: Yes WPCS: Yes

118	12004	 CI-823420 - DSD BR TA TVP 118 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Exceed Remaining Recipient Authorized Back-up Hours	<p>When a timesheet is submitted And <u>when</u> the system calculated timesheet hours total is greater than the remaining back-up hours for the Recipient for a fiscal year</p> <p>And the Provider has been indicated as a back-up provider for the pay period submitted</p>	<p>CM:</p> <p>Takes a snapshot of original timesheet data and stores in history table.</p> <p>Reduces the timesheet hours by the amount over the available Recipient back-up provider hours. When daily hours are processed, the reduction starts with the latest day in the pay period and works backwards</p> <p>Records Hours Not Paid in database.</p> <p>Decreases the Back-up Provider Remaining Hours and increases the Back-up Hours Paid by the amount of the hours to be processed.</p> <p>Records Weekly Provider Paid Hours and applies Overtime Calculation business rule and records total Overtime hours.</p> <p>Applies Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Applies the Weekly Maximum and the Overtime Maximum business rules and records the violations when appropriate.</p> <p>Includes soft edit on Timesheet Exception Report - "Hours Claimed Exceed Remaining Back-up Provider Hours".</p> <p>Submits the Timesheet Service and Overtime hours to Payroll only up to the provider assigned hours.</p> <p>Payroll: Process payment based on data passed from CM.</p>	Arrears: Yes Advance: Yes WPCS: Yes
119	12004	 CI-823430 - DSD BR TA TVP 119 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	No Remaining Recipient Authorized Back-up Hours	When there are no remaining Recipient Authorized Back-up hours for the fiscal year	<p>CM:</p> <p>Identify if provider has been indicated as a back-up provider for the pay period submitted.</p> <p>Do not update Remaining Back-up Provider Hours, Weekly Provider Paid Hours and Overtime Hours buckets.</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Allocates task (hard edit) to the Payroll Work Queue – Timesheet Errors (IHSS timesheets).</p> <p>Generates exception: "No Remaining Back-up Provider Hours."</p> <p>Provides timesheet image.</p> <p>Payroll: N/A</p>	Arrears: Yes Advance: Yes WPCS: Yes
120	12072 12073 21349	 CI-823473 - DSD BR TA TVP 120 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Calculate overtime on a timesheet when training time hours exist	<p>When CM sets the status of a submitted timesheet to 'Processed',</p> <p>AND</p> <p>The Hours Claimed on the timesheet are under 40 for the workweek</p> <p>AND</p> <p>The sum total for the timesheet and a previously processed training time claim exceed 40 hours for the workweek</p>	<p>On the View Timesheet screen:</p> <p>Display the Hours Paid at the Overtime Rate as the number of hours the timesheet contributed to the work week total exceeding 40 hours.</p> <p>If the combined hours from a training time claim result in a provider's work week hours to exceed the weekly maximum (66 or 70:45) or the monthly recipient maximum (when applicable), CM will not generate an overtime violation.</p>	Arrears: Yes WPCS: Yes

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing (121-130)

No	Req ID	CI	Description	When	Action	Applies To:
121	21358 21365	 CI-823563 - DSD BR TA TVP 121 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Advance Pay – Back-Up Provider	When CM process an IHSS Advance Pay timesheet submitted by a provider for a period in which the provider is assigned at a back-up provider pay rate	<p>CM sends the timesheet web service transaction to MAS payroll with the hours claimed.</p> <p>AND</p> <p>CM creates a special transaction indicating the number of hours claimed in the pay period at the back-up provider rate</p> <p>Details on the Special Transaction record include:</p> <ul style="list-style-type: none"> <li>• Service Period From Date and To Date - aligns with the pay period on the processed timesheet</li> <li>• Payee Name – the provider name</li> <li>• Amount - \$0.00</li> <li>• Type = Advance Pay – Back-Up Provider</li> <li>• Rate Override - \$0.00</li> <li>• Hours (HH:MM) – aligns with the Case Hours Paid on the processed timesheet</li> <li>• Special Transaction Number – system generated</li> <li>• Status – Pending Payroll</li> <li>• Status Date – date spec tran is created</li> <li>• Program – IHSS</li> <li>• Submitted By – superuser</li> <li>• Approved By/Rejected By – superuser</li> <li>• Comments – indicates the timesheet number and the special transaction type (i.e TS &lt;timesheet #&gt;. Advance Pay – Back-Up Provider</li> </ul>	Arrears: No Advance: Yes WPCS: No
122						
123						
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130						

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Share of Cost Deduction Evaluation

## Share of Cost Changes

This functionality shall be retired at a set configuration date which is TBD. The new SOC functionality processes the spend down at the beginning of each month to the Recipient case, instead of being taken when a Provider submits timesheets.



This functionality applies only to timesheets submitted for pay periods prior to the Share of Cost (SOC) cutoff date. SOC functionality has shifted from timesheet-based to Recipient case-based. These business rules are maintained for historical reference.

When a timesheet, special transaction or payment correction transaction successfully passes all validations, Share of Cost Deduction Evaluation business rules are invoked to determine whether or not a share of cost amount should be deducted from the payment. This information is interfaced to the Payroll component along with the transaction data in the form of a SOC Deduction Indicator.

There is logic at the source of each transaction to determine which transactions are subject to SOC and to trigger execution of the process to determine if an SOC deduction is possible at the time of processing.

- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Share of Cost Deduction Evaluation/Share of Cost Deduction Evaluation Process (1-10)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Share of Cost Deduction Evaluation/Share of Cost Deduction Evaluation Process (11-20)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Share of Cost Deduction Evaluation/Share of Cost Deduction Evaluation Process (21-30)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Share of Cost Deduction Evaluation/Share of Cost Deduction Evaluation Triggers (1-10)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Share of Cost Deduction Evaluation/Share of Cost Deduction Evaluation Triggers (11-20)

## Share of Cost Deduction Evaluation Process

No.	Req ID	CI	Description	When	Action
1			Business Rule Removed – Covered in Share of Cost Deduction Evaluation Triggers – Item 1.		
2	12703 16059 16971	 CI-111647 - DSD BR TA SOCDEP 02 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	SOC Deduction Eval CFCO, IPW/IPO or PCSP Certified Medi-Cal SOC	When a transaction subject to SOC is processed AND The Funding Source Aid Code is 2K – Community First Choice Option, 2L - IHSS Plus Waiver Program/IHSS Plus Option Program OR 2M – Personal Care Services Program for the eligibility month in which the pay period falls AND The 1st digit of Medi-Cal Eligibility Status is '3' (Medi-Cal Eligible/Certified) for the eligibility month in which the pay period falls	Check the Non-Reversed SOC Amount for the eligibility month in which the pay period falls. If the Non-Reversed SOC Amount is greater than zero, set the SOC Deduction Indicator to 'Y' for Payroll processing. If the Non-Reversed SOC Amount is not greater than zero, set the SOC Deduction Indicator to 'N' for Payroll processing.
3			Business Rule Removed – Covered in Item 2 above.		

4	12703 16059 16971	<b>CI-111649 - DSD BR TA SOCDEP 04</b> <small>IMPLEMENTED</small>	SOC Deduction Eval CFCO, IPW/IPO or PCSP Uncertified Medi-Cal SOC Pay Period outside of 13 months	When a transaction subject to SOC is processed  AND  The Funding Source Aid Code is 2K – Community First Choice Option, 2L - IHSS Plus Waiver Program/IHSS Plus Option Program OR 2M – Personal Care Services Program for the eligibility month in which the pay period falls  AND  The 1st digit of Medi-Cal Eligibility Status is '5' (Medi-Cal Eligible/Uncertified SOC) for the eligibility month in which the pay period falls  AND  The pay period does not fall within the current month or within one of the past 12 months	Check the Non-Reversed SOC Amount for the eligibility month in which the pay period falls.  If the Non-Reversed SOC Amount is greater than zero, set the SOC Deduction Indicator to 'Y' for Payroll processing.  If the Non-Reversed SOC Amount is not greater than zero, set the SOC Deduction Indicator to 'N' for Payroll processing.
5			Business Rule Removed – Covered in Item 4 above.		
6	12703 16059 16971	<b>CI-111651 - DSD BR TA SOCDEP 06</b> <small>IMPLEMENTED</small>	SOC Deduction Eval CFCO, IPW/IPO or PCSP Uncertified Medi-Cal SOC Pay Period within 13 months Process MEDS POS Eligibility Transaction	When a transaction subject to SOC is processed  AND  The Funding Source Aid Code is 2K – Community First Choice Option, 2L - IHSS Plus Waiver Program/IHSS Plus Option Program OR 2M – Personal Care Services Program for the eligibility month in which the pay period falls  AND  The 1st digit of Medi-Cal Eligibility Status is '5' (Medi-Cal Eligible/Uncertified SOC) for the eligibility month in which the pay period falls  AND  The pay period falls within the current month or within one of the past 12 months	Process a MEDS POS eligibility transaction.
7			Business Rule Removed – Covered in Item 9 below.		
8	12703 16059 16971	<b>CI-111653 - DSD BR TA SOCDEP 08</b> <small>IMPLEMENTED</small>	SOC Deduction Eval CFCO, IPW/IPO or PCSP Uncertified Medi-Cal SOC Pay Period within 13 months Process MEDS POS Eligibility Transaction – Previously Certified	Continued: Previously Certified	If the MEDS POS returns an indicator (not a rejection code) that the SOC has been previously certified, check the Non-Reversed SOC Amount for the eligibility month in which the pay period falls.  If the Non-Reversed SOC Amount is greater than zero, set the SOC Deduction Indicator to 'Y' for Payroll processing.  If the Non-Reversed SOC Amount is not greater than zero, set the SOC Deduction Indicator to 'N' for Payroll processing.
9	12703 16059 16971	<b>CI-111654 - DSD BR TA SOCDEP 09</b> <small>IMPLEMENTED</small>	SOC Deduction Eval CFCO, IPW/IPO or PCSP Uncertified Medi-Cal SOC Pay Period within 13 months Process MEDS POS Eligibility Transaction – MEDS POS Errors	Continued: MEDS POS Errors	If MEDS POS error(s) are returned and the transaction was a timesheet processed through TPF: <ul style="list-style-type: none"><li>• Change the status of timesheet to 'Held – MEDS POS Error.'</li><li>• Associate the corresponding MEDS POS error message to the timesheet.</li></ul> If MEDS POS error(s) are returned and the transaction was NOT a timesheet processed through TPF: <ul style="list-style-type: none"><li>• Display the corresponding MEDS POS error message on the screen.</li></ul> If MEDS POS error(s) are returned and the transaction was a timesheet processed through TPF and the timesheet is in a 'Held - MEDS POS Error' status: <ul style="list-style-type: none"><li>• Change the status of timesheet to Exception.</li><li>• Associate the corresponding MEDS POS error message to the timesheet.</li><li>• Allocate a timesheet exception task to the Payroll Work Queue – Timesheet Errors (IHSS Timesheets) or WPCS (WPCS Timesheets).</li></ul>

10	12703 16059 16971	CI-111655 - DSD BR TA SOCDEP 10 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	SOC Deduction Eval CFCO, IPW/IPO or PCSP Uncertified Medi-Cal SOC Pay Period within 13 months Process MEDS POS Eligibility Transaction – No MEDS POS Errors	Continued: No MEDS POS Errors	If no MEDS POS error(s) are returned: Set the SOC Deduction Indicator to 'Y' for Payroll processing.
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No.	Req ID	CI	Description	When	Action
11			Business Rule Removed – Covered in Item 6 above.		
12			Business Rule Removed – Covered in Item 9 above.		
13			Business Rule Removed – Covered in Item 8 above.		
14			Business Rule Removed – Covered in Item 9 above.		
15			Business Rule Removed – Covered in Item 10 above.		
16	12122 16225	CI-111661 - DSD BR TA SOCDEP 16 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	SOC Deduction Eval  IHSS Residual  Zero SOC or SOC Met (IHSS SOC = Collected SOC)	When a transaction subject to SOC is processed  AND  The Funding Source Aid Code is 2N – IHSS Residual for the eligibility month in which the pay period falls  AND  There is no IHSS SOC to be collected for the eligibility month in which the pay period falls	Set the SOC Deduction Indicator to 'N' for Payroll processing.
17	12122	CI-111662 - DSD BR TA SOCDEP 17 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	SOC Deduction Eval  IHSS Residual  Unmet SOC (IHSS SOC > Collected SOC)	When a transaction subject to SOC is processed  AND  The Funding Source Aid Code is 2N – IHSS Residual for the eligibility month in which the pay period falls  AND  There is an unmet IHSS SOC for the eligibility month in which the pay period falls	Set the SOC Deduction Indicator to 'Y' for Payroll processing.
18			Business Rule Removed – Covered in <a href="#">Share of Cost Deduction Evaluation Triggers</a> – Item 17.		
19			Business Rule Removed – Covered in Item 9 above.		
20			Business Rule Removed – Covered in Item 8 above.		

No.	Req ID	CI	Description	When	Action
21			Business Rule Removed – Covered in Item 9 above.		
22			Business Rule Removed – Covered in Item 10 above.		
23			Business Rule Removed – Covered in Section 24.2.5.4.1 – Item 17.		

24			Business Rule Removed – Covered in Item 9 above.		
25			Business Rule Removed – Covered in Item 8 above.		
26			Business Rule Removed – Covered in Item 9 above.		
27			Business Rule Removed – Covered in Item 10 above.		
28	12706 16059 16971	CI-111673 - DSD BR TA SOCDEP 28 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	SOC Deduction Eval CFCO, IPW/IPO or PCSP No SOC  AND  The Funding Source Aid Code is 2K – Community First Choice Option, 2L - IHSS Plus Waiver Program/IHSS Plus Option Program OR 2M – Personal Care Services Program for the eligibility month in which the pay period falls  AND  The 1st digit of Medi-Cal Eligibility Status is NOT '3' (Medi-Cal Eligible /Certified) or '5' (Medi-Cal Eligible/Uncertified SOC) for the eligibility month in which the pay period falls	When a transaction subject to SOC is processed  AND  The 1st digit of Medi-Cal Eligibility Status is NOT '3' (Medi-Cal Eligible /Certified) or '5' (Medi-Cal Eligible/Uncertified SOC) for the eligibility month in which the pay period falls	Set the SOC Deduction indicator to 'N' for Payroll processing.
29	12122 1 6640	CI-111674 - DSD BR TA SOCDEP 29 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	SOC Deduction Eval Medi-Cal Eligibility Record Unavailable  AND  A Medi-Cal Eligibility Record is unavailable in CMIPS for the eligibility month in which the pay period falls	When a transaction subject to SOC is processed  AND  A Medi-Cal Eligibility Record is unavailable in CMIPS for the eligibility month in which the pay period falls	<p>If the transaction was a timesheet processed through TPF:</p> <ul style="list-style-type: none"> <li>Change the status of timesheet to 'Held – MEDS POS Error'.</li> <li>Associate error message "Medi-Cal Eligibility Record unavailable in CMIPS" to the timesheet.</li> <li>The message will be displayed on the View Timesheet screen.</li> </ul> <p>If the transaction was NOT a timesheet processed through TPF:</p> <ul style="list-style-type: none"> <li>Display error message "Medi-Cal Eligibility Record unavailable in CMIPS " on the screen.</li> </ul> <p>If the transaction was a timesheet processed through TPF and the timesheet is in a 'Held - MEDS POS Error' status:</p> <ul style="list-style-type: none"> <li>Change the status of timesheet to Exception.</li> <li>Associate "Medi-Cal Eligibility Record unavailable in CMIPS" message to the timesheet.</li> <li>Allocate a timesheet exception task to the Payroll Work Queue – Timesheet Errors (IHSS Timesheets) or WPCS (WPCS Timesheets).</li> </ul>

30	12122 1 6640	<b>CI-111675 - DSD BR</b> TA SOCDEP 30 <small>IMPLEMENTED</small>	SOC Deduction Eval SOC Details Record Unavailable	When a transaction subject to SOC is processed AND A Share of Cost Details Record is unavailable in CMIPS for the eligibility month in which the pay period falls	If the transaction was a timesheet processed through TPF: <ul style="list-style-type: none"> <li>Change the status of timesheet to 'Held – MEDS POS Error'.</li> <li>Associate error message Share of Cost Details Record unavailable in CMIPS II" to the timesheet.</li> <li>The message will be displayed on the View Timesheet screen.</li> </ul> If the transaction was NOT a timesheet processed through TPF: <ul style="list-style-type: none"> <li>Display error message Share of Cost Details Record unavailable in CMIPS II" on the screen.</li> </ul> If the transaction was a timesheet processed through TPF and the timesheet is in a 'Held - MEDS POS Error' status: <ul style="list-style-type: none"> <li>Change the status of timesheet to Exception.</li> <li>Associate Share of Cost Details Record unavailable in CMIPS" message to the timesheet.</li> <li>Allocate a timesheet exception task to the Payroll Work Queue – Timesheet Errors (IHSS Timesheets) or WPCS (WPCS Timesheets).</li> </ul>
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## Share of Cost Deduction Evaluation Triggers

No	Req ID	CI	Description	When	Action
1	16225	<b>CI-111629 - DSD BR</b> TA SOCDE 01 <small>IMPLEMENTED</small>	SOC Deduct Eval Trigger  IHSS Advance Pay Timesheet	When an IHSS Advance Pay Timesheet is processed	Set the SOC Deduction Indicator to 'N' for Payroll processing.  Set the A/P Reconciling Timesheet Indicator to 'Y' for Payroll processing.
2	16225	<b>CI-111630 - DSD BR</b> TA SOCDE 02 <small>IMPLEMENTED</small>	SOC Deduct Eval Trigger  IHSS Arrears Timesheet	When an IHSS Arrears Timesheet is processed	Trigger the Share of Cost Deduction Evaluation Process.
3	16225	<b>CI-111631 - DSD BR</b> TA SOCDE 03 <small>IMPLEMENTED</small>	SOC Deduct Eval Trigger  WPCS Timesheet	When a WPCS Timesheet is processed	Trigger the Share of Cost Deduction Evaluation Process.
4	16225	<b>CI-111632 - DSD BR</b> TA SOCDE 04 <small>IMPLEMENTED</small>	SOC Deduct Eval Trigger  IHSS Advance Pay Timesheet  Timesheet Manual Entry – Time Entries	When an IHSS Advance Pay Timesheet is entered on the Timesheet Manual Entry – Time Entries screen	Set the SOC Deduction Indicator to 'N' for Payroll processing.  Set the A/P Reconciling Timesheet Indicator to 'Y' for Payroll processing.
5	16225	<b>CI-111633 - DSD BR</b> TA SOCDE 05 <small>IMPLEMENTED</small>	SOC Deduct Eval Trigger  IHSS Arrears Timesheet  Timesheet Manual Entry – Time Entries	When an IHSS Arrears Timesheet is entered on the Timesheet Manual Entry – Time Entries screen	Trigger the Share of Cost Deduction Evaluation Process.
6	16225	<b>CI-111634 - DSD BR</b> TA SOCDE 06 <small>IMPLEMENTED</small>	SOC Deduct Eval Trigger  WPCS Timesheet  Timesheet Manual Entry – Time Entries	When a WPCS Timesheet is entered on the Timesheet Manual Entry – Time Entries screen	Trigger the Share of Cost Deduction Evaluation Process.

7			Removed CR 928		
8			Removed CR 928		
9			Removed CR 928		
10			Removed CR 928		

No	Req ID	CI	Description	When	Action
11			Removed CR 928		
12	16225	CI-111640 - DSD BR TA SOCDE 12 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	SOC Deduct Eval Trigger  IHSS Advance Pay Timesheet  Create Payment Correction	When an IHSS Advance Pay Timesheet is entered on the Create Payment Correction screen	Set the SOC Deduction indicator to 'N' for Payroll processing.  Set the A/P Reconciling Timesheet indicator to 'Y' for Payroll processing.
13	16225	CI-111641 - DSD BR TA SOCDE 13 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	SOC Deduct Eval Trigger  IHSS Arrears Timesheet  Create Payment Correction	When an IHSS Arrears Timesheet is entered on the Create Payment Correction screen	Trigger the Share of Cost Deduction Evaluation Process.
14	16225	CI-111642 - DSD BR TA SOCDE 14 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	SOC Deduct Eval Trigger  WPCS Timesheet  Create Payment Correction	When a WPCS Timesheet is entered on the Create Payment Correction screen	Trigger the Share of Cost Deduction Evaluation Process.
15	12169 12130 12703 16225	CI-111643 - DSD BR TA SOCDE 15 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	SOC Deduct Eval Trigger  Advance Payment  Create Special Transaction	When a special transaction is entered on the Create Special Transaction screen with a Pay Type of:  • Advance Pay - Initial • Advance Pay – Additional	Trigger the Share of Cost Deduction Evaluation Process.
16	16225 16549	CI-111644 - DSD BR TA SOCDE 16 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	SOC Deduct Eval Trigger  Special Transactions not Subject to SOC Deduction	When a special transaction is entered on the Create Special Transaction screen with a Pay Type other than:  • Advance Pay – Initial • Advance Pay – Additional	Set the SOC Deduction indicator to 'N' for Payroll processing.
17	12130 16640	CI-111645 - DSD BR TA SOCDE 17 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	SOC Deduct Eval Trigger  Manual/Auto Release of Timesheet Held Due to MEDS POS Error	When a timesheet in a 'Held - MEDS POS Error' status is 'Released'	<p>Re-validate the timesheet according to the timesheet validation business rules.</p> <p>If during revalidation the timesheet is flagged for non-payment, follow the steps outlined in the applicable business rule for exception handling.</p> <p>OR</p> <p>If during revalidation the timesheet is flagged for payment, trigger the Share of Cost Deduction Evaluation Process.</p>

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Share of Cost Deduction Evaluation/Share of Cost Deduction Evaluation Process (1-10)

No.	Req ID	CI	Description	When	Action
1			Business Rule Removed – Covered in Share of Cost Deduction Evaluation Triggers – Item 1.		
2	12703 16059 16971	⊕ CI-111647 - DSD BR TA SOCDEP 02 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	SOC Deduction Eval CFCO, IPW/IPO or PCSP Certified Medi-Cal SOC	When a transaction subject to SOC is processed  AND  The Funding Source Aid Code is 2K – Community First Choice Option, 2L - IHSS Plus Waiver Program/IHSS Plus Option Program OR 2M – Personal Care Services Program for the eligibility month in which the pay period falls  AND  The 1st digit of Medi-Cal Eligibility Status is '3' (Medi-Cal Eligible/Certified) for the eligibility month in which the pay period falls	Check the Non-Reversed SOC Amount for the eligibility month in which the pay period falls.  If the Non-Reversed SOC Amount is greater than zero, set the SOC Deduction Indicator to 'Y' for Payroll processing.  If the Non-Reversed SOC Amount is not greater than zero, set the SOC Deduction Indicator to 'N' for Payroll processing.
3			Business Rule Removed – Covered in Item 2 above.		
4	12703 16059 16971	⊕ CI-111649 - DSD BR TA SOCDEP 04 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	SOC Deduction Eval CFCO, IPW/IPO or PCSP Uncertified Medi-Cal SOC Pay Period outside of 13 months	When a transaction subject to SOC is processed  AND  The Funding Source Aid Code is 2K – Community First Choice Option, 2L - IHSS Plus Waiver Program/IHSS Plus Option Program OR 2M – Personal Care Services Program for the eligibility month in which the pay period falls  AND  The 1st digit of Medi-Cal Eligibility Status is '5' (Medi-Cal Eligible/Uncertified SOC) for the eligibility month in which the pay period falls  AND  The pay period does not fall within the current month or within one of the past 12 months	Check the Non-Reversed SOC Amount for the eligibility month in which the pay period falls.  If the Non-Reversed SOC Amount is greater than zero, set the SOC Deduction Indicator to 'Y' for Payroll processing.  If the Non-Reversed SOC Amount is not greater than zero, set the SOC Deduction Indicator to 'N' for Payroll processing.
5			Business Rule Removed – Covered in Item 4 above.		
6	12703 16059 16971	⊕ CI-111651 - DSD BR TA SOCDEP 06 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	SOC Deduction Eval CFCO, IPW/IPO or PCSP Uncertified Medi-Cal SOC Pay Period within 13 months Process MEDS POS Eligibility Transaction	When a transaction subject to SOC is processed  AND  The Funding Source Aid Code is 2K – Community First Choice Option, 2L - IHSS Plus Waiver Program/IHSS Plus Option Program OR 2M – Personal Care Services Program for the eligibility month in which the pay period falls  AND  The 1st digit of Medi-Cal Eligibility Status is '5' (Medi-Cal Eligible/Uncertified SOC) for the eligibility month in which the pay period falls  AND  The pay period falls within the current month or within one of the past 12 months	Process a MEDS POS eligibility transaction.
7			Business Rule Removed – Covered in Item 9 below.		

8	12703 16059 16971	<b>CI-111653 - DSD BR</b> TA SOCDEP 08 <b>IMPLEMENTED</b>	SOC Deduction Eval CFCO, IPW/IPO or PCSP Uncertified Medi-Cal SOC Pay Period within 13 months Process MEDS POS Eligibility Transaction – Previously Certified	Continued: Previously Certified	If the MEDS POS returns an indicator (not a rejection code) that the SOC has been previously certified, check the Non-Reversed SOC Amount for the eligibility month in which the pay period falls.  If the Non-Reversed SOC Amount is greater than zero, set the SOC Deduction Indicator to 'Y' for Payroll processing.  If the Non-Reversed SOC Amount is not greater than zero, set the SOC Deduction Indicator to 'N' for Payroll processing.
9	12703 16059 16971	<b>CI-111654 - DSD BR</b> TA SOCDEP 09 <b>IMPLEMENTED</b>	SOC Deduction Eval CFCO, IPW/IPO or PCSP Uncertified Medi-Cal SOC Pay Period within 13 months Process MEDS POS Eligibility Transaction – MEDS POS Errors	Continued: MEDS POS Errors	If MEDS POS error(s) are returned and the transaction was a timesheet processed through TPF: <ul style="list-style-type: none"><li>• Change the status of timesheet to 'Held – MEDS POS Error.'</li><li>• Associate the corresponding MEDS POS error message to the timesheet.</li></ul> If MEDS POS error(s) are returned and the transaction was NOT a timesheet processed through TPF: <ul style="list-style-type: none"><li>• Display the corresponding MEDS POS error message on the screen.</li></ul> If MEDS POS error(s) are returned and the transaction was a timesheet processed through TPF and the timesheet is in a 'Held - MEDS POS Error' status: <ul style="list-style-type: none"><li>• Change the status of timesheet to Exception.</li><li>• Associate the corresponding MEDS POS error message to the timesheet.</li><li>• Allocate a timesheet exception task to the Payroll Work Queue – Timesheet Errors (IHSS Timesheets) or WPCS (WPCS Timesheets).</li></ul>
10	12703 16059 16971	<b>CI-111655 - DSD BR</b> TA SOCDEP 10 <b>IMPLEMENTED</b>	SOC Deduction Eval CFCO, IPW/IPO or PCSP Uncertified Medi-Cal SOC Pay Period within 13 months Process MEDS POS Eligibility Transaction – No MEDS POS Errors	Continued: No MEDS POS Errors	If no MEDS POS error(s) are returned: Set the SOC Deduction Indicator to 'Y' for Payroll processing.

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Share of Cost Deduction Evaluation/Share of Cost Deduction Evaluation Process (11-20)

No.	Req ID	CI	Description	When	Action
11			Business Rule Removed – Covered in Item 6 above.		
12			Business Rule Removed – Covered in Item 9 above.		
13			Business Rule Removed – Covered in Item 8 above.		
14			Business Rule Removed – Covered in Item 9 above.		
15			Business Rule Removed – Covered in Item 10 above.		
16	12122 16225	 CI-111661 - DSD BR TA SOCDEP 16 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	SOC Deduction Eval  IHSS Residual  Zero SOC or SOC Met (IHSS SOC = Collected SOC)	When a transaction subject to SOC is processed  AND  The Funding Source Aid Code is 2N – IHSS Residual for the eligibility month in which the pay period falls  AND  There is no IHSS SOC to be collected for the eligibility month in which the pay period falls	Set the SOC Deduction Indicator to 'N' for Payroll processing.
17	12122	 CI-111662 - DSD BR TA SOCDEP 17 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	SOC Deduction Eval  IHSS Residual  Unmet SOC (IHSS SOC > Collected SOC)	When a transaction subject to SOC is processed  AND  The Funding Source Aid Code is 2N – IHSS Residual for the eligibility month in which the pay period falls  AND  There is an unmet IHSS SOC for the eligibility month in which the pay period falls	Set the SOC Deduction Indicator to 'Y' for Payroll processing.
18			Business Rule Removed – Covered in Share of Cost Deduction Evaluation Triggers – Item 17.		
19			Business Rule Removed – Covered in Item 9 above.		
20			Business Rule Removed – Covered in Item 8 above.		

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Share of Cost Deduction Evaluation/Share of Cost Deduction Evaluation Process (21-30)

No.	Req ID	CI	Description	When	Action
21			Business Rule Removed – Covered in Item 9 above.		
22			Business Rule Removed – Covered in Item 10 above.		
23			Business Rule Removed – Covered in Section 24.2.5.4.1 – Item 17.		
24			Business Rule Removed – Covered in Item 9 above.		
25			Business Rule Removed – Covered in Item 8 above.		
26			Business Rule Removed – Covered in Item 9 above.		
27			Business Rule Removed – Covered in Item 10 above.		
28	12706 16059 16971	CI-111673 - DSD BR TA SOCDEP 28 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	SOC Deduction Eval CFCO, IPW/IPO or PCSP No SOC	When a transaction subject to SOC is processed  AND  The Funding Source Aid Code is 2K – Community First Choice Option, 2L - IHSS Plus Waiver Program/IHSS Plus Option Program OR 2M – Personal Care Services Program for the eligibility month in which the pay period falls  AND  The 1st digit of Medi-Cal Eligibility Status is NOT '3' (Medi-Cal Eligible /Certified) or '5' (Medi-Cal Eligible/Uncertified SOC) for the eligibility month in which the pay period falls	Set the SOC Deduction indicator to 'N' for Payroll processing.
29	12122 1 6640	CI-111674 - DSD BR TA SOCDEP 29 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	SOC Deduction Eval Medi-Cal Eligibility Record Unavailable	When a transaction subject to SOC is processed  AND  A Medi-Cal Eligibility Record is unavailable in CMIPS for the eligibility month in which the pay period falls	<p>If the transaction was a timesheet processed through TPF:</p> <ul style="list-style-type: none"> <li>Change the status of timesheet to 'Held – MEDS POS Error'.</li> <li>Associate error message "Medi-Cal Eligibility Record unavailable in CMIPS" to the timesheet.</li> <li>The message will be displayed on the View Timesheet screen.</li> </ul> <p>If the transaction was NOT a timesheet processed through TPF:</p> <ul style="list-style-type: none"> <li>Display error message "Medi-Cal Eligibility Record unavailable in CMIPS " on the screen.</li> </ul> <p>If the transaction was a timesheet processed through TPF and the timesheet is in a 'Held - MEDS POS Error' status:</p> <ul style="list-style-type: none"> <li>Change the status of timesheet to Exception.</li> <li>Associate "Medi-Cal Eligibility Record unavailable in CMIPS" message to the timesheet.</li> <li>Allocate a timesheet exception task to the Payroll Work Queue – Timesheet Errors (IHSS Timesheets) or WPCS (WPCS Timesheets).</li> </ul>

30	12122 1 6640	 CI-111675 - DSD BR TA SOCDEP 30 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	<p>SOC Deduction Eval SOC Details Record Unavailable</p> <p>When a transaction subject to SOC is processed AND A Share of Cost Details Record is unavailable in CMIPS for the eligibility month in which the pay period falls</p>	<p>If the transaction was a timesheet processed through TPF:</p> <ul style="list-style-type: none"> <li>• Change the status of timesheet to 'Held – MEDS POS Error'.</li> <li>• Associate error message Share of Cost Details Record unavailable in CMIPS II" to the timesheet.</li> <li>• The message will be displayed on the View Timesheet screen.</li> </ul> <p>If the transaction was NOT a timesheet processed through TPF:</p> <ul style="list-style-type: none"> <li>• Display error message Share of Cost Details Record unavailable in CMIPS II" on the screen.</li> </ul> <p>If the transaction was a timesheet processed through TPF and the timesheet is in a 'Held - MEDS POS Error' status:</p> <ul style="list-style-type: none"> <li>• Change the status of timesheet to Exception.</li> <li>• Associate Share of Cost Details Record unavailable in CMIPS" message to the timesheet.</li> <li>• Allocate a timesheet exception task to the Payroll Work Queue – Timesheet Errors (IHSS Timesheets) or WPCS (WPCS Timesheets).</li> </ul>
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# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Share of Cost Deduction Evaluation/Share of Cost Deduction Evaluation Triggers (1-10)

No	Req ID	CI	Description	When	Action
1	16225	CI-111629 - DSD BR TA SOCDE 01 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	SOC Deduct Eval Trigger  IHSS Advance Pay Timesheet	When an IHSS Advance Pay Timesheet is processed	Set the SOC Deduction Indicator to 'N' for Payroll processing.  Set the A/P Reconciling Timesheet Indicator to 'Y' for Payroll processing.
2	16225	CI-111630 - DSD BR TA SOCDE 02 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	SOC Deduct Eval Trigger  IHSS Arrears Timesheet	When an IHSS Arrears Timesheet is processed	Trigger the Share of Cost Deduction Evaluation Process.
3	16225	CI-111631 - DSD BR TA SOCDE 03 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	SOC Deduct Eval Trigger  WPCS Timesheet	When a WPCS Timesheet is processed	Trigger the Share of Cost Deduction Evaluation Process.
4	16225	CI-111632 - DSD BR TA SOCDE 04 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	SOC Deduct Eval Trigger  IHSS Advance Pay Timesheet  Timesheet Manual Entry – Time Entries	When an IHSS Advance Pay Timesheet is entered on the Timesheet Manual Entry – Time Entries screen	Set the SOC Deduction Indicator to 'N' for Payroll processing.  Set the A/P Reconciling Timesheet Indicator to 'Y' for Payroll processing.
5	16225	CI-111633 - DSD BR TA SOCDE 05 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	SOC Deduct Eval Trigger  IHSS Arrears Timesheet  Timesheet Manual Entry – Time Entries	When an IHSS Arrears Timesheet is entered on the Timesheet Manual Entry – Time Entries screen	Trigger the Share of Cost Deduction Evaluation Process.
6	16225	CI-111634 - DSD BR TA SOCDE 06 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	SOC Deduct Eval Trigger  WPCS Timesheet  Timesheet Manual Entry – Time Entries	When a WPCS Timesheet is entered on the Timesheet Manual Entry – Time Entries screen	Trigger the Share of Cost Deduction Evaluation Process.
7			Removed CR 928		
8			Removed CR 928		
9			Removed CR 928		
10			Removed CR 928		

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Share of Cost Deduction Evaluation/Share of Cost Deduction Evaluation Triggers (11-20)

No	Req ID	CI	Description	When	Action
11			Removed CR 928		
12	16225	CI-111640 - DSD BR TA SOCDE 12 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	SOC Deduct Eval Trigger  IHSS Advance Pay Timesheet  Create Payment Correction	When an IHSS Advance Pay Timesheet is entered on the Create Payment Correction screen	Set the SOC Deduction indicator to 'N' for Payroll processing.  Set the A/P Reconciling Timesheet indicator to 'Y' for Payroll processing.
13	16225	CI-111641 - DSD BR TA SOCDE 13 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	SOC Deduct Eval Trigger  IHSS Arrears Timesheet  Create Payment Correction	When an IHSS Arrears Timesheet is entered on the Create Payment Correction screen	Trigger the Share of Cost Deduction Evaluation Process.
14	16225	CI-111642 - DSD BR TA SOCDE 14 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	SOC Deduct Eval Trigger  WPCS Timesheet  Create Payment Correction	When a WPCS Timesheet is entered on the Create Payment Correction screen	Trigger the Share of Cost Deduction Evaluation Process.
15	12169 12130 12703 16225	CI-111643 - DSD BR TA SOCDE 15 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	SOC Deduct Eval Trigger  Advance Payment  Create Special Transaction	When a special transaction is entered on the Create Special Transaction screen with a Pay Type of:  • Advance Pay - Initial • Advance Pay – Additional	Trigger the Share of Cost Deduction Evaluation Process.
16	16225 16549	CI-111644 - DSD BR TA SOCDE 16 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	SOC Deduct Eval Trigger  Special Transactions not Subject to SOC Deduction	When a special transaction is entered on the Create Special Transaction screen with a Pay Type other than:  • Advance Pay – Initial • Advance Pay – Additional	Set the SOC Deduction indicator to 'N' for Payroll processing.
17	12130 16640	CI-111645 - DSD BR TA SOCDE 17 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	SOC Deduct Eval Trigger  Manual/Auto Release of Timesheet Held Due to MEDS POS Error	When a timesheet in a 'Held - MEDS POS Error' status is 'Released'	Re-validate the timesheet according to the timesheet validation business rules.  If during revalidation the timesheet is flagged for non-payment, follow the steps outlined in the applicable business rule for exception handling.  OR  If during revalidation the timesheet is flagged for payment, trigger the Share of Cost Deduction Evaluation Process.

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Hours Management

CM must track and maintain the available Recipient authorized hours and available Provider assigned hours during timesheet processing.

The following business rules are applied after timesheet validation and the share of cost evaluation, if applicable, have been completed.

- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Hours Management (1-10)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Hours Management (11-20)

No	Req ID	CI	Description	When	Action
1	11986 11979 11991 20731 21095	 CI-111597 - DSD BR TA HM 01 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Flagged for Non-Payment	When a timesheet is processed or manually keyed  AND  The timesheet is flagged for non-payment during timesheet validation processing	Do not decrease hours.  Do not adjust Weekly Provider Paid Hours.  Do not adjust Overtime Hours.  Do not apply Sick Leave Accrued Date and Eligible Date business rules  (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)
2	11986 11991 20731	 CI-111598 - DSD BR TA HM 02 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	IHSS Arrears Timesheet  Flagged for Payment	When one of the following timesheet types is processed:  IHSS Arrears Supplemental – IHSS Arrears  AND  The timesheet is flagged for payment during timesheet validation processing	Decrease the available IHSS and IP hours by the total number of hours determined to be payable during timesheet validation processing.  Decrease the available IHSS provider assigned hours by the total number of hours determined to be payable during timesheet validation processing.  Records Weekly Provider Paid Hours  Applies Overtime Calculation business rule and records total Overtime hours.  Apply the Weekly Maximum Violation and/or the Monthly Overtime Maximum Violation business rules and record the violations.  Apply Sick Leave Accrued Date and Eligible Date business rules  Submits the Timesheet Service and Overtime hours to Payroll.  (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)
2a	11986 11991 20731	 CI-111599 - DSD BR TA HM 02a <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	IHSS Advance Pay Timesheet  Flagged for Payment	When one of the following timesheet types is processed:  IHSS Advance Pay  Supplemental – IHSS Advance Pay  AND  The timesheet is flagged for payment during timesheet validation processing	Decrease the available IP hours by the total number of hours determined to be payable during timesheet validation processing.  Decrease the available IHSS provider assigned hours by the total number of hours determined to be payable during timesheet validation processing.  Records Weekly Provider Paid Hours  Applies Overtime Calculation business rule and records total Overtime hours.  Apply the Weekly Maximum Violation and/or the Monthly Overtime Maximum Violation business rules and record the violations.  Apply Sick Leave Accrued Date and Eligible Date business rules  Submits the Timesheet Service and Overtime hours to Payroll.  (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)  Reduce the IHSS remaining hours in the given service month
2b	11986 11991 20731 12072 12073	 CI-111600 - DSD BR TA HM 02b <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	WPCS Timesheet  Flagged for Payment	When one of the following timesheet types is processed:  WPCS  Supplemental – WPCS  AND  The timesheet is flagged for payment during timesheet validation processing	Decrease the available WPCS hours by the total number of hours determined to be payable during timesheet validation processing.  Records Weekly Provider Paid Hours  Applies Overtime Calculation business rule and records total Overtime hours.  Apply the Weekly Maximum Violation and/or the Monthly Overtime Maximum Violation business rules and record the violations.  Apply Sick Leave Accrued Date and Eligible Date business rules  Submits the Timesheet Service and Overtime hours to Payroll.  (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)

3			Business Rule Removed – Incorporated into 2-2a above.		
4	11986 11991 20731 21093	 CI-111602 - DSD BR TA HM 04 <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	IHSS Arrears Timesheet  Manually Keyed  Flagged for Payment	When one of the following timesheet types is keyed on the Timesheet Manual Entry screen:  IHSS Arrears Supplemental – IHSS Arrears  AND  The timesheet is flagged for payment during timesheet validation processing	Decrease the available IHSS and IP hours by the total number of hours determined to be payable during timesheet validation processing.  Decrease the available IHSS Provider assigned hours by the total number of hours determined to be payable during timesheet validation processing.  Do not adjust Weekly Provider Paid Hours.  Do not adjust Overtime Hours.  Do not apply Sick Leave Accrued Date and Eligible Date business rules. (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)  Reduce the IHSS remaining hours in the given service month
4a	11986 11991 20731 21093 12147	 CI-111603 - DSD BR TA HM 04a <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	IHSS Advance Pay Timesheet  Manually Keyed  Flagged for Payment	When one of the following timesheet types is keyed on Timesheet Manual Entry screen:  IHSS Advance Pay Supplemental – IHSS Advance Pay  AND  The timesheet is flagged for payment during timesheet validation processing	Decrease the available IP hours by the total number of hours determined to be payable during timesheet validation processing.  Decrease the available IHSS Provider assigned hours by the total number of hours determined to be payable during timesheet validation processing.  If the Service Period From date falls within a service month where recipient has SOC Hours > 00:00, decrease the number of Recipient available hours by the total number of hours determined to be payable during timesheet validation processing.  Do not adjust Weekly Provider Paid Hours.  Do not adjust Overtime Hours.  Do not apply Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)  Reduce the IHSS remaining hours in the given service month
4b	11986 11991 20731 21093	 CI-111604 - DSD BR TA HM 04b <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	WPCS Timesheet  Manually Keyed  Flagged for Payment	When one of the following timesheet types is keyed on the Timesheet Manual Entry screen:  WPCS Supplemental – WPCS  AND  The timesheet is flagged for payment during timesheet validation processing	Decrease the available WPCS hours by the total number of hours determined to be payable during timesheet validation processing.  Do not adjust Weekly Provider Paid Hours.  Do not adjust Overtime Hours.  Do not apply Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)
5			Business Rule Removed – Incorporated into 4-4a above.		
6	11986 11991 20731 21093	 CI-111606 - DSD BR TA HM 06 <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	IHSS Arrears Timesheet  Manually Keyed  Edit ( + )	When the user adds additional hours to one of the following timesheet types on the Modify Timesheet Manual Entry screen:  IHSS Arrears Supplemental – IHSS Arrears  AND  The timesheet is flagged for payment during timesheet validation processing	Decrease the available IHSS and IP hours by the additional hours determined to be payable during timesheet validation processing.  Decrease the available IHSS Provider assigned hours by the additional hours determined to be payable during timesheet validation processing.  Do not adjust Weekly Provider Paid Hours.  Do not adjust Overtime Hours.  Do not apply Sick Leave Accrued Date and Eligible Date business rules (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)  Reduce the IHSS remaining hours in the given service month

6a	11986 11991 20731 21093 12147	CI-111607 - DSD BR TA HM 06a <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Advance Pay Timesheet  Manually Keyed  Edit ( + )	When the user adds additional hours to one of the following timesheet types on the Modify Timesheet Manual Entry screen:  IHSS Advance Pay Supplemental – IHSS Advance Pay  AND  The timesheet is flagged for payment during timesheet validation processing	<p>Do not adjust Weekly Provider Paid Hours.</p> <p>Do not adjust Overtime Hours.</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p> <p>IF the timesheet service period falls within a month where SOC Hours = 00:00:</p> <ul style="list-style-type: none"> <li>Decrease the available IP hours by the additional hours determined to be payable during timesheet validation processing.</li> <li>Decrease the available IHSS Provider assigned hours by the additional hours determined to be payable during timesheet validation processing.</li> </ul> <p>ELSE IF the timesheet service period falls within a month where SOC Hours &gt; 00:00:</p> <ul style="list-style-type: none"> <li>Decrease the Recipient Available Hours by the number of hours increased in the modification.</li> <li>Decrease the IP hours by the total number of hours determined to be payable during timesheet validation processing.</li> <li>Decrease the available IHSS Provider assigned hours by the total number of hours determined to be payable during timesheet validation processing.</li> </ul> <p>(Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Reduce the IHSS remaining hours in the given service month</p>
6b	12004 20731 21093	CI-111608 - DSD BR TA HM 06b <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	WPCS Timesheet  Manually Keyed  Edit ( + )	When the user adds additional hours to one of the following timesheet types on the Modify Timesheet Manual Entry screen:  WPCS Supplemental – WPCS  AND  The timesheet is flagged for payment during timesheet validation processing	<p>Decrease the available WPCS hours by the additional hours determined to be payable during timesheet validation processing.</p> <p>Do not adjust Weekly Provider Paid Hours.</p> <p>Do not adjust Overtime Hours.</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p> <p>(Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p>
7		Business Rule Removed – Incorporated into 6-a above.			
8	11986 11996 20731 21093	CI-111610 - DSD BR TA HM 08 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	IHSS Arrears Timesheet  Manually Keyed  Edit ( - )	When the user reduces the hours on one of the following timesheet types on the Modify Timesheet Manual Entry screen:  IHSS Arrears Supplemental – IHSS Arrears  AND  The timesheet is flagged for payment during timesheet validation processing	<p>Increase the available IHSS and IP hours by the reduction in hours.</p> <p>Increase the available IHSS Provider assigned hours by the reduction in hours.</p> <p>Do not adjust Weekly Provider Paid hours.</p> <p>Do not adjust Overtime Hours.</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p> <p>(Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Restore the IHSS remaining hours in the given service month</p>
8a	11986 11996 20731 21093 12147	CI-111611 - DSD BR TA HM 08a <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Advance Pay Timesheet  Manually Keyed  Edit ( - )	When the user reduces the hours on one of the following timesheet types on the Modify Timesheet Manual Entry screen:  IHSS Advance Pay Supplemental – IHSS Advance Pay  AND  The timesheet is flagged for payment during timesheet validation processing	<p>Do not adjust Weekly Provider Paid Hours.</p> <p>Do not adjust Overtime Hours.</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p> <p>IF the timesheet service period falls within a month where SOC Hours = 00:00:</p> <ul style="list-style-type: none"> <li>Increase the available IP hours by the reduction in hours.</li> <li>Increase the available IHSS Provider assigned hours by the reduction in hours.</li> </ul> <p>ELSE IF the timesheet service period falls within a month where SOC Hours &gt; 00:00:</p> <ul style="list-style-type: none"> <li>Increase the Recipient Available Hours by the number of hours decreased in the modification.</li> <li>Increase the IP hours by the total number of hours determined to be payable during timesheet validation processing.</li> <li>Increase the available IHSS Provider assigned hours by the total number of hours determined to be payable during timesheet validation processing.</li> </ul> <p>(Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Restore the IHSS remaining hours in the given service month</p>

8b	11986 11996 20731 21093	CI-111612 - DSD BR TA HM 08b <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	WPCS Timesheet  Manually Keyed  Edit ( - )	When the user reduces the hours on one of the following timesheet types on the Modify Timesheet Manual Entry screen:  WPCS Supplemental – WPCS  AND  The timesheet is flagged for payment during timesheet validation processing	Increase the available WPCS hours by the reduction in hours.  Do not adjust Weekly Provider Paid Hours.  Do not adjust Overtime Hours.  Do not apply Sick Leave Accrued Date and Eligible Date business rules  (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)
9			Business Rule Removed – Incorporated into 8-8a above.		
10	11986 11996 20731 21093	CI-111614 - DSD BR TA HM 10 <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	IHSS Arrears Timesheet  Manually Keyed  Cancel Timesheet	When the user selects the Cancel Timesheet link on the View Timesheet screen for one of the following timesheet types:  IHSS Arrears Supplemental – IHSS Arrears  AND  The user confirms the cancellation	Increase the available IHSS and IP hours by the total hours on the cancelled timesheet.  Increase the available IHSS Provider assigned hours by the total hours on the cancelled timesheet.  Change the status of timesheet to Issued and remove the daily time entries.  Do not adjust Weekly Provider Paid Hours.  Do not adjust Overtime Hours.  Do not apply Sick Leave Accrued Date and Eligible Date business rules  (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)  Restore the IHSS remaining hours in the given service month  Decrease the Back-up Hours Paid by the total hours on the cancelled timesheet and increase the Remaining Hours for the Fiscal Year.
10a	11986 11996 20731 21093 12147	CI-111615 - DSD BR TA HM 10a <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	Advance Pay Timesheet  Manually Keyed  Cancel Timesheet	When the user selects the Cancel Timesheet link on the View Timesheet screen for one of the following timesheet types:  IHSS Advance Pay Supplemental – IHSS Advance Pay  AND  The user confirms the cancellation	Increase the available IP hours by the total hours on the cancelled timesheet.  Increase the available IHSS Provider assigned hours by the total hours on the cancelled timesheet.  If the timesheet service period falls within a month where SOC Hours > 00:00, increase the Available Hours by the Case Hours Paid (HH:MM) on the cancelled timesheet.  Change the status of timesheet to Issued and remove the daily time entries.  Do not adjust Weekly Provider Paid Hours.  Do not adjust Overtime Hours.  Do not apply Sick Leave Accrued Date and Eligible Date business rules  (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)  Restore the IHSS remaining hours in the given service month
10b	11986 11996 20731 21093	CI-111616 - DSD BR TA HM 10b <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	WPCS Timesheet  Manually Keyed  Cancel Timesheet	When the user selects the Cancel Timesheet link on the View Timesheet screen for one of the following timesheet types:  WPCS Supplemental – WPCS  AND  The user confirms the cancellation	Increase the available WPCS hours by the total hours on the cancelled timesheet.  Change the status of timesheet to Issued and remove the daily time entries.  Do not adjust Weekly Provider Paid Hours.  Do not adjust Overtime Hours.  Do not apply Sick Leave Accrued Date and Eligible Date business rules  (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)  Decrease the Back-up Hours Paid by the total hours on the cancelled timesheet and increase the Remaining Hours for the Fiscal Year.

No	Req ID	CI	Description	When	Action
11			Business Rule Removed – Incorporated into 10-10a above.		

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Hours Management (1-10)

No	Req ID	CI	Description	When	Action
1	11986 11979 11991 20731 21095	 CI-111597 - DSD BR TA HM 01 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Flagged for Non-Payment	When a timesheet is processed or manually keyed  AND  The timesheet is flagged for non-payment during timesheet validation processing	Do not decrease hours.  Do not adjust Weekly Provider Paid Hours.  Do not adjust Overtime Hours.  Do not apply Sick Leave Accrued Date and Eligible Date business rules  (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)
2	11986 11991 20731	 CI-111598 - DSD BR TA HM 02 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	IHSS Arrears Timesheet  Flagged for Payment	When one of the following timesheet types is processed:  IHSS Arrears Supplemental – IHSS Arrears  AND  The timesheet is flagged for payment during timesheet validation processing	Decrease the available IHSS and IP hours by the total number of hours determined to be payable during timesheet validation processing.  Decrease the available IHSS provider assigned hours by the total number of hours determined to be payable during timesheet validation processing.  Records Weekly Provider Paid Hours  Applies Overtime Calculation business rule and records total Overtime hours.  Apply the Weekly Maximum Violation and/or the Monthly Overtime Maximum Violation business rules and record the violations.  Apply Sick Leave Accrued Date and Eligible Date business rules  Submits the Timesheet Service and Overtime hours to Payroll.  (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)
2a	11986 11991 20731	 CI-111599 - DSD BR TA HM 02a <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	IHSS Advance Pay Timesheet  Flagged for Payment	When one of the following timesheet types is processed:  IHSS Advance Pay Supplemental – IHSS Advance Pay  AND  The timesheet is flagged for payment during timesheet validation processing	Decrease the available IP hours by the total number of hours determined to be payable during timesheet validation processing.  Decrease the available IHSS provider assigned hours by the total number of hours determined to be payable during timesheet validation processing.  Records Weekly Provider Paid Hours  Applies Overtime Calculation business rule and records total Overtime hours.  Apply the Weekly Maximum Violation and/or the Monthly Overtime Maximum Violation business rules and record the violations.  Apply Sick Leave Accrued Date and Eligible Date business rules  Submits the Timesheet Service and Overtime hours to Payroll.  (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)  Reduce the IHSS remaining hours in the given service month
2b	11986 11991 20731 12072 12073	 CI-111600 - DSD BR TA HM 02b <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	WPCS Timesheet  Flagged for Payment	When one of the following timesheet types is processed:  WPCS Supplemental – WPCS  AND  The timesheet is flagged for payment during timesheet validation processing	Decrease the available WPCS hours by the total number of hours determined to be payable during timesheet validation processing.  Records Weekly Provider Paid Hours  Applies Overtime Calculation business rule and records total Overtime hours.  Apply the Weekly Maximum Violation and/or the Monthly Overtime Maximum Violation business rules and record the violations.  Apply Sick Leave Accrued Date and Eligible Date business rules  Submits the Timesheet Service and Overtime hours to Payroll.  (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)
3			Business Rule Removed – Incorporated into 2-2a above.		

4	11986 11991 20731 21093	 CI-111602 - DSD BR TA HM 04 <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	IHSS Arrears Timesheet  Manually Keyed  Flagged for Payment	When one of the following timesheet types is keyed on the Timesheet Manual Entry screen:  IHSS Arrears Supplemental – IHSS Arrears AND The timesheet is flagged for payment during timesheet validation processing	Decrease the available IHSS and IP hours by the total number of hours determined to be payable during timesheet validation processing.  Decrease the available IHSS Provider assigned hours by the total number of hours determined to be payable during timesheet validation processing.  Do not adjust Weekly Provider Paid Hours.  Do not adjust Overtime Hours.  Do not apply Sick Leave Accrued Date and Eligible Date business rules. (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)  Reduce the IHSS remaining hours in the given service month
4a	11986 11991 20731 21093 12147	 CI-111603 - DSD BR TA HM 04a <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	IHSS Advance Pay Timesheet  Manually Keyed  Flagged for Payment	When one of the following timesheet types is keyed on Timesheet Manual Entry screen:  IHSS Advance Pay Supplemental – IHSS Advance Pay AND The timesheet is flagged for payment during timesheet validation processing	Decrease the available IP hours by the total number of hours determined to be payable during timesheet validation processing.  Decrease the available IHSS Provider assigned hours by the total number of hours determined to be payable during timesheet validation processing.  If the Service Period From date falls within a service month where recipient has SOC Hours > 00:00, decrease the number of Recipient available hours by the total number of hours determined to be payable during timesheet validation processing.  Do not adjust Weekly Provider Paid Hours.  Do not adjust Overtime Hours.  Do not apply Sick Leave Accrued Date and Eligible Date business rules  (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)  Reduce the IHSS remaining hours in the given service month
4b	11986 11991 20731 21093	 CI-111604 - DSD BR TA HM 04b <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	WPCS Timesheet  Manually Keyed  Flagged for Payment	When one of the following timesheet types is keyed on the Timesheet Manual Entry screen:  WPCS Supplemental – WPCS AND The timesheet is flagged for payment during timesheet validation processing	Decrease the available WPCS hours by the total number of hours determined to be payable during timesheet validation processing.  Do not adjust Weekly Provider Paid Hours.  Do not adjust Overtime Hours.  Do not apply Sick Leave Accrued Date and Eligible Date business rules  (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)
5			Business Rule Removed – Incorporated into 4-a above.		
6	11986 11991 20731 21093	 CI-111606 - DSD BR TA HM 06 <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	IHSS Arrears Timesheet  Manually Keyed  Edit (+)	When the user adds additional hours to one of the following timesheet types on the Modify Timesheet Manual Entry screen:  IHSS Arrears Supplemental – IHSS Arrears AND The timesheet is flagged for payment during timesheet validation processing	Decrease the available IHSS and IP hours by the additional hours determined to be payable during timesheet validation processing.  Decrease the available IHSS Provider assigned hours by the additional hours determined to be payable during timesheet validation processing.  Do not adjust Weekly Provider Paid Hours.  Do not adjust Overtime Hours.  Do not apply Sick Leave Accrued Date and Eligible Date business rules  (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)  Reduce the IHSS remaining hours in the given service month

6a	11986 11991 20731 21093 12147	CI-111607 - DSD BR TA HM 06a <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Advance Pay Timesheet  Manually Keyed  Edit ( + )	When the user adds additional hours to one of the following timesheet types on the Modify Timesheet Manual Entry screen:  IHSS Advance Pay Supplemental – IHSS Advance Pay  AND  The timesheet is flagged for payment during timesheet validation processing	<p>Do not adjust Weekly Provider Paid Hours.</p> <p>Do not adjust Overtime Hours.</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p> <p>IF the timesheet service period falls within a month where SOC Hours = 00:00:</p> <ul style="list-style-type: none"> <li>Decrease the available IP hours by the additional hours determined to be payable during timesheet validation processing.</li> <li>Decrease the available IHSS Provider assigned hours by the additional hours determined to be payable during timesheet validation processing.</li> </ul> <p>ELSE IF the timesheet service period falls within a month where SOC Hours &gt; 00:00:</p> <ul style="list-style-type: none"> <li>Decrease the Recipient Available Hours by the number of hours increased in the modification.</li> <li>Decrease the IP hours by the total number of hours determined to be payable during timesheet validation processing.</li> <li>Decrease the available IHSS Provider assigned hours by the total number of hours determined to be payable during timesheet validation processing.</li> </ul> <p>(Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Reduce the IHSS remaining hours in the given service month</p>
6b	12004 20731 21093	CI-111608 - DSD BR TA HM 06b <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	WPCS Timesheet  Manually Keyed  Edit ( + )	When the user adds additional hours to one of the following timesheet types on the Modify Timesheet Manual Entry screen:  WPCS Supplemental – WPCS  AND  The timesheet is flagged for payment during timesheet validation processing	<p>Decrease the available WPCS hours by the additional hours determined to be payable during timesheet validation processing.</p> <p>Do not adjust Weekly Provider Paid Hours.</p> <p>Do not adjust Overtime Hours.</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p> <p>(Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p>
7		Business Rule Removed – Incorporated into 6-a above.			
8	11986 11996 20731 21093	CI-111610 - DSD BR TA HM 08 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	IHSS Arrears Timesheet  Manually Keyed  Edit ( - )	When the user reduces the hours on one of the following timesheet types on the Modify Timesheet Manual Entry screen:  IHSS Arrears Supplemental – IHSS Arrears  AND  The timesheet is flagged for payment during timesheet validation processing	<p>Increase the available IHSS and IP hours by the reduction in hours.</p> <p>Increase the available IHSS Provider assigned hours by the reduction in hours.</p> <p>Do not adjust Weekly Provider Paid hours.</p> <p>Do not adjust Overtime Hours.</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p> <p>(Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Restore the IHSS remaining hours in the given service month</p>
8a	11986 11996 20731 21093 12147	CI-111611 - DSD BR TA HM 08a <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Advance Pay Timesheet  Manually Keyed  Edit ( - )	When the user reduces the hours on one of the following timesheet types on the Modify Timesheet Manual Entry screen:  IHSS Advance Pay Supplemental – IHSS Advance Pay  AND  The timesheet is flagged for payment during timesheet validation processing	<p>Do not adjust Weekly Provider Paid Hours.</p> <p>Do not adjust Overtime Hours.</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p> <p>IF the timesheet service period falls within a month where SOC Hours = 00:00:</p> <ul style="list-style-type: none"> <li>Increase the available IP hours by the reduction in hours.</li> <li>Increase the available IHSS Provider assigned hours by the reduction in hours.</li> </ul> <p>ELSE IF the timesheet service period falls within a month where SOC Hours &gt; 00:00:</p> <ul style="list-style-type: none"> <li>Increase the Recipient Available Hours by the number of hours decreased in the modification.</li> <li>Increase the IP hours by the total number of hours determined to be payable during timesheet validation processing.</li> <li>Increase the available IHSS Provider assigned hours by the total number of hours determined to be payable during timesheet validation processing.</li> </ul> <p>(Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Restore the IHSS remaining hours in the given service month</p>

8b	11986 11996 20731 21093	CI-111612 - DSD BR TA HM 08b <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	WPCS Timesheet  Manually Keyed  Edit ( - )	When the user reduces the hours on one of the following timesheet types on the Modify Timesheet Manual Entry screen:  WPCS Supplemental – WPCS  AND  The timesheet is flagged for payment during timesheet validation processing	Increase the available WPCS hours by the reduction in hours.  Do not adjust Weekly Provider Paid Hours.  Do not adjust Overtime Hours.  Do not apply Sick Leave Accrued Date and Eligible Date business rules  (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)
9			Business Rule Removed – Incorporated into 8-8a above.		
10	11986 11996 20731 21093	CI-111614 - DSD BR TA HM 10 <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	IHSS Arrears Timesheet  Manually Keyed  Cancel Timesheet	When the user selects the Cancel Timesheet link on the View Timesheet screen for one of the following timesheet types:  IHSS Arrears Supplemental – IHSS Arrears  AND  The user confirms the cancellation	Increase the available IHSS and IP hours by the total hours on the cancelled timesheet.  Increase the available IHSS Provider assigned hours by the total hours on the cancelled timesheet.  Change the status of timesheet to Issued and remove the daily time entries.  Do not adjust Weekly Provider Paid Hours.  Do not adjust Overtime Hours.  Do not apply Sick Leave Accrued Date and Eligible Date business rules  (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)  Restore the IHSS remaining hours in the given service month  Decrease the Back-up Hours Paid by the total hours on the cancelled timesheet and increase the Remaining Hours for the Fiscal Year.
10a	11986 11996 20731 21093 12147	CI-111615 - DSD BR TA HM 10a <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	Advance Pay Timesheet  Manually Keyed  Cancel Timesheet	When the user selects the Cancel Timesheet link on the View Timesheet screen for one of the following timesheet types:  IHSS Advance Pay Supplemental – IHSS Advance Pay  AND  The user confirms the cancellation	Increase the available IP hours by the total hours on the cancelled timesheet.  Increase the available IHSS Provider assigned hours by the total hours on the cancelled timesheet.  If the timesheet service period falls within a month where SOC Hours > 00:00, increase the Available Hours by the Case Hours Paid (HH:MM) on the cancelled timesheet.  Change the status of timesheet to Issued and remove the daily time entries.  Do not adjust Weekly Provider Paid Hours.  Do not adjust Overtime Hours.  Do not apply Sick Leave Accrued Date and Eligible Date business rules  (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)  Restore the IHSS remaining hours in the given service month
10b	11986 11996 20731 21093	CI-111616 - DSD BR TA HM 10b <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	WPCS Timesheet  Manually Keyed  Cancel Timesheet	When the user selects the Cancel Timesheet link on the View Timesheet screen for one of the following timesheet types:  WPCS Supplemental – WPCS  AND  The user confirms the cancellation	Increase the available WPCS hours by the total hours on the cancelled timesheet.  Change the status of timesheet to Issued and remove the daily time entries.  Do not adjust Weekly Provider Paid Hours.  Do not adjust Overtime Hours.  Do not apply Sick Leave Accrued Date and Eligible Date business rules  (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)  Decrease the Back-up Hours Paid by the total hours on the cancelled timesheet and increase the Remaining Hours for the Fiscal Year.

## DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Hours Management (11-20)

No	Req ID	CI	Description	When	Action
11			Business Rule Removed – Incorporated into 10-10a above.		

## **DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Share of Cost Spend-Down**

- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Share of Cost Spend-Down/Share of Cost Spend-Down Process
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Share of Cost Spend-Down/Share of Cost Spend-Down Process/Explanation of Share of Cost Letters

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Share of Cost Spend-Down/Share of Cost Spend-Down Process



## Share of Cost Changes

This functionality shall be retired at a set configuration date which is TBD. The new SOC functionality processes the spend down at the beginning of each month to the Recipient case, instead of being taken when a Provider submits timesheets.



This functionality applies only to timesheets submitted for pay periods prior to the Share of Cost (SOC) cutoff date. SOC functionality has shifted from timesheet-based to Recipient case-based. These business rules are maintained for historical reference.

Timesheets, special transactions and payment corrections are interfaced to Payroll for processing, including the SOC Deduction Indicator set during the Share of Cost Evaluation process. When the SOC Deduction Indicator is set to 'Y,' Payroll will calculate the Preliminary Net Pay and request that Case Management use this information to determine the appropriate SOC deduction.

Advance Payments generated out of the monthly process are not subject to an SOC deduction evaluation. However, an SOC Indicator is interfaced from Case Management to Payroll during the Advance Pay Share of Cost Indicator process which runs monthly after processing the MEDS renewal file.

When the SOC Indicator is set to 'Y', during the monthly Advance Payment cycle Payroll will calculate the Preliminary Net Pay and request that Case Management use this information to determine the appropriate SOC deduction.

The following business rules are applied to determine the SOC Deduction amount:

- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Share of Cost Spend-Down/Share of Cost Spend-Down Process (1-10)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Share of Cost Spend-Down/Share of Cost Spend-Down Process (11-20)

No	Req ID	CI	Description	When	Action
1	16130 12703 16059 16971	CI-111676 - DSD BR TA SOCSDP 01 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	SOC Spend-Down  CFCO, IPW/IPO or PCSP  Certified Medi-Cal SOC	When a request for an SOC deduction is received from Payroll  AND  The Funding Source Aid Code is 2K – Community First Choice Option, 2L - IHSS Plus Waiver Program/IHSS Plus Option Program OR 2M – Personal Care Services Program for the eligibility month in which the pay period falls  AND  The first digit of Medi-Cal Eligibility Status is '3' (Medi-Cal Eligible/Certified) for the eligibility month in which the pay period falls	Check the Non-Reversed SOC Amount for the eligibility month in which the pay period falls.  If the amount of the Non-Reversed SOC is greater than the Preliminary Net Pay: <ul style="list-style-type: none"> <li>• Pass an SOC deduction amount equal to the Preliminary Net Pay amount to Payroll.</li> <li>• Reduce the Non-Reversed SOC amount by the amount of the Preliminary Net Pay.</li> </ul> If the amount of the Non-Reversed SOC is less than or equal to the Preliminary Net Pay: <ul style="list-style-type: none"> <li>• Pass an SOC deduction amount equal to the Non-Reversed SOC amount to Payroll.</li> <li>• Reduce the Non-Reversed SOC amount to zero.</li> </ul>
2			Business Rule Removed – Covered in Item 1 above and in <a href="#">Explanation of Share of Cost Letters</a> – Item 3.		

3	16130 12703 16059 16971	 CI-111678 - DSD BR TA SOCSDP 03 <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	SOC Spend-Down  CFCO, IPW/IPO or PCSP  Uncertified Medi-Cal SOC  Pay Period outside of 13 months	When a request for an SOC deduction is received from Payroll  AND  The Funding Source Aid Code is 2K – Community First Choice Option, 2L - IHSS Plus Waiver Program/IHSS Plus Option Program OR 2M – Personal Care Services Program for the eligibility month in which the pay period falls  AND  The first digit of Medi-Cal Eligibility Status is '5' (Medi-Cal Eligible/Uncertified SOC) for the eligibility month in which the pay period falls  AND  The pay period does not fall within the current month or within one of the past 12 months	Check the Non-Reversed SOC Amount for the eligibility month in which the pay period falls.  If the amount of the Non-Reversed SOC is greater than the Preliminary Net Pay: <ul style="list-style-type: none"><li>• Pass an SOC deduction amount equal to the Preliminary Net Pay amount to Payroll.</li><li>• Reduce the Non-Reversed SOC amount by the amount of the Preliminary Net Pay.</li></ul> If the amount of the Non-Reversed SOC is less than or equal to the Preliminary Net Pay: <ul style="list-style-type: none"><li>• Pass an SOC deduction amount equal to the Non-Reversed SOC amount to Payroll.</li><li>• Reduce the Non-Reversed SOC amount to zero.</li></ul>
4			Business Rule Removed – Covered in Item 3 above and in <a href="#">Explanation of Share of Cost Letters</a> – Item 3.		
5	16130 12703 16059 16971	 CI-111680 - DSD BR TA SOCSDP 05 <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	SOC Spend-Down  CFCO, IPW/IPO or PCSP  Uncertified Medi-Cal SOC  Pay Period within 13 months	When a request for an SOC deduction is received from Payroll  AND  The Funding Source Aid Code is 2K – Community First Choice Option, 2L - IHSS Plus Waiver Program/IHSS Plus Option Program OR 2M – Personal Care Services Program for the eligibility month in which the pay period falls  AND  The first digit of Medi-Cal Eligibility Status is '5' (Medi-Cal Eligible/Uncertified SOC) for the eligibility month in which the pay period falls  AND  The pay period falls within the current month or within one of the past 12 months	Check the Non-Reversed SOC Amount for the eligibility month in which the pay period falls.  If the amount of the Non-Reversed SOC is greater than or equal to the Preliminary Net Pay: <ul style="list-style-type: none"><li>• Pass an SOC deduction amount equal to the Preliminary Net Pay amount to Payroll.</li><li>• Reduce the Non-Reversed SOC amount by the amount of the Preliminary Net Pay.</li></ul> If the amount of the Non-Reversed SOC is less than the Preliminary Net Pay: <ul style="list-style-type: none"><li>• Process a MEDS POS spend-down transaction using the Preliminary Net Pay less the Non-Reversed SOC amount (continued below).</li><li>• Reduce the Non-Reversed SOC amount to zero.</li></ul>
6	16130 12703 16059 16971	 CI-111681 - DSD BR TA SOCSDP 06 <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	SOC Spend-Down  CFCO, IPW/IPO or PCSP  Uncertified Medi-Cal SOC  Pay Period within 13 months  Process MEDS POS Spend-Down Transaction – MEDS POS Error	Continued:  OR Previously Certified  OR MEDS POS Errors	If the MEDS POS returns an indicator that the SOC has been previously certified OR MEDS POS error(s) are returned: <ul style="list-style-type: none"><li>• Pass an SOC deduction amount equal to the Non-Reversed SOC amount to Payroll.</li></ul>
7	16130 12703 16059 16971	 CI-111682 - DSD BR TA SOCSDP 07 <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	SOC Spend-Down  CFCO, IPW/IPO or PCSP  Uncertified Medi-Cal SOC  Pay Period within 13 months  Process MEDS POS Spend-Down Transaction – No MEDS POS Error	Continued:  No MEDS POS Errors	If no MEDS POS errors are returned: <ul style="list-style-type: none"><li>• Pass an SOC deduction amount equal the sum of the MEDS POS spend-down amount and the Non-Reversed SOC amount to Payroll.</li></ul>
8			Business Rule Removed – Restructured to check the Non-Reversed SOC amount prior to making the MEDS POS Spend-down request when uncertified SOC.		
9			Business Rule Removed – Covered in Item 5 above and in <a href="#">Explanation of Share of Cost Letters</a> – Item 3.		
10			Business Rule Removed – Covered in Item 6 above and in <a href="#">Explanation of Share of Cost Letters</a> – Item 3.		

No	Req ID	CI	Description	When	Action
11			Business Rule Removed – Covered in Item 7 above and in 24.2.5.6.2 Explanation of Share of Cost Letters – Item 3.		
12			Business Rule Removed – Restructured to check the Non-Reversed SOC amount prior to making the MEDS POS Spend-down request when uncertified SOC.		
13	12122 12620	 <b>CI-111688</b> - DSD BR TA SOCSDP 13 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	SOC Spend-Down  IHSS Residual	When a request for an SOC deduction is received from Payroll  AND  The Funding Source Aid Code is 2N – IHSS Residual for the eligibility month in which the pay period falls	<p>If the amount of the unmet IHSS SOC is greater than the Preliminary Net Pay:</p> <ul style="list-style-type: none"> <li>Reduce the unmet SOC amount by the amount of the Preliminary Net Pay.</li> <li>Pass an SOC deduction amount equal to the Preliminary Net Pay amount to Payroll.</li> </ul> <p>If the amount of the unmet IHSS SOC is less than or equal to the Preliminary Net Pay amount:</p> <ul style="list-style-type: none"> <li>Reduce the unmet IHSS SOC amount to zero</li> <li>Pass an SOC deduction amount equal to the unmet IHSS SOC amount (prior to the spend-down).</li> </ul>

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Share of Cost Spend-Down/Share of Cost Spend-Down Process (1-10)

No	Req ID	CI	Description	When	Action
1	16130 12703 16059 16971	 CI-111676 - DSD BR TA SOCSDP 01 <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	SOC Spend-Down  CFCO, IPW/IPO or PCSP  Certified Medi-Cal SOC	When a request for an SOC deduction is received from Payroll  AND  The Funding Source Aid Code is 2K – Community First Choice Option, 2L - IHSS Plus Waiver Program/IHSS Plus Option Program OR 2M – Personal Care Services Program for the eligibility month in which the pay period falls  AND  The first digit of Medi-Cal Eligibility Status is '3' (Medi-Cal Eligible/Certified) for the eligibility month in which the pay period falls	Check the Non-Reversed SOC Amount for the eligibility month in which the pay period falls.  If the amount of the Non-Reversed SOC is greater than the Preliminary Net Pay: <ul style="list-style-type: none"><li>• Pass an SOC deduction amount equal to the Preliminary Net Pay amount to Payroll.</li><li>• Reduce the Non-Reversed SOC amount by the amount of the Preliminary Net Pay.</li></ul> If the amount of the Non-Reversed SOC is less than or equal to the Preliminary Net Pay: <ul style="list-style-type: none"><li>• Pass an SOC deduction amount equal to the Non-Reversed SOC amount to Payroll.</li><li>• Reduce the Non-Reversed SOC amount to zero.</li></ul>
2			Business Rule Removed – Covered in Item 1 above and in <a href="#">Explanation of Share of Cost Letters</a> – Item 3.		
3	16130 12703 16059 16971	 CI-111678 - DSD BR TA SOCSDP 03 <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	SOC Spend-Down  CFCO, IPW/IPO or PCSP  Uncertified Medi-Cal SOC  Pay Period outside of 13 months	When a request for an SOC deduction is received from Payroll  AND  The Funding Source Aid Code is 2K – Community First Choice Option, 2L - IHSS Plus Waiver Program/IHSS Plus Option Program OR 2M – Personal Care Services Program for the eligibility month in which the pay period falls  AND  The first digit of Medi-Cal Eligibility Status is '5' (Medi-Cal Eligible/Uncertified SOC) for the eligibility month in which the pay period falls  AND  The pay period does not fall within the current month or within one of the past 12 months	Check the Non-Reversed SOC Amount for the eligibility month in which the pay period falls.  If the amount of the Non-Reversed SOC is greater than the Preliminary Net Pay: <ul style="list-style-type: none"><li>• Pass an SOC deduction amount equal to the Preliminary Net Pay amount to Payroll.</li><li>• Reduce the Non-Reversed SOC amount by the amount of the Preliminary Net Pay.</li></ul> If the amount of the Non-Reversed SOC is less than or equal to the Preliminary Net Pay: <ul style="list-style-type: none"><li>• Pass an SOC deduction amount equal to the Non-Reversed SOC amount to Payroll.</li><li>• Reduce the Non-Reversed SOC amount to zero.</li></ul>
4			Business Rule Removed – Covered in Item 3 above and in <a href="#">Explanation of Share of Cost Letters</a> – Item 3.		

5	16130 12703 16059 16971	 CI-111680 - DSD BR TA SOCSDP 05 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	SOC Spend-Down  CFCO, IPW/IPO or PCSP  Uncertified Medi-Cal SOC  Pay Period within 13 months	When a request for an SOC deduction is received from Payroll  AND  The Funding Source Aid Code is 2K – Community First Choice Option, 2L - IHSS Plus Waiver Program/IHSS Plus Option Program OR 2M – Personal Care Services Program for the eligibility month in which the pay period falls  AND  The first digit of Medi-Cal Eligibility Status is '5' (Medi-Cal Eligible/Uncertified SOC) for the eligibility month in which the pay period falls  AND  The pay period falls within the current month or within one of the past 12 months	Check the Non-Reversed SOC Amount for the eligibility month in which the pay period falls.  If the amount of the Non-Reversed SOC is greater than or equal to the Preliminary Net Pay: <ul style="list-style-type: none"><li>• Pass an SOC deduction amount equal to the Preliminary Net Pay amount to Payroll.</li><li>• Reduce the Non-Reversed SOC amount by the amount of the Preliminary Net Pay.</li></ul> If the amount of the Non-Reversed SOC is less than the Preliminary Net Pay: <ul style="list-style-type: none"><li>• Process a MEDS POS spend-down transaction using the Preliminary Net Pay less the Non-Reversed SOC amount (continued below).</li><li>• Reduce the Non-Reversed SOC amount to zero.</li></ul>
6	16130 12703 16059 16971	 CI-111681 - DSD BR TA SOCSDP 06 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	SOC Spend-Down  CFCO, IPW/IPO or PCSP  Uncertified Medi-Cal SOC  Pay Period within 13 months  Process MEDS POS Spend-Down Transaction – MEDS POS Error	Continued:  OR Previously Certified  OR MEDS POS Errors	If the MEDS POS returns an indicator that the SOC has been previously certified OR MEDS POS error(s) are returned: <ul style="list-style-type: none"><li>• Pass an SOC deduction amount equal to the Non-Reversed SOC amount to Payroll.</li></ul>
7	16130 12703 16059 16971	 CI-111682 - DSD BR TA SOCSDP 07 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	SOC Spend-Down  CFCO, IPW/IPO or PCSP  Uncertified Medi-Cal SOC  Pay Period within 13 months  Process MEDS POS Spend-Down Transaction – No MEDS POS Error	Continued:  No MEDS POS Errors	If no MEDS POS errors are returned: <ul style="list-style-type: none"><li>• Pass an SOC deduction amount equal the sum of the MEDS POS spend-down amount and the Non-Reversed SOC amount to Payroll.</li></ul>
8			Business Rule Removed – Restructured to check the Non-Reversed SOC amount prior to making the MEDS POS Spend-down request when uncertified SOC.		
9			Business Rule Removed – Covered in Item 5 above and in <a href="#">Explanation of Share of Cost Letters</a> – Item 3.		
10			Business Rule Removed – Covered in Item 6 above and in <a href="#">Explanation of Share of Cost Letters</a> – Item 3.		

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Share of Cost Spend-Down/Share of Cost Spend-Down Process (11-20)

No	Req ID	CI	Description	When	Action
11			Business Rule Removed – Covered in Item 7 above and in 24.2.5.6.2 Explanation of Share of Cost Letters – Item 3.		
12			Business Rule Removed – Restructured to check the Non-Reversed SOC amount prior to making the MEDS POS Spend-down request when uncertified SOC.		
13	12122 12620	 CI-111688 - DSD BR TA SOCSDP 13 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	SOC Spend-Down  IHSS Residual	<p>When a request for an SOC deduction is received from Payroll</p> <p>AND</p> <p>The Funding Source Aid Code is 2N – IHSS Residual for the eligibility month in which the pay period falls</p>	<p>If the amount of the unmet IHSS SOC is greater than the Preliminary Net Pay:</p> <ul style="list-style-type: none"> <li>Reduce the unmet SOC amount by the amount of the Preliminary Net Pay.</li> <li>Pass an SOC deduction amount equal to the Preliminary Net Pay amount to Payroll.</li> </ul> <p>If the amount of the unmet IHSS SOC is less than or equal to the Preliminary Net Pay amount:</p> <ul style="list-style-type: none"> <li>Reduce the unmet IHSS SOC amount to zero</li> <li>Pass an SOC deduction amount equal to the unmet IHSS SOC amount (prior to the spend-down).</li> </ul>

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Share of Cost Spend-Down/Share of Cost Spend-Down Process/Explanation of Share of Cost Letters

The Explanation of Share of Cost Letters are triggered during the Create Warrant process when the payment data is interfaced from Payroll to CM. When an SOC deduction has been taken, the Funding Source and Pay Type are evaluated to determine if the letters should be triggered and if so, which version of the letters applies.

- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Share of Cost Spend-Down/Share of Cost Spend-Down Process/Explanation of Share of Cost Letters (1-10)

No.	StarTeam ID	CI	Description	When	Action
1	12772 16472 16971	 CI-111576 - DSD BR TA ESOCL 01 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Trigger Explanation of IHSS Share of Cost Letter	When a payment record is received from Payroll with a SOC deduction AND The Funding Source is PCSP, CFCO or IPW/IPO AND The Pay Type is NOT Advance Pay, Advance Pay – Initial or Advance Pay- Additional	Trigger an Explanation of IHSS Share of Cost letter to the Mail Designee in the specified written language (subject to CDSS available translations). Trigger an Explanation of IHSS Share of Cost letter to the Provider in the specified written language (subject to CDSS available translations).
2	12772 16472 16563 16971	 CI-111577 - DSD BR TA ESOCL 02 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Trigger Explanation of IHSS Share of Cost Letter (Advance Pay)	When a payment record is received from Payroll with a SOC deduction AND The Funding Source is CFCO or IPW/IPO AND The Pay Type is Advance Pay, Advance Pay – Initial or Advance Pay- Additional	Trigger an Explanation of IHSS Share of Cost letter (Advance Pay version) to the Mail Designee in the specified written language (subject to CDSS available translations).
3	12772 16472 16971	 CI-111578 - DSD BR TA ESOCL 03 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Trigger Explanation of WPCS Share of Cost Letter	When a payment record is received from Payroll with an SOC deduction AND The Funding Source is WPCS	Trigger an Explanation of WPCS Share of Cost letter to the Mail Designee in the specified written language (subject to CDSS available translations). Trigger an Explanation of WPCS Share of Cost letter to the Provider in the specified written language (subject to CDSS available translations).

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Share of Cost Spend-Down/Share of Cost Spend-Down Process/Explanation of Share of Cost Letters (1-10)

No.	StarTeam ID	CI	Description	When	Action
1	12772 16472 16971	 <b>CI-111576</b> - DSD BR TA ESOCL 01 <b>IMPLEMENTED</b>	Trigger Explanation of IHSS Share of Cost Letter	When a payment record is received from Payroll with a SOC deduction AND The Funding Source is PCSP, CFCO or IPW/IPO AND The Pay Type is NOT Advance Pay, Advance Pay – Initial or Advance Pay- Additional	Trigger an Explanation of IHSS Share of Cost letter to the Mail Designee in the specified written language (subject to CDSS available translations). Trigger an Explanation of IHSS Share of Cost letter to the Provider in the specified written language (subject to CDSS available translations).
2	12772 16472 16563 16971	 <b>CI-111577</b> - DSD BR TA ESOCL 02 <b>IMPLEMENTED</b>	Trigger Explanation of IHSS Share of Cost Letter (Advance Pay)	When a payment record is received from Payroll with a SOC deduction AND The Funding Source is CFCO or IPW/IPO AND The Pay Type is Advance Pay, Advance Pay – Initial or Advance Pay- Additional	Trigger an Explanation of IHSS Share of Cost letter (Advance Pay version) to the Mail Designee in the specified written language (subject to CDSS available translations).
3	12772 16472 16971	 <b>CI-111578</b> - DSD BR TA ESOCL 03 <b>IMPLEMENTED</b>	Trigger Explanation of WPCS Share of Cost Letter	When a payment record is received from Payroll with an SOC deduction AND The Funding Source is WPCS	Trigger an Explanation of WPCS Share of Cost letter to the Mail Designee in the specified written language (subject to CDSS available translations). Trigger an Explanation of WPCS Share of Cost letter to the Provider in the specified written language (subject to CDSS available translations).

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Resolving Timesheet Exception Tasks

In order to keep the number of tasks in the Payroll Work Queue to a manageable level and also to provide timesheet exception resolution data for the Timesheet Exception Summary report, the following business rules have been established:

- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Resolving Timesheet Exception Tasks (1-10)

No.	Req ID	CI	Description	When	Action
1	16284	<a href="#"></a> CI-111620 - DSD BR TA RTET 01 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Issue IHSS Arrears Replacement Timesheet	When the user issues an IHSS Arrears timesheet on the Timesheet Issuance screen  AND  There is an IHSS Arrears timesheet for the same pay period and Recipient/Provider relationship in an Exception status	Mark the task associated with the Exceptioned timesheet as complete.  Record the current date and the user ID of the user who issued the timesheet for reporting on the Timesheet Exception Summary.
2	16284	<a href="#"></a> CI-111621 - DSD BR TA RTET 02 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Issue IHSS Advance Pay Replacement Timesheet	When the user issues an IHSS Advance Pay timesheet on the Timesheet Issuance screen  AND  There is an IHSS Advance Pay timesheet for the same pay period and Recipient/Provider relationship in an Exception status	Mark the task associated with the Exceptioned timesheet as complete.  Record the current date and the user ID of the user who issued the timesheet for reporting on the Timesheet Exception Summary.
3	16284	<a href="#"></a> CI-111622 - DSD BR TA RTET 03 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Issue WPCS Replacement Timesheet	When the user issues a WPCS timesheet on the Timesheet Issuance screen  AND  There is a WPCS timesheet for the same pay period and Recipient/Provider relationship in an Exception status	Mark the task associated with the Exceptioned timesheet as complete.  Record the current date and the user ID of the user who issued the timesheet for reporting on the Timesheet Exception Summary.
4	16284	<a href="#"></a> CI-111623 - DSD BR TA RTET 04 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Approve Payment Correction for IHSS Arrears Timesheet	When the user approves a Payment Correction to correct an IHSS Arrears timesheet  AND  This IHSS Arrears timesheet is in an Exceptioned status	Mark the task associated with the Exceptioned timesheet as complete.  Record the current date and the user ID of the user who entered the payment correction for reporting on the Timesheet Exception Summary.
5	16284	<a href="#"></a> CI-111624 - DSD BR TA RTET 05 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Approve Payment Correction for IHSS Advance Pay Timesheet	When the user approves a Payment Correction to correct an IHSS Advance Pay timesheet on the Payment Correction screen  AND  This IHSS Advance Pay timesheet is in an Exceptioned status	Mark the task associated with the Exceptioned timesheet as complete.  Record the current date and the user ID of the user who entered the payment correction for reporting on the Timesheet Exception Summary.
6	16284	<a href="#"></a> CI-111625 - DSD BR TA RTET 06 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Approve Payment Correction for WPCS Timesheet	When the user approves a Payment Correction screen to correct a WPCS timesheet  AND  This WPCS timesheet is in an Exceptioned status	Mark the task associated with the Exceptioned timesheet as complete.  Record the current date and the user ID of the user who entered the payment correction for reporting on the Timesheet Exception Summary.
7	12008 16284 1 6551 20774	<a href="#"></a> CI-111626 - DSD BR TA RTET 07 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Release of Held Timesheet – Other Hold Conditions	When a timesheet is in one of the following statuses: <ul style="list-style-type: none"><li>• Held – Excessive Hours Claimed</li><li>• Held – Flagged for Review</li><li>• Held – Random Sampling</li></ul> AND  A user with appropriate access selects the Release hyperlink on the View Timesheet screen  OR  The Status Date for this status is the prior business day  AND  Batch job 800AINDN is processed	Mark the task associated with the Held timesheet as complete.  Decreases the remaining IP hours by the amount of the hours to be processed.  Records Weekly Provider Paid Hours and applies Overtime Calculation business rule and records total Overtime hours. (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)  Applies the Weekly Maximums and the Overtime Maximums business rules and records the violations when applicable. Submits the Timesheet Service and Overtime hours to Payroll.  Record the current date and the User ID of the user (county user or system) who released the timesheet for inclusion on the Timesheet Exception Summary report.  Payroll: Process payment based on data passed from CM.

8	12008 16248 16551 20744	CI-111627 - DSD BR TA RTET 08 <b>IMPLEMENTED</b>	Rejection of Held Timesheet – Other Hold Conditions	<p>When a timesheet is in one of the following statuses:</p> <ul style="list-style-type: none"> <li>• Held – Excessive Hours Claimed</li> <li>• Held – Flagged for Review</li> <li>• Held – Random Sampling</li> </ul> <p>AND</p> <p>A user with appropriate access selects the Rejected hyperlink on the View Timesheet screen</p>	<p>Mark the task associated with the Held timesheet as complete.</p> <p>Update the timesheet status to "Exception"</p> <p>Generate appropriate exception based on held status:</p> <ul style="list-style-type: none"> <li>• "Timesheet selected for review rejected by [insert user id]."</li> <li>• "Timesheet selected for random sampling rejected by [insert user id]."</li> </ul> <p>AND</p> <p>Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets. (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Record the current date and the User ID of the user who rejected the timesheet for inclusion on the Timesheet Exception Summary report.</p>
9	12014 16284	CI-111628 - DSD BR TA RTET 09 <b>IMPLEMENTED</b>	Mark Task Complete	<p>When the user marks a timesheet exception task complete</p> <p>Note: For use in situations where there is no action that can be taken in the system to remedy the exception i.e. Recipient was on leave during the pay period and Provider should not have claimed any time.</p>	<p>Record the current date and the user ID of the user who marked the task complete for reporting on the Timesheet Exception Summary.</p>
10	21358 21565	CI-823569 - DSD BR TA RTET 10 <b>IMPLEMENTED</b>	IHSS Advance Pay Timesheet  Advance Pay - Back Up Provider	<p>When an IHSS timesheet for an Advance Pay back-up provider is in one of the following statuses:</p> <ul style="list-style-type: none"> <li>• Held - Flagged for Review</li> <li>• Held - Random Sampling</li> <li>• Held - Early Submission (note: No Release link for this held type)</li> <li>• Held - Excessive Hours Claimed</li> </ul> <p>AND</p> <p>A user with appropriate access selects the Release hyperlink on the View Timesheet screen and confirms to release the timesheet</p> <p>OR</p> <p>During the nightly batch process the timesheet is automatically released via the 800AINDN batch job</p>	<p>The PRDR942A batch job will create the special transaction record indicating the number of hours claimed in the pay period at the back-up provider rate. Details on the special transaction record include:</p> <ul style="list-style-type: none"> <li>• Service Period From Date and To Date - aligns with the pay period on the processed timesheet</li> <li>• Payee Name – the provider name</li> <li>• Amount - \$0.00</li> <li>• Type = Advance Pay – Back-Up Provider</li> <li>• Rate Override - \$0.00</li> <li>• Hours (HH:MM) – aligns with the Case Hours Paid on the processed timesheet</li> <li>• Special Transaction Number – system generated</li> <li>• Status – Pending Payroll</li> <li>• Status Date – date spec tran is created</li> <li>• Program – IHSS</li> <li>• Submitted By – superuser</li> <li>• Approved By/Rejected By – superuser</li> <li>• Comments – indicates the timesheet number and the special transaction type (i.e TS &lt;timesheet #&gt;. Advance Pay – Back-Up Provider)</li> </ul> <p>The PRDR907A job will later run and send the record to Payroll setting the status of the record to "Processed"</p>

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Resolving Timesheet Exception Tasks (1-10)

No.	Req ID	CI	Description	When	Action
1	16284	CI-111620 - DSD BR TA RTET 01 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Issue IHSS Arrears Replacement Timesheet	When the user issues an IHSS Arrears timesheet on the Timesheet Issuance screen  AND  There is an IHSS Arrears timesheet for the same pay period and Recipient/Provider relationship in an Exception status	Mark the task associated with the Exceptioned timesheet as complete.  Record the current date and the user ID of the user who issued the timesheet for reporting on the Timesheet Exception Summary.
2	16284	CI-111621 - DSD BR TA RTET 02 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Issue IHSS Advance Pay Replacement Timesheet	When the user issues an IHSS Advance Pay timesheet on the Timesheet Issuance screen  AND  There is an IHSS Advance Pay timesheet for the same pay period and Recipient/Provider relationship in an Exception status	Mark the task associated with the Exceptioned timesheet as complete.  Record the current date and the user ID of the user who issued the timesheet for reporting on the Timesheet Exception Summary.
3	16284	CI-111622 - DSD BR TA RTET 03 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Issue WPCS Replacement Timesheet	When the user issues a WPCS timesheet on the Timesheet Issuance screen  AND  There is a WPCS timesheet for the same pay period and Recipient/Provider relationship in an Exception status	Mark the task associated with the Exceptioned timesheet as complete.  Record the current date and the user ID of the user who issued the timesheet for reporting on the Timesheet Exception Summary.
4	16284	CI-111623 - DSD BR TA RTET 04 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Approve Payment Correction for IHSS Arrears Timesheet	When the user approves a Payment Correction to correct an IHSS Arrears timesheet  AND  This IHSS Arrears timesheet is in an Exceptioned status	Mark the task associated with the Exceptioned timesheet as complete.  Record the current date and the user ID of the user who entered the payment correction for reporting on the Timesheet Exception Summary.
5	16284	CI-111624 - DSD BR TA RTET 05 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Approve Payment Correction for IHSS Advance Pay Timesheet	When the user approves a Payment Correction to correct an IHSS Advance Pay timesheet on the Payment Correction screen  AND  This IHSS Advance Pay timesheet is in an Exceptioned status	Mark the task associated with the Exceptioned timesheet as complete.  Record the current date and the user ID of the user who entered the payment correction for reporting on the Timesheet Exception Summary.
6	16284	CI-111625 - DSD BR TA RTET 06 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Approve Payment Correction for WPCS Timesheet	When the user approves a Payment Correction screen to correct a WPCS timesheet  AND  This WPCS timesheet is in an Exceptioned status	Mark the task associated with the Exceptioned timesheet as complete.  Record the current date and the user ID of the user who entered the payment correction for reporting on the Timesheet Exception Summary.
7	12008 16284 1 6551 20774	CI-111626 - DSD BR TA RTET 07 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Release of Held Timesheet – Other Hold Conditions	When a timesheet is in one of the following statuses: <ul style="list-style-type: none"><li>• Held – Excessive Hours Claimed</li><li>• Held – Flagged for Review</li><li>• Held – Random Sampling</li></ul> AND  A user with appropriate access selects the Release hyperlink on the View Timesheet screen  OR  The Status Date for this status is the prior business day  AND  Batch job 800AINDN is processed	Mark the task associated with the Held timesheet as complete.  Decreases the remaining IP hours by the amount of the hours to be processed.  Records Weekly Provider Paid Hours and applies Overtime Calculation business rule and records total Overtime hours. (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)  Applies the Weekly Maximums and the Overtime Maximums business rules and records the violations when applicable. Submits the Timesheet Service and Overtime hours to Payroll.  Record the current date and the User ID of the user (county user or system) who released the timesheet for inclusion on the Timesheet Exception Summary report.  Payroll: Process payment based on data passed from CM.

8	12008 16248 16551 20744	<b>CI-111627 - DSD BR TA RTET 08</b> <small>IMPLEMENTED</small>	Rejection of Held Timesheet – Other Hold Conditions	<p>When a timesheet is in one of the following statuses:</p> <ul style="list-style-type: none"> <li>• Held – Excessive Hours Claimed</li> <li>• Held – Flagged for Review</li> <li>• Held – Random Sampling</li> </ul> <p>AND</p> <p>A user with appropriate access selects the Rejected hyperlink on the View Timesheet screen</p>	<p>Mark the task associated with the Held timesheet as complete.</p> <p>Update the timesheet status to "Exception"</p> <p>Generate appropriate exception based on held status:</p> <ul style="list-style-type: none"> <li>• "Timesheet selected for review rejected by [insert user id]."</li> <li>• "Timesheet selected for random sampling rejected by [insert user id]."</li> </ul> <p>AND</p> <p>Do not update Remaining Hours, Weekly Provider Paid Hours and Overtime Hours buckets. (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)</p> <p>Record the current date and the User ID of the user who rejected the timesheet for inclusion on the Timesheet Exception Summary report.</p>
9	12014 16284	<b>CI-111628 - DSD BR TA RTET 09</b> <small>IMPLEMENTED</small>	Mark Task Complete	<p>When the user marks a timesheet exception task complete</p> <p>Note: For use in situations where there is no action that can be taken in the system to remedy the exception i.e. Recipient was on leave during the pay period and Provider should not have claimed any time.</p>	<p>Record the current date and the user ID of the user who marked the task complete for reporting on the Timesheet Exception Summary.</p>
10	21358 21565	<b>CI-823569 - DSD BR TA RTET 10</b> <small>IMPLEMENTED</small>	IHSS Advance Pay Timesheet  Advance Pay - Back Up Provider	<p>When an IHSS timesheet for an Advance Pay back-up provider is in one of the following statuses:</p> <ul style="list-style-type: none"> <li>• Held - Flagged for Review</li> <li>• Held - Random Sampling</li> <li>• Held - Early Submission (note: No Release link for this held type)</li> <li>• Held - Excessive Hours Claimed</li> </ul> <p>AND</p> <p>A user with appropriate access selects the Release hyperlink on the View Timesheet screen and confirms to release the timesheet</p> <p>OR</p> <p>During the nightly batch process the timesheet is automatically released via the 800AINDN batch job</p>	<p>The PRDR942A batch job will create the special transaction record indicating the number of hours claimed in the pay period at the back-up provider rate. Details on the special transaction record include:</p> <ul style="list-style-type: none"> <li>• Service Period From Date and To Date - aligns with the pay period on the processed timesheet</li> <li>• Payee Name – the provider name</li> <li>• Amount - \$0.00</li> <li>• Type = Advance Pay – Back-Up Provider</li> <li>• Rate Override - \$0.00</li> <li>• Hours (HH:MM) – aligns with the Case Hours Paid on the processed timesheet</li> <li>• Special Transaction Number – system generated</li> <li>• Status – Pending Payroll</li> <li>• Status Date – date spec tran is created</li> <li>• Program – IHSS</li> <li>• Submitted By – superuser</li> <li>• Approved By/Rejected By – superuser</li> <li>• Comments – indicates the timesheet number and the special transaction type (i.e TS &lt;timesheet #&gt;. Advance Pay – Back-Up Provider)</li> </ul> <p>The PRDR907A job will later run and send the record to Payroll setting the status of the record to "Processed"</p>

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Generate Next Arrears Timesheet

## Paper Arrears Timesheet

When a timesheet, processed through TPF (PRDS109A), or manually keyed (PRDS942A) is sent from Case Management (CM) to payroll for payment processing, a determination regarding the need for a Next Arrears Timesheet, and the type of timesheet, Large Font, Travel, Overtime Eligible No Travel or Non-Overtime Eligible No Travel, will be made using business rules and timesheet triggers.

Daily after all timesheets have been sent to payroll, batch jobs will collect the transactions containing the next timesheet data for that Provider for standard arrears paper timesheets or generate the printed timesheet PDF (large font timesheets), and these will be written to the appropriate file. CM will pass the timesheet files to Business Process Manager (BPM) and BPM will transmit these files to the appropriate timesheet print vendor for processing, printing and mailing of the requested timesheets.

## Electronic Arrears Timesheet

For arrears timesheets where the Provider and Recipient are enrolled in Electronic Timesheets a semi-monthly batch job will automatically generate the timesheet for the upcoming pay period prior to the start of that pay period. Paper timesheets will not be generated for these Providers during payroll processing.

Prior to the 1<sup>st</sup> calendar day of the month and prior to the 16<sup>th</sup> calendar day of the month, CM will execute a semi-monthly batch process to create Electronic arrears timesheets (IHSS and WPCS) for the upcoming pay period when both the provider and recipient are eligible and are enrolled in electronic timesheets. CM will also make a determination if that timesheet will have an accompanying Travel Claim Form request.

**NOTE:** Issuance of Next Advance Pay Timesheets is located in separate sub section.

To better understand some of the terms used in these business rules, please refer to the following example.

Processing Date: May 1st through May 15th

**Table – Timesheet Terms**

Timesheet	Pay Period Date Range	Pay Period
February Part B	Feb 16 – Feb 28	4 <sup>th</sup> Prior Pay Period
March Part A	Mar 01 – Mar 15	3 <sup>rd</sup> Prior Pay Period
March Part B	Mar 16 – Mar 31	2 <sup>nd</sup> Prior Pay Period
April Part A	Apr 01 – Apr 15	1 <sup>st</sup> Prior Pay Period
April Part B	Apr 16 – Apr 30	Current Pay Period

The following business rules will be applied by CM BPM when generating the timesheet data. Please note that the data elements interfaced from CM to BPM for timesheet generation are outlined in the Internal Interfaces section below.

- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Generate Next Arrears Timesheet (1-10)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Generate Next Arrears Timesheet (11-20)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Generate Next Arrears Timesheet (21-30)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Generate Next Arrears Timesheet (31-40)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Generate Next Arrears Timesheet (41-50)

No	Req ID	CI	Description	When	Action
1	12023	CI-111579 - DSD BR TA GNAT 01 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Advance Payment to Recipient – Monthly Process	When an advance payment is made to the Recipient during monthly advance payment processing	ADV: Next timesheet record is not created.
2	11934	CI-111580 - DSD BR TA GNAT 02 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Restaurant Meal Allowance – Semi-Monthly Processing	When a restaurant meal allowance payment is made to the Recipient during semi-monthly restaurant meal processing	ADV: Next timesheet record is not created.
3	12023	CI-111581 - DSD BR TA GNAT 03 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	IHSS Advance Pay Timesheet	When an IHSS Advance Pay Timesheet is processed	CM: No payment generated on a reconciling timesheet. Next timesheet record is not created.

4	12721	CI-111582 - DSD BR TA GNAT 04 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	IHSS Advance Pay Supplemental Timesheet	When an IHSS Advance Pay Supplemental Timesheet is processed	CM: No payment generated on a reconciling timesheet. Next timesheet record is not created.
5	11945 20754	CI-111583 - DSD BR TA GNAT 05 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	IHSS Arrears Timesheet Current Pay Period – CaseProviderEVVDetails isETS = False	<p>When an IHSS Arrears Timesheet is processed</p> <p>AND</p> <p>Mode of Entry = TPF</p> <p>AND</p> <p>The timesheet pay period is the current pay period</p> <p>AND</p> <p>The recipient is eligible for IHSS services for the next timesheet pay period and not designated to receive Advance Payments</p> <p>AND</p> <p>The Recipient does not have a Timesheet Accommodation of Large Font Timesheet</p> <p>AND</p> <p>The provider is eligible to provide IHSS services for the next timesheet pay period</p> <p>AND</p> <p>An IHSS Arrears timesheet has not previously been issued for the next timesheet pay period</p> <p>AND</p> <p>Pay Period is <b>equal to or later than</b> to the Configuration table – FLSAConfigurationValues – TravelClaimStartDateTravelClaimStartDate</p> <p>AND</p> <p>CaseProviderEVVDetails value isETS = False</p> <p>AND</p> <p>caseProviderEvvDetail.EvvEffectiveDt = 12/31/9999 for the pay period to be issued</p> <p>OR</p> <p>The pay period to be issued is prior to the caseProviderEvvDetail.EvvEffectiveDt</p>	<p>CM:</p> <p>IF</p> <p>An active Travel Time record <b>does not</b> exist for this recipient/provider relationship for all or a portion of the pay period.</p> <p>THEN</p> <p>Create timesheet data for standard timesheet and with Travel Claim Indicator of '0' to be collected by job CMDS107Q.</p> <p>ELSE IF</p> <p>An active Travel Time record <b>does</b> exist for this recipient/provider relationship for all or a portion of the pay period.</p> <p>AND</p> <p>A Travel Claim had not yet been issued</p> <p>AND IF</p> <p>isETC = False</p> <p>THEN</p> <p>Create timesheet data for standard timesheet with a Travel Claim Indicator of '2' for appropriate timesheet and travel claim data to be collected by job CMDS107R.</p> <p>ELSE IF</p> <p>isETC = True</p> <p>THEN</p> <p>Create timesheet data for standard timesheet with a Travel Claim Indicator of '0' for appropriate timesheet data to be collected by job CMDS107Q.</p> <p>AND</p> <p>Generate an Electronic Travel Claim for the upcoming pay period within Case Management for each eligible program (IHSS and/or WPCS)</p>
6	11945 20754	CI-111584 - DSD BR TA GNAT 06 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	IHSS Arrears Timesheet Within the Last Three Pay Periods – CaseProviderEVVDetails isETS = False	<p>When an IHSS Arrears Timesheet is processed</p> <p>AND</p> <p>Mode of Entry = TPF</p> <p>AND</p> <p>The timesheet pay period is within the last three pay periods (1st, 2nd or 3rd prior pay periods)</p> <p>AND</p> <p>The recipient is eligible for IHSS services for the next timesheet pay period and not designated to receive Advance Payments</p> <p>AND</p> <p>The Recipient does not have a Timesheet Accommodation of Large Font Timesheet</p> <p>AND</p> <p>The provider is eligible to provide IHSS services for the next timesheet pay period</p> <p>AND</p> <p>An IHSS Arrears timesheet has not previously been issued for the next timesheet pay period</p> <p>AND</p> <p>Pay Period is <b>equal to or later than</b> to the Configuration table – FLSAConfigurationValues – TravelClaimStartDateTravelClaimStartDate</p> <p>AND</p> <p>CaseProviderEVVDetails value isETS = False</p> <p>AND</p> <p>caseProviderEvvDetail.EvvEffectiveDt = 12/31/9999 for the pay period to be issued</p> <p>OR</p> <p>The pay period to be issued is prior to the caseProviderEvvDetail.EvvEffectiveDt</p>	<p>CM:</p> <p>IF</p> <p>An active Travel Time record <b>does not</b> exist for this recipient/provider relationship for all or a portion of the pay period.</p> <p>THEN</p> <p>Create timesheet data for standard timesheet and with Travel Claim Indicator of '0' to be collected by job CMDS107Q.</p> <p>ELSE IF</p> <p>An active Travel Time record <b>does</b> exist for this recipient/provider relationship for all or a portion of the pay period.</p> <p>AND</p> <p>A Travel Claim had not yet been issued</p> <p>AND IF</p> <p>isETC = False</p> <p>THEN</p> <p>Create timesheet data for standard timesheet with a Travel Claim Indicator of '2' for appropriate timesheet and travel claim data to be collected by job CMDS107R.</p> <p>ELSE IF</p> <p>isETC = True</p> <p>THEN</p> <p>Create timesheet data for standard timesheet with a Travel Claim Indicator of '0' for appropriate timesheet data to be collected by job CMDS107Q.</p> <p>AND</p> <p>Generate an Electronic Travel Claim for the upcoming pay period within Case Management for each eligible program (IHSS and/or WPCS)</p>

7	11985	<a href="#"></a> CI-111585 - DSD BR TA GNAT 07 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	IHSS Arrears Timesheet Prior to Last Three Pay Periods	When an IHSS Arrears Timesheet is processed  AND  The timesheet pay period is earlier than the 3rd prior pay period (4th prior pay period or earlier)	CM: Next timesheet record is not created.
8	11944 11985	<a href="#"></a> CI-111586 - DSD BR TA GNAT 08 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	IHSS Arrears Timesheet Change from Arrears to Advance Pay	When an IHSS Arrears Timesheet is processed  AND  The Part B timesheet is being processed in the current pay period  AND  The Recipient became eligible for Advance Payments as of the first of the month following Part B	CM: Next timesheet record is not created.  Note: Advance Pay Timesheet will be sent to Provider during monthly processing to generate Advance Pay Timesheets.
9	11945 12004 16202 16586 20730 20754	<a href="#"></a> CI-111587 - DSD BR TA GNAT 09 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	IHSS Arrears Timesheet  Case Hours Depleted in Part A – CaseProviderEVVDetails isETS = False	When an IHSS Arrears Timesheet is processed  AND  Mode of Entry = TPF  The Part A timesheet is being processed  AND  All available case authorized IP hours are claimed in Part A  AND  The recipient is eligible for IHSS services for Part A of the following month and not designated to receive Advance Payments  AND  The Recipient does not have a Timesheet Accommodation of Large Font Timesheet  AND  The provider is eligible to provide IHSS services for Part A of the following month  AND  An IHSS Arrears timesheet has not previously been issued for Part A of the following month  AND  Pay Period is <u>equal to or later than</u> to the Configuration table – FLSAConfigurationValues – TravelClaimStartDateTravelClaimStartDate  AND  CaseProviderEVVDetails value isETS = False  AND  caseProviderEvvDetail.EvvEffectiveDt = 12/31/9999 for the pay period to be issued  OR  The pay period to be issued is prior to the caseProviderEvvDetail.EvvEffectiveDt	CM:  IF  An active Travel Time record <b>does not</b> exist for this recipient/provider relationship for all or a portion of the pay period.  THEN  Create timesheet data for standard timesheet and with Travel Claim Indicator of '0' to be collected by job CMDS107Q.  ELSE IF  An active Travel Time record <b>does</b> exist for this recipient/provider relationship for all or a portion of the pay period.  AND  A Travel Claim had not yet been issued  AND IF  isETC = False  THEN  Create timesheet data for standard timesheet with a Travel Claim Indicator of '2' for appropriate timesheet and travel claim data to be collected by job CMDS107R.  ELSE IF  isETC = True  THEN  Create timesheet data for standard timesheet with a Travel Claim Indicator of '0' for appropriate timesheet data to be collected by job CMDS107Q.  AND  Generate an Electronic Travel Claim for the upcoming pay period within Case Management for each eligible program (IHSS and/or WPCS)   Note: If additional hours are authorized on the case, a Supplemental Timesheet can be generated.

10	11945 12004 16 202 20730  20754	<span style="border: 1px solid #ccc; padding: 2px;">CI-111588 - DSD BR TA GNAT 10 IMPLEMENTED</span>	<p>IHSS Arrears Timesheet</p> <p>Provider Assigned Hours Depleted in Part A – CaseProviderEVVDetails isETS = False</p>	<p>When an IHSS Arrears Timesheet is processed</p> <p>AND</p> <p>The Part A timesheet is being processed</p> <p>AND</p> <p>Mode of Entry = TPF</p> <p>AND</p> <p>All available provider assigned hours are claimed in Part A for the provider submitting the timesheet</p> <p>AND</p> <p>The recipient is eligible for IHSS services for Part A of the following month and not designated to receive Advance Payments</p> <p>AND</p> <p>The Recipient does not have a Timesheet Accommodation of Large Font Timesheet</p> <p>AND</p> <p>The provider is eligible to provide IHSS services for Part A of the following month</p> <p>AND</p> <p>An IHSS Arrears timesheet has not previously been issued for Part A of the following month</p> <p>AND</p> <p>Pay Period is <b>equal to or later than</b> to the Configuration table – FLSAConfigurationValues – TravelClaimStartDateTravelClaimStartDate</p> <p>AND</p> <p>CaseProviderEVVDetails value isETS = False</p> <p>AND</p> <p>caseProviderEvvDetail.EvvEffectiveDt = 12/31/9999 for the pay period to be issued</p> <p>OR</p> <p>The pay period to be issued is prior to the caseProviderEvvDetail.EvvEffectiveDt</p>	<p>CM:</p> <p>IF</p> <p>An active Travel Time record <b>does not</b> exist for this recipient/provider relationship for all or a portion of the pay period.</p> <p>THEN</p> <p>Create timesheet data for standard timesheet and with Travel Claim Indicator of '0' to be collected by job CMDS107Q.</p> <p>ELSE IF</p> <p>An active Travel Time record <b>does</b> exist for this recipient/provider relationship for all or a portion of the pay period.</p> <p>AND</p> <p>A Travel Claim had not yet been issued</p> <p>AND IF</p> <p>isETC = False</p> <p>THEN</p> <p>Create timesheet data for standard timesheet with a Travel Claim Indicator of '2' for appropriate timesheet and travel claim data to be collected by job CMDS107R.</p> <p>ELSE IF</p> <p>isETC = True</p> <p>THEN</p> <p>Create timesheet data for standard timesheet with a Travel Claim Indicator of '0' for appropriate timesheet data to be collected by job CMDS107Q.</p> <p>AND</p> <p>Generate an Electronic Travel Claim for the upcoming pay period within Case Management for each eligible program (IHSS and/or WPCS)</p> <p>Note: If additional hours are authorized on the case/assigned to the provider, a Supplemental Timesheet can be generated.</p>
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No.	Req ID	CI	Description	When	Action
11	11985	<span style="border: 1px solid #ccc; padding: 2px;">CI-111589 - DSD BR TA GNAT 11 IMPLEMENTED</span>	IHSS Supplemental Timesheet	When an IHSS Arrears Supplemental Timesheet is processed	CM: Next timesheet record is not created.

13	11943 20 730 20754	 <p><b>CI-111590 - DSD BR TA GNAT 13 IMPLEMENTED</b></p>	<p>WPCS Arrears Timesheet</p> <p>Current Pay Period – CaseProviderEVVDetails isETS = False</p> <p>AND</p> <p>Mode of Entry = TPF</p> <p>AND</p> <p>The timesheet pay period is the current pay period</p> <p>AND</p> <p>The recipient is eligible for WPCS services for the next timesheet pay period</p> <p>AND</p> <p>The Recipient does not have a Timesheet Accommodation of Large Font Timesheet</p> <p>AND</p> <p>The provider is eligible to provide WPCS services for the next timesheet pay period</p> <p>AND</p> <p>An WPCS timesheet has not previously been issued for the next timesheet pay period</p> <p>AND</p> <p>Pay Period is <u>equal to or later than</u> to the Configuration table – FLSAConfigurationValues – TravelClaimStartDateTravelClaimStartDate</p> <p>AND</p> <p>CaseProviderEVVDetails value isETS = False</p> <p>AND</p> <p>caseProviderEvvDetail.EvvEffectiveDt = 12/31/9999 for the pay period to be issued</p> <p>OR</p> <p>The pay period to be issued is prior to the caseProviderEvvDetail.EvvEffectiveDt</p>	<p>When an WPCS Arrears Timesheet is processed</p> <p>CM:</p> <p>IF</p> <p>An active Travel Time record <b>does not</b> exist for this recipient/provider relationship for all or a portion of the pay period.</p> <p>THEN</p> <p>Create timesheet data for standard timesheet and with Travel Claim Indicator of '0' to be collected by job CMDS107Q.</p> <p>ELSE IF</p> <p>An active Travel Time record <b>does</b> exist for this recipient/provider relationship for all or a portion of the pay period.</p> <p>AND</p> <p>A Travel Claim had not yet been issued</p> <p>AND IF</p> <p>isETC = False</p> <p>THEN</p> <p>Create timesheet data for standard timesheet with a Travel Claim Indicator of '2' for appropriate timesheet and travel claim data to be collected by job CMDS107R.</p> <p>ELSE IF</p> <p>isETC = True</p> <p>THEN</p> <p>Create timesheet data for standard timesheet with a Travel Claim Indicator of '0' for appropriate timesheet data to be collected by job CMDS107Q.</p> <p>AND</p> <p>Generate an Electronic Travel Claim for the upcoming pay period within Case Management for each eligible program (IHSS and/or WPCS)</p>
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14	11945 20 730 20754	CI-111591 - DSD BR TA GNAT 14 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	WPCS Arrears Timesheet  Within the Last Three Pay Periods – CaseProviderEVVDetails isETS = False	When an WPCS Arrears Timesheet is processed  AND Mode of Entry = TPF  AND The timesheet pay period is within the last three pay periods (1st, 2nd or 3rd prior pay periods)  AND The recipient is eligible for WPCS services for the next timesheet pay period  AND The Recipient does not have a Timesheet Accommodation of Large Font Timesheet  AND The provider is eligible to provide WPCS services for the next timesheet pay period  AND An WPCS timesheet has not previously been issued for the next timesheet pay period  AND Pay Period is <b>equal to or later than</b> to the Configuration table – FLSAConfigurationValues – TravelClaimStartDateTravelClaimStartDate  AND CaseProviderEVVDetails value isETS = False  AND caseProviderEvvDetail.EvvEffectiveDt = 12/31/9999 for the pay period to be issued  OR  The pay period to be issued is prior to the caseProviderEvvDetail.EvvEffectiveDt	CM:  IF  An active Travel Time record <b>does not</b> exist for this recipient/provider relationship for all or a portion of the pay period.  THEN  Create timesheet data for standard timesheet and with Travel Claim Indicator of '0' to be collected by job CMDS107Q.  ELSE IF  An active Travel Time record <b>does</b> exist for this recipient/provider relationship for all or a portion of the pay period.  AND  A Travel Claim had not yet been issued  AND IF  isETC = False  THEN  Create timesheet data for standard timesheet with a Travel Claim Indicator of '2' for appropriate timesheet and travel claim data to be collected by job CMDS107R.  ELSE IF  isETC = True  THEN  Create timesheet data for standard timesheet with a Travel Claim Indicator of '0' for appropriate timesheet data to be collected by job CMDS107Q.  AND  Generate an Electronic Travel Claim for the upcoming pay period within Case Management for each eligible program (IHSS and/or WPCS)
15	11985	CI-111592 - DSD BR TA GNAT 15 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	WPCS Arrears Timesheet  Prior to Last Three Pay Periods	When an WPCS Arrears Timesheet is processed  AND The timesheet pay period is earlier than the 3rd prior pay period (4th prior pay period or earlier)	CM:  Next timesheet record is not created.

16	11943 11 945 20730 20754	CI-111593 - DSD BR TA GNAT 16 IMPLEMENTED	WPCS Arrears Timesheet  WPCS Hours Depleted in Part A – CaseProviderEVVDetails isETS = False	When a WPCS Arrears Timesheet is processed  AND Mode of Entry = TPF  AND The Part A timesheet is being processed  AND All available authorized WPCS hours are claimed in Part A  AND The recipient is eligible for WPCS services for Part A of the following month  AND The Recipient does not have a Timesheet Accommodation of Large Font Timesheet  AND The provider is eligible to provide WPCS services for Part A of the following month  AND An WPCS timesheet has not previously been issued for Part A of the following month  AND Pay Period is <b>equal to or later than</b> to the Configuration table – FLSAConfigurationValues – TravelClaimStartDateTravelClaimStartDate  AND CaseProviderEVVDetails value isETS = False  AND caseProviderEvvDetail.EvvEffectiveDt = 12/31/9999 for the pay period to be issued  OR The pay period to be issued is prior to the caseProviderEvvDetail.EvvEffectiveDt	CM:  IF An active Travel Time record <b>does not</b> exist for this recipient/provider relationship for all or a portion of the pay period.  THEN Create timesheet data for standard timesheet and with Travel Claim Indicator of '0' to be collected by job CMDS107Q.  ELSE IF An active Travel Time record <b>does</b> exist for this recipient/provider relationship for all or a portion of the pay period.  AND A Travel Claim had not yet been issued  AND IF isETC = False  THEN Create timesheet data for standard timesheet with a Travel Claim Indicator of '2' for appropriate timesheet and travel claim data to be collected by job CMDS107R.  ELSE IF isETC = True  THEN Create timesheet data for standard timesheet with a Travel Claim Indicator of '0' for appropriate timesheet data to be collected by job CMDS107Q.  AND Generate an Electronic Travel Claim for the upcoming pay period within Case Management for each eligible program (IHSS and/or WPCS)  Note: If additional hours are authorized on the case, a Supplemental Timesheet can be generated.
17	16467	CI-111594 - DSD BR TA GNAT 17 IMPLEMENTED	WPCS Supplemental Timesheet	When an WPCS Arrears Supplemental Timesheet is processed	CM: Next timesheet record is not created.
18	16656	CI-111595 - DSD BR TA GNAT 18 IMPLEMENTED	Special Transaction	When a payment request is made on the Special Transaction screen	CM: Next timesheet record is not created.

19	12062 16 656 20754 21233	<span style="border: 1px solid #ccc; padding: 2px;">CI-111596 - DSD BR TA</span> <span style="border: 1px solid #ccc; padding: 2px;">GNAT 19 IMPLEMENTED</span>	<p>Payment Correction</p> <p>Void/Reissue – Standard Paper Timesheet</p> <p>When a payment request was made on the Payment Correction screen and the Correction Type is:</p> <p>Timesheet Exception</p> <p>OR</p> <p>"Prior Underpayment"</p> <p>AND</p> <p>The warrant Status is "Void"</p> <p>AND</p> <p>The void reason is "Undeliverable"</p> <p>WHEN</p> <p>Batch job PRDR907A processes the payment correction</p> <p>AND</p> <p>The timesheet Mode of Entry = TPF</p> <p>AND</p> <p>An Arrears timesheet has not previously been issued for the next service period</p> <p>AND</p> <p>The Recipient is eligible for IHSS or WPCS services for the next service period</p> <p>AND</p> <p>The Recipient is not designated to receive Advance Payments</p> <p>AND</p> <p>The Recipient does not have a Timesheet Accommodation of Large Font Timesheet</p> <p>AND</p> <p>The Provider is eligible to provide IHSS services for the next service period</p> <p>AND</p> <p>CaseProviderEVVDetails value isETS = False</p> <p>AND</p> <p>caseProviderEvvDetail.EvvEffectiveDt = 12/31/9999 for the pay period to be issued</p> <p>OR</p> <p>The pay period to be issued is prior to the caseProviderEvvDetail.EvvEffectiveDt</p> <p>OR</p> <p>CountyOptOutPaperTimesheet = 12/31/9999</p>	<p>CM:</p> <p>IF</p> <p>Pay Period is <u>prior</u> to the Configuration table – FLSAConfigurationValues – TravelClaimStartDateTravelClaimStartDate</p> <p>OR</p> <p>Pay Period is <u>after</u> to the Configuration table – FLSAConfigurationValues – TravelClaimEndDate</p> <p>THEN</p> <p>Create timesheet data for standard timesheet and with Travel Claim Indicator of '0' to be collected by job CMDS107Q.</p> <p>ELSE IF</p> <p>Pay Period is <u>equal to or later than</u> the Configuration table – FLSAConfigurationValues – TravelClaimStartDateTravelClaimStartDate</p> <p>An active Travel Time record <u>does not</u> exist for this Recipient/Provider relationship for all or a portion of the pay period.</p> <p>THEN</p> <p>Create timesheet data for standard timesheet and with Travel Claim Indicator of '0' to be collected by job CMDS107Q.</p> <p>OR IF</p> <p>An active Travel Time record <u>does</u> exist for this Recipient/Provider relationship for all or a portion of the pay period.</p> <p>AND</p> <p>A Travel Claim has not been issued</p> <p>AND IF</p> <p>isETC = False</p> <p>THEN</p> <p>Create timesheet data for standard timesheet with a Travel Claim Indicator of '2' for appropriate timesheet and travel claim data to be collected by job CMDS107R.</p> <p>ELSE IF</p> <p>isETC = True</p> <p>THEN</p> <p>Create timesheet and travel claim data with Travel Claim Indicator of '0' to be collected by job CMDS107Q</p> <p>AND</p> <p>Generate an Electronic Travel Claim for the upcoming pay period within Case Management for each eligible program (IHSS and/or WPCS)</p>
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20	20744 20 796	<span style="border: 1px solid #ccc; padding: 2px;">CI-480744 - DSD BR TA GNAT 20</span> <span style="border: 1px solid #ccc; padding: 2px; margin-left: 10px;">IMPLEMENTED</span>	<p>IHSS or WPCS Arrears Large Font Timesheet</p> <p>Current Pay Period – CaseProviderEVVDetails isETS = False</p> <p>AND</p> <p>Mode of Entry = TPF</p> <p>AND</p> <p>The timesheet pay period is the current pay period</p> <p>AND</p> <p>The recipient is eligible for IHSS or WPCS services for the next timesheet pay period and not designated to receive Advance Payments</p> <p>AND</p> <p>The Recipient has a Timesheet Accommodation of Large Font Timesheet</p> <p>AND</p> <p>The provider is eligible to provide IHSS /WPCS services for the next timesheet pay period</p> <p>AND</p> <p>An IHSS/WPCS Arrears timesheet has not previously been issued for the next timesheet pay period</p> <p>AND</p> <p>CaseProviderEVVDetails value isETS = False</p> <p>AND</p> <p>caseProviderEvvDetail.EvvEffectiveDt = 12/31/9999 for the pay period to be issued</p> <p>OR</p> <p>The pay period to be issued is prior to the caseProviderEvvDetail.EvvEffectiveDt</p> <p>AND</p> <p>CountyOptOutPaperTimesheet = 12/31/9999</p>	<p>When an IHSS or WPCS Arrears Timesheet is processed</p> <p>CM:</p> <p>THEN</p> <p>Generate the next IHSS or WPCS Large Font timesheet (SOC 2261L) <b>with</b> Workweek labels, Claimed Hours labels and Claimed Hours detail.</p> <p>English – CMDS980A</p> <p>Spanish – CMDS981A</p> <p>Armenian – CMDS982A</p> <p>Mandarin – CMDS983A</p> <p>AND IF</p> <p>Pay Period is <b>equal to or later than</b> to the Configuration table – FLSAConfigurationValues – TravelClaimStartDateTravelClaimStartDate and there is an active Travel Time record for the recipient/provider relationship for all or part of the pay period.</p> <p>AND</p> <p>A Travel Claim had not yet been issued</p> <p>AND IF</p> <p>isETC = False</p> <p>THEN</p> <p>Create travel claim data with Travel Claim Indicator of '1' to be collected by job CMDS107S</p> <p>ELSE IF</p> <p>isETC = True</p> <p>THEN</p> <p>Generate an Electronic Travel Claim for the upcoming pay period within Case Management for each eligible program (IHSS and/or WPCS)</p>
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No.	Req ID	CI	Description	When	Action
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21	20744 20 796	<span style="border: 1px solid #ccc; padding: 2px;">CI-480749 - DSD BR TA</span> <span style="border: 1px solid #ccc; padding: 2px;">GNAT 21</span> <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	<p>IHSS or WPCS Arrears Large Font Timesheet</p> <p>Within the Last Three Pay Periods – CaseProviderEVVDetails isETS = False</p> <p>When an IHSS or WPCS Arrears Timesheet is processed</p> <p>AND</p> <p>Mode of Entry = TPF</p> <p>AND</p> <p>The timesheet pay period is within the last three pay periods (1st, 2nd or 3rd prior pay periods)</p> <p>AND</p> <p>The recipient is eligible for IHSS or WPCS services for the next timesheet pay period and not designated to receive Advance Payments</p> <p>AND</p> <p>The Recipient has a Timesheet Accommodation of Large Font Timesheet</p> <p>AND</p> <p>The provider is eligible to provide IHSS /WPCS services for the next timesheet pay period</p> <p>AND</p> <p>An IHSS/WPCS Arrears timesheet has not previously been issued for the next timesheet pay period</p> <p>AND</p> <p>CaseProviderEVVDetails value isETS = False</p> <p>AND</p> <p>caseProviderEvvDetail.EvvEffectiveDt = 12/31/9999 for the pay period to be issued</p> <p>OR</p> <p>The pay period to be issued is prior to the caseProviderEvvDetail.EvvEffectiveDt</p> <p>AND</p> <p>CountyOptOutPaperTimesheet = 12/31/9999</p>	<p>THEN</p> <p>Generate the next IHSS or WPCS Large Font timesheet (SOC 2261L) <u>with</u> Workweek labels, Claimed Hours labels and Claimed Hours detail.</p> <ul style="list-style-type: none"> <li>• English – CMDS980A</li> <li>• Spanish – CMDS981A</li> <li>• Armenian – CMDS982A</li> <li>• Mandarin – CMDS983A</li> </ul> <p>AND IF</p> <p>Pay Period is <u>equal to or later than</u> to the Configuration table – FLSAConfigurationValues – TravelClaimStartDateTravelClaimStartDate and there is an active Travel Time record for the recipient/provider relationship for all or part of the pay period.</p> <p>AND</p> <p>A Travel Claim had not yet been issued</p> <p>THEN IF</p> <p>isETC = False</p> <p>THEN</p> <p>Create travel claim data with Travel Claim Indicator of '1' to be collected by job CMDS107S.</p> <p>ELSE IF</p> <p>isETC = True</p> <p>THEN</p> <p>Generate an Electronic Travel Claim for the upcoming pay period within Case Management for each eligible program (IHSS and/or WPCS)</p>
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22	20744 20 796	 <p><b>CI-480733 - DSD BR TA GNAT 22 IMPLEMENTED</b></p>	<p>IHSS or WPCS Arrears Large Font Timesheet</p> <p>Case Hours Depleted in Part A – CaseProviderEVVDetails isETS = False</p> <p>When an IHSS or WPCS Arrears Timesheet is processed</p> <p>AND</p> <p>Mode of Entry = TPF</p> <p>AND</p> <p>The Part A timesheet is being processed</p> <p>AND</p> <p>All available case authorized IP hours are claimed in Part A</p> <p>AND</p> <p>The recipient is eligible for IHSS or WPCS services for Part A of the following month and not designated to receive Advance Payments</p> <p>AND</p> <p>The Recipient has a Timesheet Accommodation of Large Font Timesheet</p> <p>AND</p> <p>The provider is eligible to provide IHSS /WPCS services for Part A of the following month</p> <p>AND</p> <p>An IHSS/WPCS Arrears timesheet has not previously been issued for Part A of the following month</p> <p>AND</p> <p>CaseProviderEVVDetails value isETS = False</p> <p>AND</p> <p>caseProviderEvvDetail.EvvEffectiveDt = 12/31/9999 for the pay period to be issued</p> <p>OR</p> <p>The pay period to be issued is prior to the caseProviderEvvDetail.EvvEffectiveDt</p> <p>AND</p> <p>CountyOptOutPaperTimesheet = 12/31/9999</p>	<p>CM:</p> <p>THEN</p> <p>Generate the IHSS or WPCS Large Font timesheet (SOC 2261L) <b>with</b> Workweek labels, Claimed Hours labels and Claimed Hours detail for Part A of the following month.</p> <ul style="list-style-type: none"> <li>• English – CMDS980A</li> <li>• Spanish – CMDS981A</li> <li>• Armenian – CMDS982A</li> <li>• Mandarin – CMDS983A</li> </ul> <p>AND IF</p> <p>Pay Period is <b>equal to or later than</b> to the Configuration table – FLSAConfigurationValues – TravelClaimStartDateTravelClaimStartDate and there is an active Travel Time record for the recipient/provider relationship for all or part of the pay period.</p> <p>AND</p> <p>A Travel Claim had not yet been issued</p> <p>THEN IF</p> <p>isETC = False</p> <p>THEN</p> <p>Create travel claim data with Travel Claim Indicator of '1' to be collected by job CMDS107S.</p> <p>ELSE IF</p> <p>isETC = True</p> <p>THEN</p> <p>Generate an Electronic Travel Claim for the upcoming pay period within Case Management for each eligible program (IHSS and/or WPCS)</p> <p>Note: If additional hours are authorized on the case, a Supplemental Timesheet can be generated by the user.</p>
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23		<span style="border: 1px solid #ccc; padding: 2px;">CI-480736 - DSD BR TA GNAT 23</span> IMPLEMENTED	<p>IHSS Arrears Large Font Timesheet</p> <p>Provider Assigned Hours Depleted in Part A – CaseProviderEVVDetails isETS = False</p> <p>When an IHSS Arrears Timesheet is processed</p> <p>AND</p> <p>Mode of Entry = TPF</p> <p>AND</p> <p>The Part A timesheet is being processed</p> <p>AND</p> <p>All available provider assigned hours are claimed in Part A for the provider submitting the timesheet</p> <p>AND</p> <p>The recipient is eligible for IHSS services for Part A of the following month and not designated to receive Advance Payments</p> <p>AND</p> <p>The Recipient has a Timesheet Accommodation of Large Font Timesheet</p> <p>AND</p> <p>The provider is eligible to provide IHSS services for Part A of the following month</p> <p>AND</p> <p>An IHSS Arrears timesheet has not previously been issued for Part A of the following month</p> <p>AND</p> <p>CaseProviderEVVDetails value isETS = False</p> <p>AND</p> <p>caseProviderEvvDetail.EvvEffectiveDt = 12/31/9999 for the pay period to be issued</p> <p>OR</p> <p>The pay period to be issued is prior to the caseProviderEvvDetail.EvvEffectiveDt</p> <p>AND</p> <p>CountyOptOutPaperTimesheet = 12/31/9999</p>	<p>CM:</p> <p>THEN</p> <p>Generate the IHSS Large Font timesheet (SOC 2261L) with Workweek labels, Claimed Hours labels and Claimed Hours detail for Part A of the following month.</p> <ul style="list-style-type: none"> <li>• English – CMDS980A</li> <li>• Spanish – CMDS981A</li> <li>• Armenian – CMDS982A</li> <li>• Mandarin – CMDS983A</li> </ul> <p>AND IF</p> <p>Pay Period is <b>equal to or later than</b> to the Configuration table – FLSAConfigurationValues – TravelClaimStartDate and there is an active Travel Time record for the recipient/provider relationship for all or part of the pay period.</p> <p>AND</p> <p>A Travel Claim had not yet been issued</p> <p>THEN IF</p> <p>isETC = False</p> <p>THEN</p> <p>Create travel claim data with Travel Claim Indicator of '1' to be collected by job CMDS107S.</p> <p>ELSE IF</p> <p>isETC = True</p> <p>THEN</p> <p>Generate an Electronic Travel Claim for the upcoming pay period within Case Management for each eligible program (IHSS and/or WPCS)</p> <p>Note: If additional hours are authorized on the case/assigned to the provider, a Supplemental Timesheet can be generated.</p>
24		<span style="border: 1px solid #ccc; padding: 2px;">CI-480750 - DSD BR TA GNAT 24</span> CANCELLED	Cancelled by CR115 CGI M&O – PSR – EVV Simplification	
25		<span style="border: 1px solid #ccc; padding: 2px;">CI-480746 - DSD BR TA GNAT 25</span> CANCELLED	Cancelled by CR115 CGI M&O – PSR – EVV Simplification	
26		<span style="border: 1px solid #ccc; padding: 2px;">CI-480743 - DSD BR TA GNAT 26</span> CANCELLED	Cancelled by CR115 CGI M&O – PSR – EVV Simplification	

27	11945 20754	<span style="border: 1px solid #ccc; padding: 2px;">CI-500673 - DSD BR TA GNAT 27</span> <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	<p>IHSS or WPCS Arrears Timesheet</p> <p>Current Pay Period – CaseProviderEVVDetails isETS = False</p> <p>When an IHSS or WPCS Arrears Timesheet is processed</p> <p>AND</p> <p>Mode of Entry = TPF</p> <p>AND</p> <p>The timesheet pay period is the current pay period</p> <p>AND</p> <p>The recipient is eligible for IHSS or WPCS services for the next timesheet pay period and not designated to receive Advance Payments</p> <p>AND</p> <p>The Recipient does not have a Timesheet Accommodation of Large Font Timesheet</p> <p>AND</p> <p>The provider is eligible to provide IHSS /WPCS services for the next timesheet pay period</p> <p>AND</p> <p>An IHSS/WPCS S Arrears timesheet has not previously been issued for the next timesheet pay period</p> <p>AND</p> <p>Pay Period is prior to the Configuration table – FLSAConfigurationValues – TravelClaimStartDate</p> <p>OR</p> <p>Pay Period is after the Configuration table – FLSAConfigurationValues – TravelClaimEndDate</p> <p>AND</p> <p>There <b>is not</b> an active Travel Time record for the recipient/provider relationship for all or part of the pay period.</p> <p>AND</p> <p>CaseProviderEVVDetails value isETS = False</p> <p>AND</p> <p>caseProviderEvvDetail.EvvEffectiveDt = 12/31/9999 for the pay period to be issued</p> <p>OR</p> <p>The pay period to be issued is prior to the caseProviderEvvDetail.EvvEffectiveDt</p>	<p>CM:</p> <p>THEN</p> <p>Create timesheet data for standard timesheet and with Travel Claim Indicator of '0' to be collected by job CMDS107Q</p>
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28	11945 20754	<span style="border: 1px solid #ccc; padding: 2px;">CI-500674 - DSD BR TA GNAT 28 <span style="border: 1px solid #ccc; padding: 0 2px;">IMPLEMENTED</span></span>	<p>IHSS or WPCS Arrears Timesheet</p> <p>Within the Last Three Pay Periods – CaseProviderEVVDetails isETS = False</p> <p>When an IHSS or WPCS Arrears Timesheet is processed</p> <p>AND</p> <p>Mode of Entry = TPF</p> <p>The timesheet pay period is within the last three pay periods (1st, 2nd or 3rd prior pay periods)</p> <p>AND</p> <p>The recipient is eligible for IHSS or WPCS services for the next timesheet pay period and not designated to receive Advance Payments</p> <p>AND</p> <p>The Recipient does not have a Timesheet Accommodation of Large Font Timesheet</p> <p>AND</p> <p>The provider is eligible to provide IHSS /WPCS services for the next timesheet pay period</p> <p>AND</p> <p>An IHSS/WPCS Arrears timesheet has not previously been issued for the next timesheet pay period</p> <p>AND</p> <p>Pay Period is <u>prior</u> to the Configuration table – FLSAConfigurationValues – TravelClaimStartDate</p> <p>OR</p> <p>Pay Period is <u>after</u> the Configuration table – FLSAConfigurationValues – TravelClaimEndDate</p> <p>AND</p> <p>There <u>is not</u> an active Travel Time record for the recipient/provider relationship for all or part of the pay period.</p> <p>AND</p> <p>CaseProviderEVVDetails value isETS = False</p> <p>AND</p> <p>caseProviderEvvDetail.EvvEffectiveDt = 12/31/9999 for the pay period to be issued</p> <p>OR</p> <p>The pay period to be issued is prior to the caseProviderEvvDetail.EvvEffectiveDt</p>	<p>CM:</p> <p>THEN</p> <p>Create timesheet data for standard timesheet and with Travel Claim Indicator of '0' to be collected by job CMDS107Q.</p>
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29	11945 20754	<span style="border: 1px solid #ccc; padding: 2px;">CI-500675 - DSD BR TA GNAT 29</span> <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	<p>IHSS or WPCS Arrears Timesheet</p> <p>Case Hours Depleted in Part A – CaseProviderEVVDetails isETS = False</p> <p>When an IHSS or WPCS Arrears Timesheet is processed</p> <p>AND</p> <p>Mode of Entry = TPF</p> <p>AND</p> <p>The Part A timesheet is being processed</p> <p>AND</p> <p>All available case authorized IP hours are claimed in Part A</p> <p>AND</p> <p>The recipient is eligible for IHSS or WPCS services for Part A of the following month and not designated to receive Advance Payments</p> <p>AND</p> <p>The Recipient does not have a Timesheet Accommodation of Large Font Timesheet</p> <p>AND</p> <p>The provider is eligible to provide IHSS /WPCS services for Part A of the following month</p> <p>AND</p> <p>An IHSS/WPCS Arrears timesheet has not previously been issued for Part A of the following month</p> <p>AND</p> <p>Pay Period is <b>prior</b> to the Configuration table – FLSAConfigurationValues – TravelClaimStartDate</p> <p>OR</p> <p>Pay Period is <b>after</b> the Configuration table – FLSAConfigurationValues – TravelClaimEndDate</p> <p>AND</p> <p>There <b>is not</b> an active Travel Time record for the recipient/provider relationship for all or part of the pay period.</p> <p>AND</p> <p>CaseProviderEVVDetails value isETS = False</p> <p>AND</p> <p>caseProviderEvvDetail.EvvEffectiveDt = 12 /31/9999 for the pay period to be issued</p> <p>OR</p> <p>The pay period to be issued is prior to the caseProviderEvvDetail.EvvEffectiveDt</p>	<p>CM:</p> <p>THEN</p> <p>Create timesheet data for standard timesheet and with Travel Claim Indicator of '0' to be collected by job CMDS107Q.</p> <p>Note: If additional hours are authorized on the case, a Supplemental Timesheet can be generated.</p>
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30	11945 20754	<span style="border: 1px solid #ccc; padding: 2px;">CI-500676 - DSD BR TA GNAT 30 IMPLEMENTED</span>	<p>IHSS Arrears Timesheet</p> <p>Provider Assigned Hours Depleted in Part A – CaseProviderEVVDetails isETS = False</p> <p>When an IHSS Arrears Timesheet is processed</p> <p>AND</p> <p>Mode of Entry = TPF</p> <p>AND</p> <p>The Part A timesheet is being processed</p> <p>AND</p> <p>All available provider assigned hours are claimed in Part A for the provider submitting the timesheet</p> <p>AND</p> <p>The recipient is eligible for IHSS services for Part A of the following month and not designated to receive Advance Payments</p> <p>AND</p> <p>The Recipient does not have a Timesheet Accommodation of Large Font Timesheet</p> <p>AND</p> <p>The provider is eligible to provide IHSS services for Part A of the following month</p> <p>AND</p> <p>An IHSS Arrears timesheet has not previously been issued for Part A of the following month</p> <p>AND</p> <p>Pay Period is <b>prior</b> to the Configuration table – FLSAConfigurationValues – TravelClaimStartDate</p> <p>OR</p> <p>Pay Period is <b>after</b> the Configuration table – FLSAConfigurationValues – TravelClaimEndDate</p> <p>AND</p> <p>There <b>is not</b> an active Travel Time record for the recipient/provider relationship for all or part of the pay period.</p> <p>AND</p> <p>CaseProviderEVVDetails value isETS = False</p> <p>AND</p> <p>caseProviderEvvDetail.EvvEffectiveDt = 12/31/9999 for the pay period to be issued</p> <p>OR</p> <p>The pay period to be issued is prior to the caseProviderEvvDetail.EvvEffectiveDt</p>	<p>CM:</p> <p>THEN</p> <p>Create timesheet data for standard timesheet and with Travel Claim Indicator of '0' to be collected by job CMDS107Q.</p> <p>Note: If additional hours are authorized on the case/assigned to the provider, a Supplemental Timesheet can be generated.</p>
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No.	Req ID	CI	Description	When	Action
31		<span style="border: 1px solid #ccc; padding: 2px;">CI-500677 - DSD BR TA GNAT 31 CANCELLED</span>	Cancelled by CR115 CGI M&O – PSR – EVV Simplification		
32		<span style="border: 1px solid #ccc; padding: 2px;">CI-500678 - DSD BR TA GNAT 32 CANCELLED</span>	Cancelled by CR115 CGI M&O – PSR – EVV Simplification		
33		<span style="border: 1px solid #ccc; padding: 2px;">CI-500679 - DSD BR TA GNAT 33 CANCELLED</span>	Cancelled by CR115 CGI M&O – PSR – EVV Simplification		
34			Removed with CR 1091		

35	13099 12062 20754 20796  21233	<b>CI-497771</b> - DSD BR TA GNAT 35  IMPLEMENTED	<p>Payment Correction</p> <p>Void/Reissue</p> <p>Large Font Timesheet – CaseProviderEVVDetails isETS = False</p>	<p>When a payment request is made on the Payment Correction screen and the Correction Type is:</p> <p>Timesheet Exception</p> <p>OR</p> <p>"Prior Underpayment"</p> <p>AND</p> <p>The warrant Status is "Void"</p> <p>AND</p> <p>The void reason is "Undeliverable"</p> <p>WHEN</p> <p>Batch job PRDR907A processes the payment correction</p> <p>AND</p> <p>An Arrears timesheet has not previously been issued for the next service period</p> <p>AND</p> <p>Mode of Entry = TPF</p> <p>AND</p> <p>The Recipient is eligible for IHSS or WPCS services for the next service period</p> <p>AND</p> <p>The Recipient is not designated to receive Advance Payments</p> <p>AND</p> <p>The Recipient has a Timesheet Accommodation of Large Font Timesheet</p> <p>AND</p> <p>The Provider is eligible to provide IHSS services for the next service period</p> <p>AND</p> <p>CaseProviderEVVDetails value isETS = False</p> <p>AND</p> <p>caseProviderEvvDetail.EvvEffectiveDt = 12/31/9999 for the pay period to be issued</p> <p>OR</p> <p>The pay period to be issued is prior to the caseProviderEvvDetail.EvvEffectiveDt</p> <p>OR</p> <p>CountyOptOutPaperTimesheet = 12/31/9999</p>	<p>CM:</p> <p>THEN</p> <p>Generate the next IHSS or WPCS Large Font timesheet (SOC 2261L) with Workweek labels, Claimed Hours labels and Claimed Hours detail.</p> <p>English – CMDS980A</p> <p>Spanish – CMDS981A</p> <p>Armenian – CMDS982A</p> <p>Mandarin – CMDS983A</p> <p>AND IF</p> <p>Pay Period is equal to or later than to the Configuration table – FLSAConfigurationValues – TravelClaimStartDate</p> <p>AND</p> <p>The provider <b>has</b> a Travel record associated to the recipient for the service period</p> <p>AND</p> <p>A Travel Claim has not been issued</p> <p>AND IF</p> <p>isETC = False</p> <p>THEN there is an active Travel Time record for the recipient/provider relationship for all or part of the pay period.</p> <p>THEN ALSO</p> <p>Create travel claim data with Travel Claim Indicator of '1' to be collected by job CMDS107S.</p> <p>ELSE IF</p> <p>isETC = True</p> <p>THEN</p> <p>Generate an Electronic Travel Claim for the upcoming pay period within Case Management for each eligible program (IHSS and/or WPCS)</p>
36	21005	<b>CI-753361</b> - DSD BR TA GNAT 36  IMPLEMENTED	Provider and Recipient are Using Electronic Timesheets	When any timesheet with a Mode of Entry of TPF is processed through Case Management	CM: Next timesheet record is not created.

37	21005 21233	CI-753362 - DSD BR TA GNAT 37 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Next Arrears Electronic Timesheet Generated During Semi-Monthly Processing with or without Travel Claim (paper or electronic)	<p>When batch job 80*DINDS is executed</p> <p>AND</p> <p>The CaseProviderEVVDetails value isETS = True</p> <p>OR</p> <p>The CaseProviderEVVDetails.EvvEffectiveDt is equal to or prior to the upcoming pay period From Date</p> <p>OR</p> <p>The CountyOptOutPaperTimesheet is equal to or prior to the upcoming pay period From Date</p> <p>AND</p> <p>The Recipient is eligible for services in the upcoming pay period</p> <p>AND</p> <p>The Provider is eligible to provide services in the upcoming pay period</p> <p>AND</p> <p>There are authorized or assigned hours available for the upcoming pay period</p> <p>AND</p> <p>A timesheet does not already exist for the pay period</p>	<p>Batch Process:</p> <p>Generate an Electronic Timesheet for the upcoming pay period within Case Management for each eligible program (IHSS and/or WPCS)</p> <p>IF</p> <p>The Provider has a Travel record associated to the Recipient for the service period</p> <p>AND IF</p> <p>isETC = False</p> <p>AND a Travel Claim had not yet been issued</p> <p>THEN</p> <p>Create travel claim data with Travel Claim Indicator of '1' to be collected by job CMDS107S</p> <p>ELSE IF</p> <p>isETC = True</p> <p>THEN</p> <p>Generate an Electronic Travel Claim for the upcoming pay period within Case Management for each eligible program (IHSS and/or WPCS)</p>
38	21005 2 1054	CI-753363 - DSD BR TA GNAT 38 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Update Provider and Recipient as using Electronic Timesheets isETS value updated to True	<p>When any timesheet is processed through Case Management</p> <p>AND</p> <p>Print Method is Print to CMIPS II Printer</p> <p>OR</p> <p>Print Method is Print/Mail from Centralized Print Center</p> <p>AND</p> <p>Mode of Entry is Electronic</p> <p>AND</p> <p>Recipient Signature Method is Telephone</p> <p>OR</p> <p>Recipient Signature Method is Website</p> <p>AND</p> <p>The CaseProviderEVVDetail value isETS = False</p> <p>AND</p> <p>The Recipient is not designated as Advance Pay</p> <p>AND</p> <p>An Arrears timesheet for that Recipient/Provider <b>HAS NOT</b> previously been generated for the current pay period and the Provider is eligible to provide services to this Recipient</p> <p>AND/OR</p> <p>An Arrears timesheet for that Recipient/Provider <b>HAS NOT</b> previously been generated for other pay periods, in the previous 3 months, for which they were eligible to provide services to this Recipient</p>	<p>CM:</p> <p>Update CaseProviderEVVDetail value isETS = True</p> <p>AND</p> <p>Generate an Electronic Timesheet within CM for the current pay period and any pay period in the 3 previous months</p> <p>AND IF</p> <p>Electronic Timesheets <b>HAS NOT</b> already been generated for the upcoming (future) pay period</p> <p>THEN</p> <p>Generate an Electronic Timesheet within CM for the upcoming (future) pay period</p> <p>AND IF</p> <p>The Provider has a Travel record associated to the Recipient for the service period</p> <p>AND</p> <p>A Travel Claim had not yet been issued</p> <p>AND IF</p> <p>isETC = False</p> <p>THEN</p> <p>Create travel claim data with Travel Claim Indicator of '1' to be collected by job CMDS107S.</p> <p>ELSE IF</p> <p>isETC = True</p> <p>THEN</p> <p>Generate an Electronic Travel Claim for the upcoming pay period within Case Management for each eligible program (IHSS and/or WPCS)</p>

39	21227	<b>CI-822747 - DSD BR TA GNAT 39</b> <small>IMPLEMENTED</small>	Timesheet and Travel Claim PDF File Merge for Interfaces to print vendor	When batch job CMDS970B is executed AND There are up to 5000 timesheets per PDF AND There are up to 5000 timesheets + travel claims per PDF AND There are up to 5000 travel claims per PDF	Merge timesheets AND Merge timesheets + travel claims AND Merge travel claims
40	21227	<b>CI-822748 - DSD BR TA GNAT 40</b> <small>IMPLEMENTED</small>	Timesheet and Travel Claim PDF File Merge for Interfaces to print vendor - exceeding maximum	When batch job CMDS970B is executed AND There are more than 5000 timesheets per PDF AND There are more than 5000 timesheets + travel claims per PDF AND There are more than 5000 travel claims per PDF	Merge timesheets and split into separate files (containing up to 5000 timesheets each) AND Merge timesheets + travel claims and split into separate files (containing up to 5000 timesheets + travel claims each) AND Merge travel claims and split into separate files (containing up to 5000 travel claims each)

No.	Req ID	CI	Description	When	Action
41	21192	<b>CI-822785 - DSD BR TA GNAT 41</b> <small>IMPLEMENTED</small>	Generate Timesheet PDFs (CMDS970A)	When Timesheet data is collected by job CMDS107Q	CMDS970A generates a PDF file of the Timesheet data to be merged by CMDS970B and sent to the Print Vendor
42	21192	<b>CI-822786 - DSD BR TA GNAT 42</b> <small>IMPLEMENTED</small>	Generate Timesheet+Travel Claim PDFs (CMDS971A)	When Timesheet+Travel Claim data is collected by job CMDS107R	CMDS971A generates a PDF file of the Timesheet+Travel Claim data to be merged by CMDS970B and sent to the Print Vendor
43	21192	<b>CI-822787 - DSD BR TA GNAT 43</b> <small>IMPLEMENTED</small>	Generate Travel Claim PDFs (CMDS972A)	When Travel Claim data is collected by job CMDS107S	CMDS972A generates a PDF file of the Travel Claim data to be merged by CMDS970B and sent to the Print Vendor

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Generate Next Arrears Timesheet (1-10)

No	Req ID	CI	Description	When	Action
1	12023	CI-111579 - DSD BR TA GNAT 01 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Advance Payment to Recipient – Monthly Process	When an advance payment is made to the Recipient during monthly advance payment processing	ADV: Next timesheet record is not created.
2	11934	CI-111580 - DSD BR TA GNAT 02 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Restaurant Meal Allowance – Semi-Monthly Processing	When a restaurant meal allowance payment is made to the Recipient during semi-monthly restaurant meal processing	ADV: Next timesheet record is not created.
3	12023	CI-111581 - DSD BR TA GNAT 03 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	IHSS Advance Pay Timesheet	When an IHSS Advance Pay Timesheet is processed	CM: No payment generated on a reconciling timesheet. Next timesheet record is not created.
4	12721	CI-111582 - DSD BR TA GNAT 04 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	IHSS Advance Pay Supplemental Timesheet	When an IHSS Advance Pay Supplemental Timesheet is processed	CM: No payment generated on a reconciling timesheet. Next timesheet record is not created.
5	11945 20754	CI-111583 - DSD BR TA GNAT 05 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	IHSS Arrears Timesheet Current Pay Period – CaseProviderEVVDetails isETS = False	When an IHSS Arrears Timesheet is processed AND Mode of Entry = TPF AND The timesheet pay period is the current pay period AND The recipient is eligible for IHSS services for the next timesheet pay period and not designated to receive Advance Payments AND The Recipient does not have a Timesheet Accommodation of Large Font Timesheet AND The provider is eligible to provide IHSS services for the next timesheet pay period AND An IHSS Arrears timesheet has not previously been issued for the next timesheet pay period AND Pay Period is <u>equal to or later than</u> to the Configuration table – FLSAConfigurationValues – TravelClaimStartDateTravelClaimStartDate AND CaseProviderEVVDetails value isETS = False AND caseProviderEvvDetail.EvvEffectiveDt = 12/31/9999 for the pay period to be issued OR The pay period to be issued is prior to the caseProviderEvvDetail.EvvEffectiveDt	CM: IF An active Travel Time record <b>does not</b> exist for this recipient /provider relationship for all or a portion of the pay period. THEN Create timesheet data for standard timesheet and with Travel Claim Indicator of '0' to be collected by job CMDS107Q. ELSE IF An active Travel Time record <b>does</b> exist for this recipient/provider relationship for all or a portion of the pay period. AND A Travel Claim had not yet been issued AND IF isETC = False THEN Create timesheet data for standard timesheet with a Travel Claim Indicator of '2' for appropriate timesheet and travel claim data to be collected by job CMDS107R. ELSE IF isETC = True THEN Create timesheet data for standard timesheet with a Travel Claim Indicator of '0' for appropriate timesheet data to be collected by job CMDS107Q. AND Generate an Electronic Travel Claim for the upcoming pay period within Case Management for each eligible program (IHSS and/or WPCS)

6	11945 20754	<span>CI-111584 - DSD BR TA GNAT 06 IMPLEMENTED</span>	<p>IHSS Arrears Timesheet</p> <p>Within the Last Three Pay Periods – CaseProviderEVVDetails isETS = False</p>	<p>When an IHSS Arrears Timesheet is processed</p> <p>AND</p> <p>Mode of Entry = TPF</p> <p>The timesheet pay period is within the last three pay periods (1st, 2nd or 3rd prior pay periods)</p> <p>AND</p> <p>The recipient is eligible for IHSS services for the next timesheet pay period and not designated to receive Advance Payments</p> <p>AND</p> <p>The Recipient does not have a Timesheet Accommodation of Large Font Timesheet</p> <p>AND</p> <p>The provider is eligible to provide IHSS services for the next timesheet pay period</p> <p>AND</p> <p>An IHSS Arrears timesheet has not previously been issued for the next timesheet pay period</p> <p>AND</p> <p>Pay Period is <b>equal to or later than</b> to the Configuration table – FLSAConfigurationValues – TravelClaimStartDateTravelClaimStartDate</p> <p>AND</p> <p>CaseProviderEVVDetails value isETS = False</p> <p>AND</p> <p>caseProviderEvvDetail.EvvEffectiveDt = 12/31/9999 for the pay period to be issued</p> <p>OR</p> <p>The pay period to be issued is prior to the caseProviderEvvDetail.EvvEffectiveDt</p>	<p>CM:</p> <p>IF</p> <p>An active Travel Time record <b>does not</b> exist for this recipient/provider relationship for all or a portion of the pay period.</p> <p>THEN</p> <p>Create timesheet data for standard timesheet and with Travel Claim Indicator of '0' to be collected by job CMDS107Q.</p> <p>ELSE IF</p> <p>An active Travel Time record <b>does</b> exist for this recipient/provider relationship for all or a portion of the pay period.</p> <p>AND</p> <p>A Travel Claim had not yet been issued</p> <p>AND IF</p> <p>isETC = False</p> <p>THEN</p> <p>Create timesheet data for standard timesheet with a Travel Claim Indicator of '2' for appropriate timesheet and travel claim data to be collected by job CMDS107R.</p> <p>ELSE IF</p> <p>isETC = True</p> <p>THEN</p> <p>Create timesheet data for standard timesheet with a Travel Claim Indicator of '0' for appropriate timesheet data to be collected by job CMDS107Q.</p> <p>AND</p> <p>Generate an Electronic Travel Claim for the upcoming pay period within Case Management for each eligible program (IHSS and/or WPCS)</p>
7	11985	<span>CI-111585 - DSD BR TA GNAT 07 IMPLEMENTED</span>	<p>IHSS Arrears Timesheet</p> <p>Prior to Last Three Pay Periods</p>	<p>When an IHSS Arrears Timesheet is processed</p> <p>AND</p> <p>The timesheet pay period is earlier than the 3rd prior pay period (4th prior pay period or earlier)</p>	<p>CM:</p> <p>Next timesheet record is not created.</p>
8	11944 11985	<span>CI-111586 - DSD BR TA GNAT 08 IMPLEMENTED</span>	<p>IHSS Arrears Timesheet</p> <p>Change from Arrears to Advance Pay</p>	<p>When an IHSS Arrears Timesheet is processed</p> <p>AND</p> <p>The Part B timesheet is being processed in the current pay period</p> <p>AND</p> <p>The Recipient became eligible for Advance Payments as of the first of the month following Part B</p>	<p>CM:</p> <p>Next timesheet record is not created.</p> <p>Note: Advance Pay Timesheet will be sent to Provider during monthly processing to generate Advance Pay Timesheets.</p>

9	11945 12004 16202 16586 20730 20754	<span style="border: 1px solid #ccc; padding: 2px;">CI-111587 - DSD BR TA</span> <span style="border: 1px solid #ccc; padding: 2px;">GNAT 09</span> <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	<b>IHSS Arrears Timesheet</b> Case Hours Depleted in Part A – CaseProviderEVVDetails isETS = False	When an IHSS Arrears Timesheet is processed AND Mode of Entry = TPF The Part A timesheet is being processed AND All available case authorized IP hours are claimed in Part A AND The recipient is eligible for IHSS services for Part A of the following month and not designated to receive Advance Payments AND The Recipient does not have a Timesheet Accommodation of Large Font Timesheet AND The provider is eligible to provide IHSS services for Part A of the following month AND An IHSS Arrears timesheet has not previously been issued for Part A of the following month AND Pay Period is <b>equal to or later than</b> to the Configuration table – FLSAConfigurationValues – TravelClaimStartDateTravelClaimEndDate AND CaseProviderEVVDetails value isETS = False AND caseProviderEvvDetail.EvvEffectiveDt = 12/31/9999 for the pay period to be issued OR The pay period to be issued is prior to the caseProviderEvvDetail.EvvEffectiveDt	CM: IF An active Travel Time record <b>does not</b> exist for this recipient/provider relationship for all or a portion of the pay period. THEN Create timesheet data for standard timesheet and with Travel Claim Indicator of '0' to be collected by job CMDS107Q. ELSE IF An active Travel Time record <b>does</b> exist for this recipient/provider relationship for all or a portion of the pay period. AND A Travel Claim had not yet been issued AND IF isETC = False THEN Create timesheet data for standard timesheet with a Travel Claim Indicator of '2' for appropriate timesheet and travel claim data to be collected by job CMDS107R. ELSE IF isETC = True THEN Create timesheet data for standard timesheet with a Travel Claim Indicator of '0' for appropriate timesheet data to be collected by job CMDS107Q. AND Generate an Electronic Travel Claim for the upcoming pay period within Case Management for each eligible program (IHSS and/or WPCS) Note: If additional hours are authorized on the case, a Supplemental Timesheet can be generated.
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10	11945 12004 16 202 20730  20754	<span style="border: 1px solid #ccc; padding: 2px;">CI-111588 - DSD BR TA</span> <span style="border: 1px solid #ccc; padding: 2px;">GNAT 10</span> <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	<p>IHSS Arrears Timesheet</p> <p>Provider Assigned Hours Depleted in Part A – CaseProviderEVVDetails isETS = False</p>	<p>When an IHSS Arrears Timesheet is processed</p> <p>AND</p> <p>The Part A timesheet is being processed</p> <p>AND</p> <p>Mode of Entry = TPF</p> <p>AND</p> <p>All available provider assigned hours are claimed in Part A for the provider submitting the timesheet</p> <p>AND</p> <p>The recipient is eligible for IHSS services for Part A of the following month and not designated to receive Advance Payments</p> <p>AND</p> <p>The Recipient does not have a Timesheet Accommodation of Large Font Timesheet</p> <p>AND</p> <p>The provider is eligible to provide IHSS services for Part A of the following month</p> <p>AND</p> <p>An IHSS Arrears timesheet has not previously been issued for Part A of the following month</p> <p>AND</p> <p>Pay Period is <b>equal to or later than</b> to the Configuration table – FLSAConfigurationValues – TravelClaimStartDateTravelClaimStartDate</p> <p>AND</p> <p>CaseProviderEVVDetails value isETS = False</p> <p>AND</p> <p>caseProviderEvvDetail.EvvEffectiveDt = 12/31/9999 for the pay period to be issued</p> <p>OR</p> <p>The pay period to be issued is prior to the caseProviderEvvDetail.EvvEffectiveDt</p>	<p>CM:</p> <p>IF</p> <p>An active Travel Time record <b>does not</b> exist for this recipient/provider relationship for all or a portion of the pay period.</p> <p>THEN</p> <p>Create timesheet data for standard timesheet and with Travel Claim Indicator of '0' to be collected by job CMDS107Q.</p> <p>ELSE IF</p> <p>An active Travel Time record <b>does</b> exist for this recipient/provider relationship for all or a portion of the pay period.</p> <p>AND</p> <p>A Travel Claim had not yet been issued</p> <p>AND IF</p> <p>isETC = False</p> <p>THEN</p> <p>Create timesheet data for standard timesheet with a Travel Claim Indicator of '2' for appropriate timesheet and travel claim data to be collected by job CMDS107R.</p> <p>ELSE IF</p> <p>isETC = True</p> <p>THEN</p> <p>Create timesheet data for standard timesheet with a Travel Claim Indicator of '0' for appropriate timesheet data to be collected by job CMDS107Q.</p> <p>AND</p> <p>Generate an Electronic Travel Claim for the upcoming pay period within Case Management for each eligible program (IHSS and/or WPCS)</p> <p>Note: If additional hours are authorized on the case/assigned to the provider, a Supplemental Timesheet can be generated.</p>
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# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Generate Next Arrears Timesheet (11-20)

No.	Req ID	CI	Description	When	Action
11	11985	CI-111589 - DSD BR TA GNAT 11 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	IHSS Supplemental Timesheet	When an IHSS Arrears Supplemental Timesheet is processed	CM: Next timesheet record is not created.
13	11943 20 730 20754	CI-111590 - DSD BR TA GNAT 13 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	WPCS Arrears Timesheet  Current Pay Period – CaseProviderEVVDetails isETS = False	<p>When an WPCS Arrears Timesheet is processed</p> <p>AND</p> <p>Mode of Entry = TPF</p> <p>AND</p> <p>The timesheet pay period is the current pay period</p> <p>AND</p> <p>The recipient is eligible for WPCS services for the next timesheet pay period</p> <p>AND</p> <p>The Recipient does not have a Timesheet Accommodation of Large Font Timesheet</p> <p>AND</p> <p>The provider is eligible to provide WPCS services for the next timesheet pay period</p> <p>AND</p> <p>An WPCS timesheet has not previously been issued for the next timesheet pay period</p> <p>AND</p> <p>Pay Period is <u>equal to or later than</u> to the Configuration table – FLSAConfigurationValues – TravelClaimStartDateTravelClaimStartDate</p> <p>AND</p> <p>CaseProviderEVVDetails value isETS = False</p> <p>AND</p> <p>caseProviderEvvDetail.EvvEffectiveDt = 12/31 /9999 for the pay period to be issued</p> <p>OR</p> <p>The pay period to be issued is prior to the caseProviderEvvDetail.EvvEffectiveDt</p>	<p>CM: IF An active Travel Time record <u>does not</u> exist for this recipient/provider relationship for all or a portion of the pay period. THEN Create timesheet data for standard timesheet and with Travel Claim Indicator of '0' to be collected by job CMDS107Q. ELSE IF An active Travel Time record <u>does</u> exist for this recipient/provider relationship for all or a portion of the pay period. AND A Travel Claim had not yet been issued AND IF isETC = False THEN Create timesheet data for standard timesheet with a Travel Claim Indicator of '2' for appropriate timesheet and travel claim data to be collected by job CMDS107R. ELSE IF isETC = True THEN Create timesheet data for standard timesheet with a Travel Claim Indicator of '0' for appropriate timesheet data to be collected by job CMDS107Q. AND Generate an Electronic Travel Claim for the upcoming pay period within Case Management for each eligible program (IHSS and/or WPCS)</p>

14	11945 20 730 20754	CI-111591 - DSD BR TA GNAT 14 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	WPCS Arrears Timesheet  Within the Last Three Pay Periods – CaseProviderEVVDetails isETS = False	When an WPCS Arrears Timesheet is processed  AND Mode of Entry = TPF  AND The timesheet pay period is within the last three pay periods (1st, 2nd or 3rd prior pay periods)  AND The recipient is eligible for WPCS services for the next timesheet pay period  AND The Recipient does not have a Timesheet Accommodation of Large Font Timesheet  AND The provider is eligible to provide WPCS services for the next timesheet pay period  AND An WPCS timesheet has not previously been issued for the next timesheet pay period  AND Pay Period is <b>equal to or later than</b> to the Configuration table – FLSAConfigurationValues – TravelClaimStartDateTravelClaimStartDate  AND CaseProviderEVVDetails value isETS = False  AND caseProviderEvvDetail.EvvEffectiveDt = 12/31/9999 for the pay period to be issued  OR  The pay period to be issued is prior to the caseProviderEvvDetail.EvvEffectiveDt	CM:  IF  An active Travel Time record <b>does not</b> exist for this recipient/provider relationship for all or a portion of the pay period.  THEN  Create timesheet data for standard timesheet and with Travel Claim Indicator of '0' to be collected by job CMDS107Q.  ELSE IF  An active Travel Time record <b>does</b> exist for this recipient/provider relationship for all or a portion of the pay period.  AND  A Travel Claim had not yet been issued  AND IF  isETC = False  THEN  Create timesheet data for standard timesheet with a Travel Claim Indicator of '2' for appropriate timesheet and travel claim data to be collected by job CMDS107R.  ELSE IF  isETC = True  THEN  Create timesheet data for standard timesheet with a Travel Claim Indicator of '0' for appropriate timesheet data to be collected by job CMDS107Q.  AND  Generate an Electronic Travel Claim for the upcoming pay period within Case Management for each eligible program (IHSS and/or WPCS)
15	11985	CI-111592 - DSD BR TA GNAT 15 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	WPCS Arrears Timesheet  Prior to Last Three Pay Periods	When an WPCS Arrears Timesheet is processed  AND The timesheet pay period is earlier than the 3rd prior pay period (4th prior pay period or earlier)	CM:  Next timesheet record is not created.

16	11943 11 945 20730 20754	CI-111593 - DSD BR TA GNAT 16 IMPLEMENTED	WPCS Arrears Timesheet  WPCS Hours Depleted in Part A – CaseProviderEVVDetails isETS = False	When a WPCS Arrears Timesheet is processed  AND Mode of Entry = TPF  AND The Part A timesheet is being processed  AND All available authorized WPCS hours are claimed in Part A  AND The recipient is eligible for WPCS services for Part A of the following month  AND The Recipient does not have a Timesheet Accommodation of Large Font Timesheet  AND The provider is eligible to provide WPCS services for Part A of the following month  AND An WPCS timesheet has not previously been issued for Part A of the following month  AND Pay Period is <b>equal to or later than</b> to the Configuration table – FLSAConfigurationValues – TravelClaimStartDateTravelClaimStartDate  AND CaseProviderEVVDetails value isETS = False  AND caseProviderEvvDetail.EvvEffectiveDt = 12/31/9999 for the pay period to be issued  OR The pay period to be issued is prior to the caseProviderEvvDetail.EvvEffectiveDt	CM:  IF An active Travel Time record <b>does not</b> exist for this recipient/provider relationship for all or a portion of the pay period.  THEN Create timesheet data for standard timesheet and with Travel Claim Indicator of '0' to be collected by job CMDS107Q.  ELSE IF An active Travel Time record <b>does</b> exist for this recipient/provider relationship for all or a portion of the pay period.  AND A Travel Claim had not yet been issued  AND IF isETC = False  THEN Create timesheet data for standard timesheet with a Travel Claim Indicator of '2' for appropriate timesheet and travel claim data to be collected by job CMDS107R.  ELSE IF isETC = True  THEN Create timesheet data for standard timesheet with a Travel Claim Indicator of '0' for appropriate timesheet data to be collected by job CMDS107Q.  AND Generate an Electronic Travel Claim for the upcoming pay period within Case Management for each eligible program (IHSS and/or WPCS)  Note: If additional hours are authorized on the case, a Supplemental Timesheet can be generated.
17	16467	CI-111594 - DSD BR TA GNAT 17 IMPLEMENTED	WPCS Supplemental Timesheet	When an WPCS Arrears Supplemental Timesheet is processed	CM: Next timesheet record is not created.
18	16656	CI-111595 - DSD BR TA GNAT 18 IMPLEMENTED	Special Transaction	When a payment request is made on the Special Transaction screen	CM: Next timesheet record is not created.

19	12062 16 656 20754 21233	<span style="border: 1px solid #ccc; padding: 2px;">CI-111596 - DSD BR TA</span> <span style="border: 1px solid #ccc; padding: 2px;">GNAT 19 IMPLEMENTED</span>	<p>Payment Correction</p> <p>Void/Reissue – Standard Paper Timesheet</p> <p>When a payment request was made on the Payment Correction screen and the Correction Type is:</p> <p>Timesheet Exception</p> <p>OR</p> <p>“Prior Underpayment”</p> <p>AND</p> <p>The warrant Status is “Void”</p> <p>AND</p> <p>The void reason is “Undeliverable”</p> <p>WHEN</p> <p>Batch job PRDR907A processes the payment correction</p> <p>AND</p> <p>The timesheet Mode of Entry = TPF</p> <p>AND</p> <p>An Arrears timesheet has not previously been issued for the next service period</p> <p>AND</p> <p>The Recipient is eligible for IHSS or WPCS services for the next service period</p> <p>AND</p> <p>The Recipient is not designated to receive Advance Payments</p> <p>AND</p> <p>The Recipient does not have a Timesheet Accommodation of Large Font Timesheet</p> <p>AND</p> <p>The Provider is eligible to provide IHSS services for the next service period</p> <p>AND</p> <p>CaseProviderEVVDetails value isETS = False</p> <p>AND</p> <p>caseProviderEvvDetail.EvvEffectiveDt = 12/31/9999 for the pay period to be issued</p> <p>OR</p> <p>The pay period to be issued is prior to the caseProviderEvvDetail.EvvEffectiveDt</p> <p>OR</p> <p>CountyOptOutPaperTimesheet = 12/31/9999</p>	<p>CM:</p> <p>IF</p> <p>Pay Period is <u>prior</u> to the Configuration table – FLSAConfigurationValues – TravelClaimStartDateTravelClaimStartDate</p> <p>OR</p> <p>Pay Period is <u>after</u> to the Configuration table – FLSAConfigurationValues – TravelClaimEndDate</p> <p>THEN</p> <p>Create timesheet data for standard timesheet and with Travel Claim Indicator of ‘0’ to be collected by job CMDS107Q.</p> <p>ELSE IF</p> <p>Pay Period is <u>equal to or later than</u> the Configuration table – FLSAConfigurationValues – TravelClaimStartDateTravelClaimStartDate</p> <p>An active Travel Time record <u>does not</u> exist for this Recipient/Provider relationship for all or a portion of the pay period.</p> <p>THEN</p> <p>Create timesheet data for standard timesheet and with Travel Claim Indicator of ‘0’ to be collected by job CMDS107Q.</p> <p>OR IF</p> <p>An active Travel Time record <u>does</u> exist for this Recipient/Provider relationship for all or a portion of the pay period.</p> <p>AND</p> <p>A Travel Claim has not been issued</p> <p>AND IF</p> <p>isETC = False</p> <p>THEN</p> <p>Create timesheet data for standard timesheet with a Travel Claim Indicator of ‘2’ for appropriate timesheet and travel claim data to be collected by job CMDS107R.</p> <p>ELSE IF</p> <p>isETC = True</p> <p>THEN</p> <p>Create timesheet and travel claim data with Travel Claim Indicator of ‘0’ to be collected by job CMDS107Q</p> <p>AND</p> <p>Generate an Electronic Travel Claim for the upcoming pay period within Case Management for each eligible program (IHSS and/or WPCS)</p>
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20	20744 20 796	 <p><b>CI-480744 - DSD BR TA GNAT 20 IMPLEMENTED</b></p>	<p>IHSS or WPCS Arrears Large Font Timesheet</p> <p>Current Pay Period – CaseProviderEVVDetails isETS = False</p> <p>AND</p> <p>Mode of Entry = TPF</p> <p>AND</p> <p>The timesheet pay period is the current pay period</p> <p>AND</p> <p>The recipient is eligible for IHSS or WPCS services for the next timesheet pay period and not designated to receive Advance Payments</p> <p>AND</p> <p>The Recipient has a Timesheet Accommodation of Large Font Timesheet</p> <p>AND</p> <p>The provider is eligible to provide IHSS /WPCS services for the next timesheet pay period</p> <p>AND</p> <p>An IHSS/WPCS Arrears timesheet has not previously been issued for the next timesheet pay period</p> <p>AND</p> <p>CaseProviderEVVDetails value isETS = False</p> <p>AND</p> <p>caseProviderEvvDetail.EvvEffectiveDt = 12/31/9999 for the pay period to be issued</p> <p>OR</p> <p>The pay period to be issued is prior to the caseProviderEvvDetail.EvvEffectiveDt</p> <p>AND</p> <p>CountyOptOutPaperTimesheet = 12/31/9999</p>	<p>When an IHSS or WPCS Arrears Timesheet is processed</p> <p>CM:</p> <p>THEN</p> <p>Generate the next IHSS or WPCS Large Font timesheet (SOC 2261L) <b>with</b> Workweek labels, Claimed Hours labels and Claimed Hours detail.</p> <p>English – CMDS980A</p> <p>Spanish – CMDS981A</p> <p>Armenian – CMDS982A</p> <p>Mandarin – CMDS983A</p> <p>AND IF</p> <p>Pay Period is <b>equal to or later than</b> to the Configuration table – FLSAConfigurationValues – TravelClaimStartDateTravelClaimStartDate and there is an active Travel Time record for the recipient/provider relationship for all or part of the pay period.</p> <p>AND</p> <p>A Travel Claim had not yet been issued</p> <p>AND IF</p> <p>isETC = False</p> <p>THEN</p> <p>Create travel claim data with Travel Claim Indicator of '1' to be collected by job CMDS107S</p> <p>ELSE IF</p> <p>isETC = True</p> <p>THEN</p> <p>Generate an Electronic Travel Claim for the upcoming pay period within Case Management for each eligible program (IHSS and/or WPCS)</p>
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# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Generate Next Arrears Timesheet (21-30)

No.	Req ID	CI	Description	When	Action
21	20744 20 796	 <b>CI-480749 - DSD BR TA GNAT 21 IMPLEMENTED</b>	<p>IHSS or WPCS Arrears Large Font Timesheet</p> <p>Within the Last Three Pay Periods – CaseProviderEVVDetails isETS = False</p> <p>The timesheet pay period is within the last three pay periods (1st, 2nd or 3rd prior pay periods)</p> <p>The recipient is eligible for IHSS or WPCS services for the next timesheet pay period and not designated to receive Advance Payments</p> <p>The provider is eligible to provide IHSS /WPCS services for the next timesheet pay period</p> <p>An IHSS/WPCS Arrears timesheet has not previously been issued for the next timesheet pay period</p> <p>CaseProviderEVVDetails value isETS = False</p> <p>caseProviderEvvDetail.EvvEffectiveDt = 12/31/9999 for the pay period to be issued</p> <p>OR</p> <p>The pay period to be issued is prior to the caseProviderEvvDetail.EvvEffectiveDt</p> <p>AND</p> <p>CountyOptOutPaperTimesheet = 12/31/9999</p>	<p>When an IHSS or WPCS Arrears Timesheet is processed</p> <p>AND</p> <p>Mode of Entry = TPF</p> <p>AND</p> <p>The timesheet pay period is within the last three pay periods (1st, 2nd or 3rd prior pay periods)</p> <p>AND</p> <p>The recipient is eligible for IHSS or WPCS services for the next timesheet pay period and not designated to receive Advance Payments</p> <p>AND</p> <p>The provider is eligible to provide IHSS /WPCS services for the next timesheet pay period</p> <p>AND</p> <p>An IHSS/WPCS Arrears timesheet has not previously been issued for the next timesheet pay period</p> <p>AND</p> <p>caseProviderEVVDetails value isETS = False</p> <p>AND</p> <p>caseProviderEvvDetail.EvvEffectiveDt = 12/31/9999 for the pay period to be issued</p> <p>OR</p> <p>The pay period to be issued is prior to the caseProviderEvvDetail.EvvEffectiveDt</p> <p>AND</p> <p>CountyOptOutPaperTimesheet = 12/31/9999</p>	<p>THEN</p> <p>Generate the next IHSS or WPCS Large Font timesheet (SOC 2261L) <u>with</u> Workweek labels, Claimed Hours labels and Claimed Hours detail.</p> <ul style="list-style-type: none"> <li>• English – CMDS980A</li> <li>• Spanish – CMDS981A</li> <li>• Armenian – CMDS982A</li> <li>• Mandarin – CMDS983A</li> </ul> <p>AND IF</p> <p>Pay Period is <u>equal to or later than</u> to the Configuration table – FLSAConfigurationValues – TravelClaimStartDateTravelClaimStartDate and there is an active Travel Time record for the recipient/provider relationship for all or part of the pay period.</p> <p>AND</p> <p>A Travel Claim had not yet been issued</p> <p>THEN IF</p> <p>isETC = False</p> <p>THEN</p> <p>Create travel claim data with Travel Claim Indicator of '1' to be collected by job CMDS107S.</p> <p>ELSE IF</p> <p>isETC = True</p> <p>THEN</p> <p>Generate an Electronic Travel Claim for the upcoming pay period within Case Management for each eligible program (IHSS and/or WPCS)</p>

22	20744 20 796	 <p><b>CI-480733 - DSD BR TA GNAT 22 IMPLEMENTED</b></p>	<p>IHSS or WPCS Arrears Large Font Timesheet</p> <p>Case Hours Depleted in Part A – CaseProviderEVVDetails isETS = False</p> <p>When an IHSS or WPCS Arrears Timesheet is processed</p> <p>AND</p> <p>Mode of Entry = TPF</p> <p>AND</p> <p>The Part A timesheet is being processed</p> <p>AND</p> <p>All available case authorized IP hours are claimed in Part A</p> <p>AND</p> <p>The recipient is eligible for IHSS or WPCS services for Part A of the following month and not designated to receive Advance Payments</p> <p>AND</p> <p>The Recipient has a Timesheet Accommodation of Large Font Timesheet</p> <p>AND</p> <p>The provider is eligible to provide IHSS /WPCS services for Part A of the following month</p> <p>AND</p> <p>An IHSS/WPCS Arrears timesheet has not previously been issued for Part A of the following month</p> <p>AND</p> <p>CaseProviderEVVDetails value isETS = False</p> <p>AND</p> <p>caseProviderEvvDetail.EvvEffectiveDt = 12/31/9999 for the pay period to be issued</p> <p>OR</p> <p>The pay period to be issued is prior to the caseProviderEvvDetail.EvvEffectiveDt</p> <p>AND</p> <p>CountyOptOutPaperTimesheet = 12/31/9999</p>	<p>CM:</p> <p>THEN</p> <p>Generate the IHSS or WPCS Large Font timesheet (SOC 2261L) <b>with</b> Workweek labels, Claimed Hours labels and Claimed Hours detail for Part A of the following month.</p> <ul style="list-style-type: none"> <li>• English – CMDS980A</li> <li>• Spanish – CMDS981A</li> <li>• Armenian – CMDS982A</li> <li>• Mandarin – CMDS983A</li> </ul> <p>AND IF</p> <p>Pay Period is <b>equal to or later than</b> to the Configuration table – FLSAConfigurationValues – TravelClaimStartDateTravelClaimStartDate and there is an active Travel Time record for the recipient/provider relationship for all or part of the pay period.</p> <p>AND</p> <p>A Travel Claim had not yet been issued</p> <p>THEN IF</p> <p>isETC = False</p> <p>THEN</p> <p>Create travel claim data with Travel Claim Indicator of '1' to be collected by job CMDS107S.</p> <p>ELSE IF</p> <p>isETC = True</p> <p>THEN</p> <p>Generate an Electronic Travel Claim for the upcoming pay period within Case Management for each eligible program (IHSS and/or WPCS)</p> <p>Note: If additional hours are authorized on the case, a Supplemental Timesheet can be generated by the user.</p>
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23		<span style="border: 1px solid #ccc; padding: 2px;">CI-480736 - DSD BR TA GNAT 23</span> IMPLEMENTED	<p>IHSS Arrears Large Font Timesheet</p> <p>Provider Assigned Hours Depleted in Part A – CaseProviderEVVDetails isETS = False</p> <p>When an IHSS Arrears Timesheet is processed</p> <p>AND</p> <p>Mode of Entry = TPF</p> <p>AND</p> <p>The Part A timesheet is being processed</p> <p>AND</p> <p>All available provider assigned hours are claimed in Part A for the provider submitting the timesheet</p> <p>AND</p> <p>The recipient is eligible for IHSS services for Part A of the following month and not designated to receive Advance Payments</p> <p>AND</p> <p>The Recipient has a Timesheet Accommodation of Large Font Timesheet</p> <p>AND</p> <p>The provider is eligible to provide IHSS services for Part A of the following month</p> <p>AND</p> <p>An IHSS Arrears timesheet has not previously been issued for Part A of the following month</p> <p>AND</p> <p>CaseProviderEVVDetails value isETS = False</p> <p>AND</p> <p>caseProviderEvvDetail.EvvEffectiveDt = 12/31/9999 for the pay period to be issued</p> <p>OR</p> <p>The pay period to be issued is prior to the caseProviderEvvDetail.EvvEffectiveDt</p> <p>AND</p> <p>CountyOptOutPaperTimesheet = 12/31/9999</p>	<p>CM:</p> <p>THEN</p> <p>Generate the IHSS Large Font timesheet (SOC 2261L) with Workweek labels, Claimed Hours labels and Claimed Hours detail for Part A of the following month.</p> <ul style="list-style-type: none"> <li>• English – CMDS980A</li> <li>• Spanish – CMDS981A</li> <li>• Armenian – CMDS982A</li> <li>• Mandarin – CMDS983A</li> </ul> <p>AND IF</p> <p>Pay Period is <b>equal to or later than</b> to the Configuration table – FLSAConfigurationValues – TravelClaimStartDate and there is an active Travel Time record for the recipient/provider relationship for all or part of the pay period.</p> <p>AND</p> <p>A Travel Claim had not yet been issued</p> <p>THEN IF</p> <p>isETC = False</p> <p>THEN</p> <p>Create travel claim data with Travel Claim Indicator of '1' to be collected by job CMDS107S.</p> <p>ELSE IF</p> <p>isETC = True</p> <p>THEN</p> <p>Generate an Electronic Travel Claim for the upcoming pay period within Case Management for each eligible program (IHSS and/or WPCS)</p> <p>Note: If additional hours are authorized on the case/assigned to the provider, a Supplemental Timesheet can be generated.</p>
24		<span style="border: 1px solid #ccc; padding: 2px;">CI-480750 - DSD BR TA GNAT 24</span> CANCELLED	Cancelled by CR115 CGI M&O – PSR – EVV Simplification	
25		<span style="border: 1px solid #ccc; padding: 2px;">CI-480746 - DSD BR TA GNAT 25</span> CANCELLED	Cancelled by CR115 CGI M&O – PSR – EVV Simplification	
26		<span style="border: 1px solid #ccc; padding: 2px;">CI-480743 - DSD BR TA GNAT 26</span> CANCELLED	Cancelled by CR115 CGI M&O – PSR – EVV Simplification	

27	11945 20754	<span style="border: 1px solid #ccc; padding: 2px;">CI-500673 - DSD BR TA GNAT 27</span> <span style="border: 1px solid #ccc; padding: 2px; margin-left: 10px;">IMPLEMENTED</span>	<p>IHSS or WPCS Arrears Timesheet</p> <p>Current Pay Period – CaseProviderEVVDetails isETS = False</p> <p>When an IHSS or WPCS Arrears Timesheet is processed</p> <p>AND</p> <p>Mode of Entry = TPF</p> <p>AND</p> <p>The timesheet pay period is the current pay period</p> <p>AND</p> <p>The recipient is eligible for IHSS or WPCS services for the next timesheet pay period and not designated to receive Advance Payments</p> <p>AND</p> <p>The Recipient does not have a Timesheet Accommodation of Large Font Timesheet</p> <p>AND</p> <p>The provider is eligible to provide IHSS /WPCS services for the next timesheet pay period</p> <p>AND</p> <p>An IHSS/WPCS S Arrears timesheet has not previously been issued for the next timesheet pay period</p> <p>AND</p> <p>Pay Period is prior to the Configuration table – FLSAConfigurationValues – TravelClaimStartDate</p> <p>OR</p> <p>Pay Period is after the Configuration table – FLSAConfigurationValues – TravelClaimEndDate</p> <p>AND</p> <p>There <b>is not</b> an active Travel Time record for the recipient/provider relationship for all or part of the pay period.</p> <p>AND</p> <p>CaseProviderEVVDetails value isETS = False</p> <p>AND</p> <p>caseProviderEvvDetail.EvvEffectiveDt = 12/31/9999 for the pay period to be issued</p> <p>OR</p> <p>The pay period to be issued is prior to the caseProviderEvvDetail.EvvEffectiveDt</p>	<p>CM:</p> <p>THEN</p> <p>Create timesheet data for standard timesheet and with Travel Claim Indicator of '0' to be collected by job CMDS107Q</p>
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28	11945 20754	<span style="border: 1px solid #ccc; padding: 2px;">CI-500674 - DSD BR TA GNAT 28</span> <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	<p>IHSS or WPCS Arrears Timesheet</p> <p>Within the Last Three Pay Periods – CaseProviderEVVDetails isETS = False</p> <p>When an IHSS or WPCS Arrears Timesheet is processed</p> <p>AND</p> <p>Mode of Entry = TPF</p> <p>The timesheet pay period is within the last three pay periods (1st, 2nd or 3rd prior pay periods)</p> <p>AND</p> <p>The recipient is eligible for IHSS or WPCS services for the next timesheet pay period and not designated to receive Advance Payments</p> <p>AND</p> <p>The Recipient does not have a Timesheet Accommodation of Large Font Timesheet</p> <p>AND</p> <p>The provider is eligible to provide IHSS /WPCS services for the next timesheet pay period</p> <p>AND</p> <p>An IHSS/WPCS Arrears timesheet has not previously been issued for the next timesheet pay period</p> <p>AND</p> <p>Pay Period is <u>prior</u> to the Configuration table – FLSAConfigurationValues – TravelClaimStartDate</p> <p>OR</p> <p>Pay Period is <u>after</u> the Configuration table – FLSAConfigurationValues – TravelClaimEndDate</p> <p>AND</p> <p>There <u>is not</u> an active Travel Time record for the recipient/provider relationship for all or part of the pay period.</p> <p>AND</p> <p>CaseProviderEVVDetails value isETS = False</p> <p>AND</p> <p>caseProviderEvvDetail.EvvEffectiveDt = 12/31/9999 for the pay period to be issued</p> <p>OR</p> <p>The pay period to be issued is prior to the caseProviderEvvDetail.EvvEffectiveDt</p>	<p>CM:</p> <p>THEN</p> <p>Create timesheet data for standard timesheet and with Travel Claim Indicator of '0' to be collected by job CMDS107Q.</p>
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29	11945 20754	<span style="border: 1px solid #ccc; padding: 2px;">CI-500675 - DSD BR TA GNAT 29</span> <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	<p>IHSS or WPCS Arrears Timesheet</p> <p>Case Hours Depleted in Part A – CaseProviderEVVDetails isETS = False</p> <p>When an IHSS or WPCS Arrears Timesheet is processed</p> <p>AND</p> <p>Mode of Entry = TPF</p> <p>AND</p> <p>The Part A timesheet is being processed</p> <p>AND</p> <p>All available case authorized IP hours are claimed in Part A</p> <p>AND</p> <p>The recipient is eligible for IHSS or WPCS services for Part A of the following month and not designated to receive Advance Payments</p> <p>AND</p> <p>The Recipient does not have a Timesheet Accommodation of Large Font Timesheet</p> <p>AND</p> <p>The provider is eligible to provide IHSS /WPCS services for Part A of the following month</p> <p>AND</p> <p>An IHSS/WPCS Arrears timesheet has not previously been issued for Part A of the following month</p> <p>AND</p> <p>Pay Period is <b>prior</b> to the Configuration table – FLSAConfigurationValues – TravelClaimStartDate</p> <p>OR</p> <p>Pay Period is <b>after</b> the Configuration table – FLSAConfigurationValues – TravelClaimEndDate</p> <p>AND</p> <p>There <b>is not</b> an active Travel Time record for the recipient/provider relationship for all or part of the pay period.</p> <p>AND</p> <p>CaseProviderEVVDetails value isETS = False</p> <p>AND</p> <p>caseProviderEvvDetail.EvvEffectiveDt = 12 /31/9999 for the pay period to be issued</p> <p>OR</p> <p>The pay period to be issued is prior to the caseProviderEvvDetail.EvvEffectiveDt</p>	<p>CM:</p> <p>THEN</p> <p>Create timesheet data for standard timesheet and with Travel Claim Indicator of '0' to be collected by job CMDS107Q.</p> <p>Note: If additional hours are authorized on the case, a Supplemental Timesheet can be generated.</p>
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30	11945 20754	<span style="border: 1px solid #ccc; padding: 2px;">CI-500676 - DSD BR TA GNAT 30 IMPLEMENTED</span>	<p>IHSS Arrears Timesheet</p> <p>Provider Assigned Hours Depleted in Part A – CaseProviderEVVDetails isETS = False</p> <p>When an IHSS Arrears Timesheet is processed</p> <p>AND</p> <p>Mode of Entry = TPF</p> <p>AND</p> <p>The Part A timesheet is being processed</p> <p>AND</p> <p>All available provider assigned hours are claimed in Part A for the provider submitting the timesheet</p> <p>AND</p> <p>The recipient is eligible for IHSS services for Part A of the following month and not designated to receive Advance Payments</p> <p>AND</p> <p>The Recipient does not have a Timesheet Accommodation of Large Font Timesheet</p> <p>AND</p> <p>The provider is eligible to provide IHSS services for Part A of the following month</p> <p>AND</p> <p>An IHSS Arrears timesheet has not previously been issued for Part A of the following month</p> <p>AND</p> <p>Pay Period is <b>prior</b> to the Configuration table – FLSAConfigurationValues – TravelClaimStartDate</p> <p>OR</p> <p>Pay Period is <b>after</b> the Configuration table – FLSAConfigurationValues – TravelClaimEndDate</p> <p>AND</p> <p>There <b>is not</b> an active Travel Time record for the recipient/provider relationship for all or part of the pay period.</p> <p>AND</p> <p>CaseProviderEVVDetails value isETS = False</p> <p>AND</p> <p>caseProviderEvvDetail.EvvEffectiveDt = 12/31/9999 for the pay period to be issued</p> <p>OR</p> <p>The pay period to be issued is prior to the caseProviderEvvDetail.EvvEffectiveDt</p>	<p>CM:</p> <p>THEN</p> <p>Create timesheet data for standard timesheet and with Travel Claim Indicator of '0' to be collected by job CMDS107Q.</p> <p>Note: If additional hours are authorized on the case/assigned to the provider, a Supplemental Timesheet can be generated.</p>
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# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Generate Next Arrears Timesheet (31-40)

No.	Req ID	CI	Description	When	Action
31		<a href="#">CI-500677</a> - DSD BR TA GNAT 31 <span style="border: 1px solid black; padding: 2px;">CANCELLED</span>	Cancelled by CR115 CGI M&O – PSR – EVV Simplification		
32		<a href="#">CI-500678</a> - DSD BR TA GNAT 32 <span style="border: 1px solid black; padding: 2px;">CANCELLED</span>	Cancelled by CR115 CGI M&O – PSR – EVV Simplification		
33		<a href="#">CI-500679</a> - DSD BR TA GNAT 33 <span style="border: 1px solid black; padding: 2px;">CANCELLED</span>	Cancelled by CR115 CGI M&O – PSR – EVV Simplification		
34			Removed with CR 1091		
35	13099 12062 20754 20796  21233	<a href="#">CI-497771</a> - DSD BR TA GNAT 35 <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	<p>Payment Correction Void/Reissue Large Font Timesheet – CaseProviderEVVDetails isETS = False</p> <p>When a payment request is made on the Payment Correction screen and the Correction Type is: Timesheet Exception OR "Prior Underpayment" AND The warrant Status is "Void" AND The void reason is "Undeliverable" WHEN Batch job PRDR907A processes the payment correction AND An Arrears timesheet has not previously been issued for the next service period AND Mode of Entry = TPF AND The Recipient is eligible for IHSS or WPCS services for the next service period AND The Recipient is not designated to receive Advance Payments AND The Recipient has a Timesheet Accommodation of Large Font Timesheet AND The Provider is eligible to provide IHSS services for the next service period AND CaseProviderEVVDetails value isETS = False AND caseProviderEvvDetail.EvvEffectiveDt = 12/31/9999 for the pay period to be issued OR The pay period to be issued is prior to the caseProviderEvvDetail.EvvEffectiveDt OR CountyOptOutPaperTimesheet = 12/31/9999</p>	<p>CM: THEN Generate the next IHSS or WPCS Large Font timesheet (SOC 2261L) <b>with</b> Workweek labels, Claimed Hours labels and Claimed Hours detail. English – CMDS980A Spanish – CMDS981A Armenian – CMDS982A Mandarin – CMDS983A AND IF Pay Period is equal to or later than to the Configuration table – FLSACConfigurationValues – TravelClaimStartDate AND The provider <b>has</b> a Travel record associated to the recipient for the service period AND A Travel Claim has not been issued AND IF isETC = False THEN there is an active Travel Time record for the recipient/provider relationship for all or part of the pay period. THEN ALSO Create travel claim data with Travel Claim Indicator of '1' to be collected by job CMDS107S. ELSE IF isETC = True THEN Generate an Electronic Travel Claim for the upcoming pay period within Case Management for each eligible program (IHSS and/or WPCS)</p>	

36	21005	 CI-753361 - DSD BR TA GNAT 36 <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	Provider and Recipient are Using Electronic Timesheets	<p>When any timesheet with a Mode of Entry of TPF is processed through Case Management</p> <p>AND</p> <p>The CaseProviderEVVDetail value isETS = True</p>	CM: Next timesheet record is not created.
37	21005 21233	 CI-753362 - DSD BR TA GNAT 37 <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	Next Arrears Electronic Timesheet Generated During Semi-Monthly Processing with or without Travel Claim (paper or electronic)	<p>When batch job 80*DINDS is executed</p> <p>AND</p> <p>The CaseProviderEVVDetails value isETS = True</p> <p>OR</p> <p>The CaseProviderEVVDetails.EvvEffectiveDt is equal to or prior to the upcoming pay period From Date</p> <p>OR</p> <p>The CountyOptOutPaperTimesheet is equal to or prior to the upcoming pay period From Date</p> <p>AND</p> <p>The Recipient is eligible for services in the upcoming pay period</p> <p>AND</p> <p>The Provider is eligible to provide services in the upcoming pay period</p> <p>AND</p> <p>There are authorized or assigned hours available for the upcoming pay period</p> <p>AND</p> <p>A timesheet does not already exist for the pay period</p>	<p>Batch Process:</p> <p>Generate an Electronic Timesheet for the upcoming pay period within Case Management for each eligible program (IHSS and/or WPCS)</p> <p>IF</p> <p>The Provider has a Travel record associated to the Recipient for the service period</p> <p>AND IF</p> <p>isETC = False</p> <p>AND a Travel Claim had not yet been issued</p> <p>THEN</p> <p>Create travel claim data with Travel Claim Indicator of '1' to be collected by job CMDS107S</p> <p>ELSE IF</p> <p>isETC = True</p> <p>THEN</p> <p>Generate an Electronic Travel Claim for the upcoming pay period within Case Management for each eligible program (IHSS and/or WPCS)</p>

38	21005 2 1054	<b>CI-753363 - DSD BR TA GNAT 38</b> <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Update Provider and Recipient as using Electronic Timesheets isETS value updated to True	<p>When any timesheet is processed through Case Management</p> <p>AND</p> <p>Print Method is Print to CMIPS II Printer</p> <p>OR</p> <p>Print Method is Print/Mail from Centralized Print Center</p> <p>AND</p> <p>Mode of Entry is Electronic</p> <p>AND</p> <p>Recipient Signature Method is Telephone</p> <p>OR</p> <p>Recipient Signature Method is Website</p> <p>AND</p> <p>The CaseProviderEVVDetail value isETS = False</p> <p>AND</p> <p>The Recipient is not designated as Advance Pay</p> <p>AND</p> <p>An Arrears timesheet for that Recipient/Provider <b>HAS NOT</b> previously been generated for the current pay period and the Provider is eligible to provide services to this Recipient</p> <p>AND/OR</p> <p>An Arrears timesheet for that Recipient/Provider <b>HAS NOT</b> previously been generated for other pay periods, in the previous 3 months, for which they were eligible to provide services to this Recipient</p>	<p>CM:</p> <p>Update CaseProviderEVVDetail value isETS = True</p> <p>AND</p> <p>Generate an Electronic Timesheet within CM for the current pay period and any pay period in the 3 previous months</p> <p>AND IF</p> <p>Electronic Timesheets <b>HAS NOT</b> already been generated for the upcoming (future) pay period</p> <p>THEN</p> <p>Generate an Electronic Timesheet within CM for the upcoming (future) pay period</p> <p>AND IF</p> <p>The Provider has a Travel record associated to the Recipient for the service period</p> <p>AND</p> <p>A Travel Claim had not yet been issued</p> <p>AND IF</p> <p>isETC = False</p> <p>THEN</p> <p>Create travel claim data with Travel Claim Indicator of '1' to be collected by job CMDS107S.</p> <p>ELSE IF</p> <p>isETC = True</p> <p>THEN</p> <p>Generate an Electronic Travel Claim for the upcoming pay period within Case Management for each eligible program (IHSS and/or WPCS)</p>
39	21227	<b>CI-822747 - DSD BR TA GNAT 39</b> <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet and Travel Claim PDF File Merge for Interfaces to print vendor	<p>When batch job CMDS970B is executed</p> <p>AND</p> <p>There are up to 5000 timesheets per PDF</p> <p>AND</p> <p>There are up to 5000 timesheets + travel claims per PDF</p> <p>AND</p> <p>There are up to 5000 travel claims per PDF</p>	<p>Merge timesheets</p> <p>AND</p> <p>Merge timesheets + travel claims</p> <p>AND</p> <p>Merge travel claims</p>
40	21227	<b>CI-822748 - DSD BR TA GNAT 40</b> <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet and Travel Claim PDF File Merge for Interfaces to print vendor - exceeding maximum	<p>When batch job CMDS970B is executed</p> <p>AND</p> <p>There are more than 5000 timesheets per PDF</p> <p>AND</p> <p>There are more than 5000 timesheets + travel claims per PDF</p> <p>AND</p> <p>There are more than 5000 travel claims per PDF</p>	<p>Merge timesheets and split into separate files (containing up to 5000 timesheets each)</p> <p>AND</p> <p>Merge timesheets + travel claims and split into separate files (containing up to 5000 timesheets + travel claims each)</p> <p>AND</p> <p>Merge travel claims and split into separate files (containing up to 5000 travel claims each)</p>

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Generate Next Arrears Timesheet (41-50)

No.	Req ID	CI	Description	When	Action
41	21192	CI-822785 - DSD BR TA GNAT 41 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Generate Timesheet PDFs (CMDS970A)	When Timesheet data is collected by job CMDS107Q	CMDS970A generates a PDF file of the Timesheet data to be merged by CMDS970B and sent to the Print Vendor
42	21192	CI-822786 - DSD BR TA GNAT 42 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Generate Timesheet+Travel Claim PDFs (CMDS971A)	When Timesheet+Travel Claim data is collected by job CMDS107R	CMDS971A generates a PDF file of the Timesheet+Travel Claim data to be merged by CMDS970B and sent to the Print Vendor
43	21192	CI-822787 - DSD BR TA GNAT 43 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Generate Travel Claim PDFs (CMDS972A)	When Travel Claim data is collected by job CMDS107S	CMDS972A generates a PDF file of the Travel Claim data to be merged by CMDS970B and sent to the Print Vendor

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Issuance of Advance Pay Timesheets

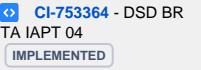
On the 1<sup>st</sup> business day of the Advance Pay service month and again on the 10<sup>th</sup> of each month (or on the following business day), CM will execute a semi-monthly batch process to create Advance Pay timesheet triggers for the appropriate pay period for providers serving Advance Payment recipients. CM will also make a determination if that timesheet will have an accompanying Travel Claim Form request. During processing using these business rules and timesheet triggers will be set. Daily after all timesheets have been sent to payroll, two jobs (CMDS107R – Timesheet with accompanying Travel Claim or CMDS107Q – Timesheet only) will be scheduled to collect the triggers and the timesheet data or timesheet/travel claim data for that provider and write it to the appropriate file. CM will pass the two files to BPM and BPM will transmit these files to the timesheet print vendor for processing, printing and mailing of the requested forms.

The following business rules will be applied by CM when generating Advance Pay timesheets:

- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Issuance of Advance Pay Timesheets (1-10)

No	Req ID	CI	Description	When	Action
01	11944 21005 21233	 <b>CI-111618 - DSD BR TA IAPT 01</b> <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Advance Payment Timesheet Generated During Semi-Monthly Processing	When batch job 800AINMN is executed AND The recipient is eligible for Advance Payments AND Payment has been made to the recipient for the service month associated with the upcoming pay period AND The CaseProviderEVVDetail value isETS = False AND caseProviderEvvDetail = 12/31/9999 for the pay period to be issued	Batch Process: Generate timesheet trigger to the Centralized Print Vendor FOR all providers eligible to provide IHSS services for this recipient WHERE an Advance Pay timesheet has not previously been issued for the upcoming pay period AND IF The provider <b>does not</b> have a Travel record associated to the recipient for the service period THEN Create timesheet data with Travel Claim Indicator of '0' to be collected by job CMDS107Q ELSE IF The provider <b>does</b> have a Travel record associated to the recipient for the service period AND A Travel Claim has not been issued AND IF isETC = False THEN Create timesheet and travel claim data with Travel Claim Indicator of '2' to be collected by job CMDS107R ELSE IF isETC = True THEN Create timesheet and travel claim data with Travel Claim Indicator of '0' to be collected by job CMDS107Q AND Generate an Electronic Travel Claim for the upcoming pay period within Case Management for each eligible program (IHSS and/or WPCS)

02	11944 21233	 CI-111619 - DSD BR TA IAPT 02  <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Advance Payment Timesheet Generated via Special Transaction – Standard Paper Timesheet	<p>When PRDR907B is executed</p> <p>AND</p> <p>The recipient is eligible for Advance Payments</p> <p>AND</p> <p>A Special Transaction type of Advance Payment – Initial was entered by the county, resulting in an Advance Payment to the recipient</p> <p>AND</p> <p>The CaseProviderEVVDetail value isETS = False</p> <p>AND</p> <p>The Pay Period Start Date is prior to the CaseProviderEVVDetail value EVVEffectiveDate</p>	<p>CM: Generate timesheet triggers to the Centralized Print Vendor</p> <p>FOR both pay periods in the Advance Pay service month for which payment was made</p> <p>FOR all providers eligible to provide IHSS services for this recipient</p> <p>WHERE an Advance Pay timesheet has not previously been issued for the pay period</p> <p>AND IF</p> <p>The provider <b>does not</b> have a Travel record associated to the recipient for the service period</p> <p>THEN</p> <p>Create timesheet data with Travel Claim Indicator of '0' to be collected by job CMDS107Q</p> <p>ELSE IF</p> <p>The provider <b>does</b> have a Travel record associated to the recipient for the service period</p> <p>AND</p> <p>A Travel Claim has not been issued</p> <p>AND IF</p> <p>isETC = False</p> <p>THEN</p> <p>Create timesheet and travel claim data with Travel Claim Indicator of '2' to be collected by job CMDS107R</p> <p>ELSE IF</p> <p>isETC = True</p> <p>THEN</p> <p>Create timesheet and travel claim data with Travel Claim Indicator of '0' to be collected by job CMDS107Q</p> <p>AND</p> <p>Generate an Electronic Travel Claim for the upcoming pay period within Case Management for each eligible program (IHSS and/or WPCS)</p>
03	20917	 CI-705906 - DSD BR TA IAPT 03  <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Replacement/Reissue Monthly Advance Payment Timesheet as Semi-Monthly Advance Pay Timesheets	<p>When a user requests issuance of Advance Pay Timesheet for a month</p> <p>AND</p> <p>A Monthly Advance Pay Timesheet exists in a status of 'Cancelled'</p> <p>AND</p> <p>The CaseProviderEVVDetail value isETS = False</p>	<p>CM:</p> <p>Delete the existing Monthly Advance Pay Timesheet record</p> <p>AND</p> <p>Issue standard paper timesheets for Part A and Part B of the requested service month</p> <p>NOTE: There will not be any travel claims or EVV detail associated with timesheets from these service periods</p>

04	11944 21005 21233	 <p><b>CI-753364 - DSD BR</b> <b>TA IAPT 04</b> <b>IMPLEMENTED</b></p>	<p>Advance Payment Timesheet Generated During Semi-Monthly Processing – Electronic</p>	<p>When batch job 800AINMN is executed</p> <p>AND</p> <p>The recipient is eligible for Advance Payments</p> <p>FOR</p> <p>All providers eligible to provide IHSS services for this recipient</p> <p>WHERE</p> <p>The CaseProviderEVVDetail value isETS = True</p> <p>AND/OR</p> <p>The Pay Period Start Date is equal to or after the CaseProviderEVVDetail value EVVEffectiveDate</p> <p>AND/OR</p> <p>The CountyOptOutPaperTimesheet is equal to or prior to the upcoming pay period Start Date</p> <p>AND</p> <p>Payment has been made to the recipient for the service month associated with the upcoming pay period</p>	<p>Batch Process:</p> <p>Generate an Electronic Timesheet within CM:</p> <p>WHERE</p> <p>An Advance Pay timesheet has not previously been issued for the upcoming pay period</p> <p>AND IF</p> <p>The Pay Period Start Date is equal to or after the CaseProviderEVVDetail value EVVEffectiveDate then set isEVVIndicator =True for the timesheet</p> <p>AND IF</p> <p>The provider <b>has</b> a Travel record associated to the recipient for the service period</p> <p>AND</p> <p>A Travel Claim has not been issued</p> <p>AND IF</p> <p>isETC = False</p> <p>THEN</p> <p>Create timesheet and travel claim data with Travel Claim Indicator of '1' to be collected by job CMDS107s</p> <p>ELSE IF</p> <p>isETC = True</p> <p>THEN</p> <p>Generate an Electronic Travel Claim for the upcoming pay period within Case Management for each eligible program (IHSS and/or WPCS)</p>
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05	21005 21233	<p> CI-753365 - DSD BR TA IAPT 05 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span></p>	<p>Advance Payment Timesheet Generated via Special Transaction – Electronic</p>	<p>When PRDR907B is executed AND The recipient is eligible for Advance Payments AND A Special Transaction type of Advance Payment – Initial was entered by the county, resulting in an Advance Payment to the recipient AND The CaseProviderEVVDetail value isETS = True AND/OR The Pay Period Start Date is equal to or after the CaseProviderEVVDetail value EVVEffectiveDate AND/OR The CountyOptOutPaperTimesheet is equal to or prior to the upcoming pay period Start Date AND An Electronic Arrears timesheet for that Recipient/Provider <b>HAS NOT</b> previously been generated</p>	<p>IF The Special Transaction is created for a prior month or on any day from the 11<sup>th</sup> to the last day of the month THEN CM Generate an Electronic Timesheet within CM for both pay periods in the month of payment OR IF The Special Transaction is created between the 1<sup>st</sup> and the 10<sup>th</sup> of the current month THEN CM Generate an Electronic Timesheet within CM for Part A of the month of payment AND IF The Pay Period Start Date is equal to or after the CaseProviderEVVDetail value EVVEffectiveDate then set isEVVIndicator =True for the timesheet AND IF The provider <b>has</b> a Travel record associated to the recipient for the service period AND A Travel Claim has not been issued AND IF isETC = False THEN Create timesheet and travel claim data with Travel Claim Indicator of '1' to be collected by job CMDS107S ELSE IF isETC = True THEN Generate an Electronic Travel Claim for the upcoming pay period within Case Management for each eligible program (IHSS and/or WPCS)</p>
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06	21005 21155 21158 21233	 <b>CI-753366</b> - DSD BR TA IAPT 06 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Advance Payment Timesheet Generated via Special Transaction – Electronic	When PRDR907B is executed AND The recipient is eligible for Advance Payments AND A Special Transaction type of Advance Payment – Initial was entered by the county, resulting in an Advance Payment to the recipient AND The CaseProviderEVVDetail value isETS = True AND/OR The Pay Period Start Date is equal to or after the CaseProviderEVVDetail value EVVEffectiveDate AND/OR The CountyOptOutPaperTimesheet is equal to or prior to the upcoming pay period Start Date AND An Electronic Arrears timesheet for that Recipient/Provider HAS previously been generated AND Generated arrears timesheet is in "Issued" status	CM: UPDATE The existing Electronic Arrears Timesheet(s) to Advance Pay for the month of payment AND Do not modify isEVVIndicator for the timesheet AND IF The provider <b>has</b> a Travel record associated to the recipient for the service period AND A Travel Claim has not been issued AND IF isETC = False THEN Create timesheet and travel claim data with Travel Claim Indicator of '1' to be collected by job CMDS107S ELSE IF isETC = True THEN Generate an Electronic Travel Claim for the upcoming pay period within Case Management for each eligible program (IHSS and/or WPCS)
07	21005 21155 21158	 <b>CI-753367</b> - DSD BR TA IAPT 07 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Replacement/Reissue Monthly Advance Payment Timesheet as Semi-Monthly Advance Pay Timesheets – Electronic	When a user requests issuance of Advance Pay Timesheet for a month AND A Monthly Advance Pay Timesheet exists in a status of 'Cancelled' AND The CaseProviderEVVDetail value isETS = True AND/OR The CountyOptOutPaperTimesheet is equal to or prior to the upcoming pay period Start Date	CM: Delete the existing Monthly Advance Pay Timesheet record AND Generate timesheets for Part A and Part B of the requested service month with a Print Method of Electronic  NOTE: There will not be any travel claims or EVV data associated with timesheets from these service periods

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Issuance of Advance Pay Timesheets (1-10)

No	Req ID	CI	Description	When	Action
01	11944 21005 21233	 CI-111618 - DSD BR TA IAPT 01 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Advance Payment Timesheet Generated During Semi-Monthly Processing	<p>When batch job 800AINMN is executed</p> <p>AND</p> <p>The recipient is eligible for Advance Payments</p> <p>AND</p> <p>Payment has been made to the recipient for the service month associated with the upcoming pay period</p> <p>AND</p> <p>The CaseProviderEvvDetail value isETS = False</p> <p>AND</p> <p>caseProviderEvvDetail = 12/31/9999 for the pay period to be issued</p>	<p>Batch Process:</p> <p>Generate timesheet trigger to the Centralized Print Vendor</p> <p>FOR all providers eligible to provide IHSS services for this recipient</p> <p>WHERE an Advance Pay timesheet has not previously been issued for the upcoming pay period</p> <p>AND IF</p> <p>The provider <b>does not</b> have a Travel record associated to the recipient for the service period</p> <p>THEN</p> <p>Create timesheet data with Travel Claim Indicator of '0' to be collected by job CMDS107Q</p> <p>ELSE IF</p> <p>The provider <b>does</b> have a Travel record associated to the recipient for the service period</p> <p>AND</p> <p>A Travel Claim has not been issued</p> <p>AND IF</p> <p>isETC = False</p> <p>THEN</p> <p>Create timesheet and travel claim data with Travel Claim Indicator of '2' to be collected by job CMDS107R</p> <p>ELSE IF</p> <p>isETC = True</p> <p>THEN</p> <p>Create timesheet and travel claim data with Travel Claim Indicator of '0' to be collected by job CMDS107Q</p> <p>AND</p> <p>Generate an Electronic Travel Claim for the upcoming pay period within Case Management for each eligible program (IHSS and/or WPCS)</p>

02	11944 21233	 CI-111619 - DSD BR TA IAPT 02  <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Advance Payment Timesheet Generated via Special Transaction – Standard Paper Timesheet	<p>When PRDR907B is executed</p> <p>AND</p> <p>The recipient is eligible for Advance Payments</p> <p>AND</p> <p>A Special Transaction type of Advance Payment – Initial was entered by the county, resulting in an Advance Payment to the recipient</p> <p>AND</p> <p>The CaseProviderEVVDetail value isETS = False</p> <p>AND</p> <p>The Pay Period Start Date is prior to the CaseProviderEVVDetail value EVVEffectiveDate</p>	<p>CM: Generate timesheet triggers to the Centralized Print Vendor</p> <p>FOR both pay periods in the Advance Pay service month for which payment was made</p> <p>FOR all providers eligible to provide IHSS services for this recipient</p> <p>WHERE an Advance Pay timesheet has not previously been issued for the pay period</p> <p>AND IF</p> <p>The provider <b>does not</b> have a Travel record associated to the recipient for the service period</p> <p>THEN</p> <p>Create timesheet data with Travel Claim Indicator of '0' to be collected by job CMDS107Q</p> <p>ELSE IF</p> <p>The provider <b>does</b> have a Travel record associated to the recipient for the service period</p> <p>AND</p> <p>A Travel Claim has not been issued</p> <p>AND IF</p> <p>isETC = False</p> <p>THEN</p> <p>Create timesheet and travel claim data with Travel Claim Indicator of '2' to be collected by job CMDS107R</p> <p>ELSE IF</p> <p>isETC = True</p> <p>THEN</p> <p>Create timesheet and travel claim data with Travel Claim Indicator of '0' to be collected by job CMDS107Q</p> <p>AND</p> <p>Generate an Electronic Travel Claim for the upcoming pay period within Case Management for each eligible program (IHSS and/or WPCS)</p>
03	20917	 CI-705906 - DSD BR TA IAPT 03  <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Replacement/Reissue Monthly Advance Payment Timesheet as Semi-Monthly Advance Pay Timesheets	<p>When a user requests issuance of Advance Pay Timesheet for a month</p> <p>AND</p> <p>A Monthly Advance Pay Timesheet exists in a status of 'Cancelled'</p> <p>AND</p> <p>The CaseProviderEVVDetail value isETS = False</p>	<p>CM:</p> <p>Delete the existing Monthly Advance Pay Timesheet record</p> <p>AND</p> <p>Issue standard paper timesheets for Part A and Part B of the requested service month</p> <p>NOTE: There will not be any travel claims or EVV detail associated with timesheets from these service periods</p>

04	11944 21005 21233	 <p><b>CI-753364 - DSD BR</b> <b>TA IAPT 04</b> <b>IMPLEMENTED</b></p>	Advance Payment Timesheet Generated During Semi-Monthly Processing – Electronic	When batch job 800AINMN is executed AND The recipient is eligible for Advance Payments FOR All providers eligible to provide IHSS services for this recipient WHERE The CaseProviderEVVDetail value isETS = True AND/OR The Pay Period Start Date is equal to or after the CaseProviderEVVDetail value EVVEffectiveDate AND/OR The CountyOptOutPaperTimesheet is equal to or prior to the upcoming pay period Start Date AND Payment has been made to the recipient for the service month associated with the upcoming pay period	Batch Process: Generate an Electronic Timesheet within CM: <b>WHERE</b> An Advance Pay timesheet has not previously been issued for the upcoming pay period <b>AND IF</b> The Pay Period Start Date is equal to or after the CaseProviderEVVDetail value EVVEffectiveDate then set isEVVIndicator =True for the timesheet <b>AND IF</b> The provider <b>has</b> a Travel record associated to the recipient for the service period <b>AND</b> A Travel Claim has not been issued <b>AND IF</b> isETC = False <b>THEN</b> Create timesheet and travel claim data with Travel Claim Indicator of '1' to be collected by job CMDS107s <b>ELSE IF</b> isETC = True <b>THEN</b> Generate an Electronic Travel Claim for the upcoming pay period within Case Management for each eligible program (IHSS and/or WPCS)
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05	21005 21233	<p> CI-753365 - DSD BR TA IAPT 05 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span></p>	<p>Advance Payment Timesheet Generated via Special Transaction – Electronic</p>	<p>When PRDR907B is executed</p> <p>AND</p> <p>The recipient is eligible for Advance Payments</p> <p>AND</p> <p>A Special Transaction type of Advance Payment – Initial was entered by the county, resulting in an Advance Payment to the recipient</p> <p>AND</p> <p>The CaseProviderEVVDetail value isETS = True</p> <p>AND/OR</p> <p>The Pay Period Start Date is equal to or after the CaseProviderEVVDetail value EVVEffectiveDate</p> <p>AND/OR</p> <p>The CountyOptOutPaperTimesheet is equal to or prior to the upcoming pay period Start Date</p> <p>AND</p> <p>An Electronic Arrears timesheet for that Recipient/Provider <b>HAS NOT</b> previously been generated</p>	<p>IF</p> <p>The Special Transaction is created for a prior month or on any day from the 11<sup>th</sup> to the last day of the month</p> <p>THEN CM</p> <p>Generate an Electronic Timesheet within CM for both pay periods in the month of payment</p> <p>OR IF</p> <p>The Special Transaction is created between the 1<sup>st</sup> and the 10<sup>th</sup> of the current month</p> <p>THEN CM</p> <p>Generate an Electronic Timesheet within CM for Part A of the month of payment</p> <p>AND IF</p> <p>The Pay Period Start Date is equal to or after the CaseProviderEVVDetail value EVVEffectiveDate then set isEVVIndicator =True for the timesheet</p> <p>AND IF</p> <p>The provider <b>has</b> a Travel record associated to the recipient for the service period</p> <p>AND</p> <p>A Travel Claim has not been issued</p> <p>AND IF</p> <p>isETC = False</p> <p>THEN</p> <p>Create timesheet and travel claim data with Travel Claim Indicator of '1' to be collected by job CMDS107S</p> <p>ELSE IF</p> <p>isETC = True</p> <p>THEN</p> <p>Generate an Electronic Travel Claim for the upcoming pay period within Case Management for each eligible program (IHSS and/or WPCS)</p>
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06	21005 21155 21158 21233	 <b>CI-753366</b> - DSD BR TA IAPT 06 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Advance Payment Timesheet Generated via Special Transaction – Electronic	When PRDR907B is executed AND The recipient is eligible for Advance Payments AND A Special Transaction type of Advance Payment – Initial was entered by the county, resulting in an Advance Payment to the recipient AND The CaseProviderEVVDetail value isETS = True AND/OR The Pay Period Start Date is equal to or after the CaseProviderEVVDetail value EVVEffectiveDate AND/OR The CountyOptOutPaperTimesheet is equal to or prior to the upcoming pay period Start Date AND An Electronic Arrears timesheet for that Recipient/Provider HAS previously been generated AND Generated arrears timesheet is in "Issued" status	CM: UPDATE The existing Electronic Arrears Timesheet(s) to Advance Pay for the month of payment AND Do not modify isEVVIndicator for the timesheet AND IF The provider <b>has</b> a Travel record associated to the recipient for the service period AND A Travel Claim has not been issued AND IF isETC = False THEN Create timesheet and travel claim data with Travel Claim Indicator of '1' to be collected by job CMDS107S ELSE IF isETC = True THEN Generate an Electronic Travel Claim for the upcoming pay period within Case Management for each eligible program (IHSS and/or WPCS)
07	21005 21155 21158	 <b>CI-753367</b> - DSD BR TA IAPT 07 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Replacement/Reissue Monthly Advance Payment Timesheet as Semi-Monthly Advance Pay Timesheets – Electronic	When a user requests issuance of Advance Pay Timesheet for a month AND A Monthly Advance Pay Timesheet exists in a status of 'Cancelled' AND The CaseProviderEVVDetail value isETS = True AND/OR The CountyOptOutPaperTimesheet is equal to or prior to the upcoming pay period Start Date	CM: Delete the existing Monthly Advance Pay Timesheet record AND Generate timesheets for Part A and Part B of the requested service month with a Print Method of Electronic  NOTE: There will not be any travel claims or EVV data associated with timesheets from these service periods

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Overtime Management

Case Management must calculate, track and maintain the provider Overtime hours that are accumulated on a weekly basis during the processing of any provider based payroll transaction.

CMIPS has the ability to pay overtime base upon one of the following settings in the FLSA Configuration Table:

- CDSS has indicated that Overtime Hours are defined as any hours (IHSS, WPCS and Travel Time) in excess of 40:00 in a seven (7) day period (Sunday – Saturday) across all recipients for whom the provider works.
- Or when the FLSA Configuration Table "PayAllProviders" is set to "True" then CMIPS will pay overtime in any workweek where the claimed hours are greater than 40.

In either situations if a an Advance Pay Overtime or Retro Overtime Payment (special transaction) is voided the overtime hours will be considered as Unpaid Overtime Hours and will be paid the next time any payment is made for that pay period.

Example – Applying Overtime (OT) for a Provider that Works for Multiple Cases for IHSS and WPCS.

- [DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Overtime Management/Overtime Calculations and Triggers](#)

# **DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Overtime Management/Overtime Calculations and Triggers**

The following business rules are applied for Overtime Calculation Management.

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Overtime Management/Overtime Calculations and Triggers (1-10)

No	Req ID	CI	Description	When	Action
1	12070 12072 12073 12076 20731 20739	CI-480883 - DSD BR TA OCT 001 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Overtime Calculations Provider	When the payee is a Provider and any payroll transaction (Timesheets, Payment Corrections, or Special Transactions) triggers Overtime Calculations	<p>For any Sunday through Saturday week that falls within the pay period the PayAllProvidersOvertime is "True":</p> <p>On the Weekly Provider Paid Hours screen:</p> <p>IF the Total Paid Hours (existing Paid Hours) for the workweek is &gt; 40:00</p> <ul style="list-style-type: none"> <li>• THEN Overtime Hours sent to payroll = (the sum of current transaction daily hours entries for the week determined to be payable on the payroll transaction) – (Un-recovered Overtime Hours for the workweek for this case provider)</li> </ul> <p>WHEN the Provider Weekly Maximum is other than 66:00 or 70:45 and the overtime paid plus any previously paid overtime exceeds the Case Monthly Overtime Maximum plus any Flexible Hours for the service month by more than the allowable threshold (ViolationThresholdOneToOne or ViolationThresholdOneToMany), trigger "Exceeds Weekly Maximum" (BR CI 480,734)</p> <ul style="list-style-type: none"> <li>• ELSE, the Total Paid Hours (existing Paid Hours) for the week is &lt; 40:00</li> </ul> <p>THEN</p> <ul style="list-style-type: none"> <li>• IF (existing Paid Hours) + (the sum of current transaction daily hours entries for the week determined to be payable on the payroll transaction) 40:00 plus any Flexible Hours for the service month THEN Overtime Hours to be sent to payroll = 0:00</li> <li>• ELSE (existing Paid Hours) + (the sum of current transaction daily hours entries for the week determined to be payable on the payroll transaction) &gt; 40:00 plus any Flexible Hours for the service month, THEN Overtime Hours to be sent to payroll = (existing Paid Hours) + (the sum of current transaction daily hours entries for the week determined to be payable on the payroll transaction) – (40:00) – (Un-Recovered Overtime Hours bucket for the timesheet pay period for this case provider)</li> </ul> <p>NOTE: Approved training time hours (Career Pathways) are excluded from the overtime calculation.</p>
2	12070 12072 12073	CI-480884 - DSD BR TA OCT 002 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Manual Timesheet processing	When the PRDS942A job is run	<p>For all manually entered timesheets that have been flagged for payment:</p> <p>Aggregate the IP daily hours and apply the Overtime Calculation business rule and record the Total Overtime hours.</p> <p>Apply the Weekly Maximum Violation and the Travel Time Violations business rules and record the violations.</p>
3	12070 12072 12073 12072 12073	CI-480885 - DSD BR TA OCT 003 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheets Release after being Held for early submission	When the 800AINBN job is run	<p>For timesheets held for early submission that have been released and flagged for payment:</p> <p>Aggregate the IP daily hours and apply the Overtime Calculation business rule and record the Total Overtime hours.</p> <p>Apply the Weekly Maximum Violation, the Monthly Overtime Maximum Violation and Travel Time Violations business rules and record the violations.</p>
4	12070 12072 12073	CI-480886 - DSD BR TA OCT 004 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheets Release after being Held for any other reason	When the 800AINDN job is run	<p>For timesheets held for other than early submission that have been released and flagged for payment, aggregate the IP daily hours and apply the Overtime Calculation business rule and record the Total Overtime hours.</p>
5	12070 12072 12073	CI-480887 - DSD BR TA OCT 005 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Manual Release of Timesheet Held Timesheet	When a timesheet in any held status is manually released and flagged for payment	<p>Aggregate the IP daily hours, apply the Overtime Calculation business rule, and record the Total Overtime hours.</p> <p>Apply the Weekly Maximum Violation and the Monthly Overtime Maximum Violation business rules and record the violations.</p>
6	12070 12072 12073	CI-480888 - DSD BR TA OCT 006 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Send Payment Adjustments	When the PRDR907A job is run	<p>Aggregate the IP daily hours, apply the Overtime Calculation business rule, and record the Total Overtime hours for all Special Transactions and Payment Corrections in a Pending Payroll status and send to SpecialTransaction and TimeAdjustment tables.</p> <p>Apply the Weekly Maximum Violation, the Monthly Overtime Maximum Violation and Travel Time Violations business rules and record the violations.</p>
7	12072 12 073 20746	CI-480735 - DSD BR TA OCT 007 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	IHSS Advance Pay Timesheet Processed and Flagged for Payment with Overtime Hours	When an IHSS – Advance Pay or IHSS – Advance Pay Supplemental timesheet is processed.  AND  Overtime Hours exist	<p>Reconcile all submitted hours to Payroll for hours claimed:</p> <p>For overtime hours create a Special Transaction and populate fields with the following:</p> <ul style="list-style-type: none"> <li>• From = Timesheet Pay Period From Date</li> <li>• To = Timesheet Pay Period To Date</li> <li>• Hours = Overtime hours calculated from the timesheet</li> <li>• Payee Name = Provider name from the timesheet</li> <li>• Program = IHSS</li> <li>• Type = Advance Pay – Overtime</li> <li>• Submitted By = superuser</li> <li>• Approved By = superuser</li> <li>• Bypass Special Transaction Approval process</li> <li>• Set Status to Pending Payroll</li> </ul>
8			Removed with CR 1091		
9	12070 12072 12073 20920	CI-706109 - DSD BR TA OCT 009 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheets Release after being Held for late submission	When the 800aincn job is run  OR  When timesheet is manually released by a County or WPCS user with appropriate access.	<p>For timesheets held for late submission that have been released and flagged for payment:</p> <p>Aggregate the IP daily hours and apply the Overtime Calculation business rule and record the Total Overtime hours.</p> <p>Apply the Weekly Maximum Violation, the Monthly Overtime Maximum Violation and Travel Time Violations business rules and record the violations.</p>

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/County User Requested Timesheet/Travel Claim

- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/County User Requested Timesheet/Travel Claim (1-10)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/County User Requested Timesheet/Travel Claim (11-20)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/County User Requested Timesheet/Travel Claim (21-30)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/County User Requested Timesheet/Travel Claim (31-40)

No	Req ID	CI	Description	When	Action
1	20797 20839	 CI-497770 - DSD BR TA URT 01 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Issue Timesheet – Request to issue Large Font IHSS or WPCS Initial timesheet(s), with or without a request for a travel claim form – Current/Prior Pay Period	When the Issue link is selected on Issue Timesheet screen  AND  The recipient is eligible for IHSS or WPCS services for the requested pay period(s)  AND  The Timesheet Print Option of "Print/Mail from a Centralized Print Center" has been selected  AND  The recipient has Timesheet Accommodation of Large Font Timesheet  AND  The Timesheet Type is: IHSS Arrears WPCS AND  A timesheet has not previously been issued for the requested service period  AND  Pay period is the current pay period  OR  Pay period is a prior pay period  AND  No Timesheet Errors are encountered	CM:  The system automatically generates the Large Font timesheet (SOC 2261L) with Workweek labels, Claimed Hours labels, and Claimed Hours detail. English – CMDS980A Spanish – CMDS981A Armenian – CMDS982A Mandarin – CMDS983A  AND IF  Pay Period is equal to or later than the Configuration table – FLSAConfigurationValues – TravelClaimStartDate, and there is an active Travel Time record for the recipient/provider relationship for all or part of the pay period.  THEN ALSO  Create travel claim data with Travel Claim Indicator of 1 to be collected by job CMDS107S.  Print/Mail from a Centralized Print Center – allows a user to print up to 24 arrears pay periods covering 12 months.  AND ALSO  Display timesheet and, if applicable, travel claim pay period result messages  <b>Note:</b> Timesheets are sent to the CGI Print Vendor, and the Travel Claim Form request is sent to the CGI Print Vendor.
2			This Business Rule was reclassified, renamed, and relocated to the Generate Next Arrears Timesheet section (BR #35) with CR 1091		

3	20750 20839	 <b>CI-500681</b> - DSD BR TA URT 03 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Issue Timesheet – Request to issue standard IHSS or WPCS initial timesheet(s) immediately, with or without travel claim form request to the vendor (Any Pay Period)	<p>When the Issue link is selected on Issue Timesheet screen</p> <p>AND</p> <p>The recipient is eligible for IHSS services for the requested pay period(s) and not designated to receive Advance Payments</p> <p>AND</p> <p>The recipient does not have a Timesheet Accommodation of Large Font</p> <p>AND</p> <p>The provider is eligible to provide IHSS services for the requested pay period(s)</p> <p>AND</p> <p>The "Print Option" is 'Print Now on CMIPS II Printer'</p> <p>AND</p> <p>The Timesheet Type is: IHSS Arrears WPCS</p> <p>AND</p> <p>A timesheet has not previously been issued for the requested service period.</p> <p>AND</p> <p>No Timesheet Errors are encountered</p>	<p>CM:</p> <p>THEN the system automatically generates the timesheets with instructions based on recipient language (SOC 2261), Workweek labels, Claimed Hours labels, and Claimed Hours detail.</p> <p>Print options generate timesheets as follows:</p> <p>Print Now on CMIPS II Printer – allows user to print up to four (4) arrears pay periods covering two (2) months immediately to the local printer as eligible.</p> <p>AND IF</p> <p>Pay Period is equal to or later than the Configuration table – FLSAConfigurationValues – TravelClaimStartDate, and there is an active Travel Time record for the recipient/provider relationship for all or part of the pay period.</p> <p>AND</p> <p>isETC = False</p> <p>THEN</p> <p>Create travel claim data with Travel Claim Indicator of 1 to be collected by job CMDS107S.</p> <p>ELSE IF</p> <p>isETC = True</p> <p>THEN</p> <p>Generate Travel Claim with 'Electronic' Print Method for the corresponding eligible pay periods</p>
4	20750	 <b>CI-500682</b> - DSD BR TA URT 04 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Issue Timesheet – Request to issue standard IHSS or WPCS replacement or supplemental timesheets immediately	<p>When the Issue link is selected on Issue Timesheet screen</p> <p>AND</p> <p>The recipient is eligible for IHSS services for the requested pay period(s) and not designated to receive Advance Payments</p> <p>AND</p> <p>The recipient does not have a Timesheet Accommodation of Large Font Timesheet</p> <p>AND</p> <p>The provider is eligible to provide IHSS services for the requested pay period(s)</p> <p>AND</p> <p>The "Print Option" is 'Print Now on CMIPS II Printer'</p> <p>AND</p> <p>The Timesheet Type is:</p> <ul style="list-style-type: none"> <li>• IHSS – Supplemental</li> <li>• WPCS – Supplemental</li> </ul> <p>OR</p> <p>The Timesheet Type is:</p> <ul style="list-style-type: none"> <li>• IHSS Arrears</li> <li>• WPCS</li> </ul> <p>AND</p> <p>A timesheet has previously been issued for the requested service period</p> <p>AND IF</p> <p>Timesheet Type is Supplemental an initial timesheet for that pay period has been processed for payment</p> <p>AND</p> <p>There are remaining service hours.</p>	<p>CM:</p> <p>THEN the system automatically generates the timesheets with instructions based on recipient language (SOC 2261), Workweek labels, Claimed Hours labels, and Claimed Hours detail.</p> <p>IF the timesheet is a supplemental timesheet, the isEVV and isLiveInAnswered values from the initial timesheet, or the last processed supplemental timesheet for the pay period if one exists, for that Recipient, pay period, and program are applied to the supplemental timesheet</p> <p>Print options generate timesheets as follows:</p> <p>Print Now on CMIPS II Printer – allows user to immediately print up to four (4) arrears pay periods covering two (2) months to the local printer.</p>

5	20750 20839	 <b>CI-500683 - DSD BR TA</b> URT 05 <b>IMPLEMENTED</b>	Issue Timesheet – Request to issue standard IHSS or WPCS Initial timesheet(s) to the print vendor, with or without travel claim form request – Current/Prior Pay Period	When the Issue link is selected on Issue Timesheet screen AND The recipient is eligible for IHSS services for the requested pay period(s) AND The recipient does not have a Timesheet Accommodation of Large Font Timesheet AND The provider is eligible to provide IHSS services for the requested pay period(s) AND The "Print Option" is 'Print/Mail from a Centralized Print Center' AND The Timesheet Type is: <ul style="list-style-type: none"> <li>• IHSS Arrears</li> <li>• WPCS</li> </ul> AND A timesheet has not previously been issued for the requested service period AND Pay period is the current pay period OR Pay period is a prior pay period AND No Timesheet Errors are encountered	CM: IF Pay Period is equal to or later than the Configuration table – FLSAConfigurationValues – TravelClaimStartDate AND An active Travel Time record does not exist for this recipient/provider relationship for all or a portion of the pay period. THEN Create timesheet data for standard timesheet with Travel Claim Indicator of 0 to be collected by job CMDS107Q. ELSE IF An active Travel Time record does exist for this recipient/provider relationship for all or a portion of the pay period. THEN Create timesheet data for standard timesheet with a Travel Claim Indicator of 2 for appropriate timesheet and travel claim data to be collected by job CMDS107R. Print option generates timesheets as follows: Print/Mail from a Centralized Print Center – allows a user to print up to 24 arrears pay periods covering 12 months AND ALSO Display timesheet and, if applicable, travel claim pay period result messages
6	20750	 <b>CI-500684 - DSD BR TA</b> URT 06 <b>IMPLEMENTED</b>	Issue Timesheet – Request to issue standard IHSS or WPCS replacement or supplemental timesheet(s) to the print vendor without travel claim form request	When the Issue link is selected on Issue Timesheet screen AND The recipient is eligible for IHSS services for the requested pay period(s) and not designated to receive Advance Payments AND The recipient does not have a Timesheet Accommodation of Large Font Timesheet AND The provider is eligible to provide IHSS services for the requested pay period(s) AND The "Print Option" is 'Print/Mail from a Centralized Print Center' AND The Timesheet Type is: <ul style="list-style-type: none"> <li>• IHSS – Supplemental</li> <li>• WPCS – Supplemental</li> </ul> OR The Timesheet Type is: <ul style="list-style-type: none"> <li>• IHSS Arrears</li> <li>• WPCS</li> </ul> AND A timesheet has previously been issued for the requested service period	CM: Create timesheet data for standard timesheet and with Travel Claim Indicator of 0 to be collected by job CMDS107Q IF the timesheet is a supplemental timesheet, the isEVV and isLiveInAnswered values from the initial timesheet, or the last processed supplemental timesheet for the pay period if one exists, for that Recipient, pay period, and program are applied to the supplemental timesheet Print option generates timesheets as follows: Print/Mail from a Centralized Print Center – allows a user to print up to 24 arrears pay periods covering 12 months.

7	20797	 <p><b>CI-514054 - DSD BR TA</b> URT 07 <b>IMPLEMENTED</b></p>	<p>Issue Timesheet – Request to issue Large Font IHSS or WPCS replacement or supplemental timesheet(s)</p>	<p>When the Issue link is selected on Issue Timesheet screen</p> <p>AND</p> <p>The Timesheet Print Option of "Print/Mail from a Centralized Print Center" has been selected</p> <p>AND</p> <p>A timesheet has not previously been issued for the requested service period.</p> <p>AND</p> <p>The recipient has a Timesheet Accommodation of Large Font Timesheet</p> <p>AND</p> <p>The Timesheet Type is:</p> <ul style="list-style-type: none"> <li>• IHSS – Supplemental</li> <li>• WPCS – Supplemental</li> </ul> <p>OR</p> <p>The Timesheet Type is:</p> <ul style="list-style-type: none"> <li>• IHSS Arrears</li> <li>• WPCS</li> </ul> <p>AND</p> <p>A timesheet has previously been issued for the requested service period</p>	<p>CM:</p> <p>THEN the system automatically generates the Large Font timesheet (SOC 2261L) with Workweek labels, Claimed Hours labels, and Claimed Hours detail.</p> <ul style="list-style-type: none"> <li>• English – CMDS980A</li> <li>• Spanish – CMDS981A</li> <li>• Armenian – CMDS982A</li> <li>• Mandarin – CMDS983A</li> </ul> <p>Print/Mail from a Centralized Print Center – allows a user to print up to 24 arrears pay periods covering 12 months</p> <p>IF the timesheet is a supplemental timesheet, the isEVV and isLiveInAnswered values from the initial timesheet, or the last processed supplemental timesheet for the pay period if one exists, for that Recipient, pay period, and program are applied to the supplemental timesheet</p> <p><b>Note:</b> Timesheets are sent to the Vendor Print Center, and the Travel Claim Form request is sent to the EDD Print Vendor.</p>
08	20750	 <p><b>CI-514055 - DSD BR TA</b> URT 08 <b>IMPLEMENTED</b></p>	<p>Issue Timesheet – Request to issue standard IHSS or WPCS Initial timesheet(s) without travel claim form request</p>	<p>When the Issue link is selected on Issue Timesheet screen</p> <p>AND</p> <p>The recipient is eligible for IHSS services for the requested pay period(s) and not designated to receive Advance Payments</p> <p>AND</p> <p>The recipient does not have a Timesheet Accommodation of Large Font Timesheet</p> <p>AND</p> <p>The provider is eligible to provide IHSS services for the requested pay period(s)</p> <p>AND</p> <p>The "Print Option" is 'Print/Mail from a Centralized Print Center'</p> <p>AND</p> <p>The Timesheet Type is:</p> <ul style="list-style-type: none"> <li>• IHSS Arrears</li> <li>• WPCS</li> </ul> <p>AND</p> <p>A timesheet has not previously been issued for the requested service period</p> <p>AND</p> <p>There is no Travel Time record for this Provider covering any portion of the pay period</p> <p>AND</p> <p>No Timesheet errors are encountered</p>	<p>CM:</p> <p>IF</p> <p>Pay Period is prior to the Configuration table – FLSAConfigurationValues – TravelClaimStartDate</p> <p>OR</p> <p>Pay Period is after the Configuration table – FLSAConfigurationValues – TravelClaimEndDate</p> <p>THEN</p> <p>Create timesheet data for standard timesheet and with Travel Claim Indicator of 0 to be collected by job CMDS107Q</p> <p>Print option generates timesheets as follows:</p> <p>Print/Mail from a Centralized Print Center – allows a user to print up to 24 arrears pay periods covering 12 months</p> <p>AND ALSO</p> <p>Display timesheet pay period result messages</p>

09	20750	 <b>CI-514056 - DSD BR TA URT 09</b> <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Issue Timesheet – Request to issue Advance Pay replacement or supplemental timesheet(s)	<p>When the Issue link is selected on Issue Timesheet screen</p> <p>AND</p> <p>A timesheet has not previously been issued for the requested service period.</p> <p>AND</p> <p>The recipient is designated to receive Advance Pay</p> <p>AND</p> <p>The Provider and Recipient are not enrolled in Electronic Timesheets</p> <p>AND</p> <p>The Print Option is Print/Mail from a Centralized Print Center</p> <p>AND</p> <p>The Timesheet Type is:</p> <p>Advance Pay - Supplemental</p> <p>OR</p> <p>The Timesheet Type is:</p> <p>Advance Pay</p> <p>AND</p> <p>A timesheet has previously been issued for the requested service period</p> <p>AND IF</p> <p>Timesheet Type is Supplemental (an initial timesheet for that pay period has been reconciled)</p> <p>AND</p> <p>There are remaining service hours.</p>	<p>CM:</p> <p>Generate timesheets for Advance Pay and Travel Claim Form requests for the Provider for up to, but no more than, 3 pay months starting from the first day of the month Begin Date indicated on the Timesheet Issuance screen</p> <p>If the timesheet is a supplemental timesheet, the isEVV and isLiveInAnswered values from the initial timesheet, or the last processed supplemental timesheet for the pay period if one exists, for that Recipient, pay period, and program are applied to the supplemental timesheet</p> <p>Print options will generate Advance Pay timesheets as follows:</p> <p>Print Now on CMIPS II Printer – will allow user to print up to 2 pay months for Advance Pay to the local printer.</p> <p>Print/Mail from a Centralized Print Center – will allow user to print up to 3 pay months for Advance Pay to be printed and mailed by the timesheet print vendor</p>
10	20750 20839	 <b>CI-514057 - DSD BR TA URT 10</b> <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Issue Timesheet – Request to issue Advance Pay initial timesheet(s) (Any Pay Period)	<p>When the Issue link is selected on Issue Timesheet screen</p> <p>AND</p> <p>A timesheet has not previously been issued for the requested service period.</p> <p>AND</p> <p>The recipient is designated to receive Advance Pay</p> <p>AND</p> <p>The "Print Option" is 'Print Now on CMIPS II Printer'</p> <p>AND</p> <p>The Timesheet Type is:</p> <p>Advance Pay</p> <p>AND</p> <p>A timesheet has not previously been issued for the requested service period</p> <p>AND</p> <p>No Timesheet Errors are encountered</p>	<p>CM:</p> <p>Generate timesheets for Advance Pay and Travel Claim Form requests for the Provider for up to, but no more than, 2 pay months starting from the first day of the month Begin Date indicated on the Timesheet Issuance screen, as eligible.</p> <p>AND IF</p> <p>Pay Period is equal to or later than to the Configuration table – FLSAConfigurationValues – TravelClaimStartDate and there is an active Travel Time record for the recipient/provider relationship for all or part of the pay period.</p> <p>AND</p> <p>isETC = False</p> <p>THEN</p> <p>Create travel claim data with Travel Claim Indicator of '1' to be collected by job CMSDS107S based on provider start date for Part A and/or Part B for the first month and Part A and Part B of each additional month based on the request.</p> <p>ELSE IF</p> <p>isETC = True</p> <p>THEN</p> <p>Generate Travel Claim with 'Electronic' Print Method for the corresponding eligible pay periods</p> <p>AND ALSO</p> <p>Display timesheet and, if applicable, travel claim pay period result messages</p> <p><b>Note:</b> Print options will generate Advance Pay timesheets as follows:</p> <p>Print Now on CMIPS II Printer – will allow user to print up to 2 pay months for Advance Pay to the local printer.</p> <p>Print/Mail from a Centralized Print Center – will allow user to print up to 3 pay months for Advance Pay to be printed and mailed by the timesheet print vendor</p> <p>Note: Timesheets (print now) are printed at the county and the Travel Claim Form request is sent to the CGIEDD Print Vendor.</p>

No	Req ID	CI	Description	When	Action
11	20750 21266	<b>CI-514058 - DSD</b> BR TA URT 11 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Issuance – Request to Issue Travel Claim with Print Method of 'Print /Mail from a Centralized Print Center'	When the Issue link is selected on the Travel Claim Issuance screen AND The Print/Mail from a Centralized Print Center indicator (PO003) is selected AND No errors are encountered	CM: Create travel claim data with Travel Claim Indicator of '1' to be collected by job CMDS107S.
12	20839 20842	<b>CI-673779 - DSD</b> BR TA URT 12 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Issue Timesheet – Request IHSS or WPCS Replacement timesheet(s) with a request for a travel claim form – Print Center	When the user selects 'Yes' to the informational message "Generate replacement Travel Claim with timesheet? Yes or No" AND The timesheet requested is Large Font AND The Print/Mail from a Centralized Print Center indicator (PO003) was selected	Then Create timesheet (based on timesheet business rules) AND  Create travel claim data with existing travel claim number for each applicable pay period with Travel Claim Indicator of '1' to be collected by job CMDS107S.  AND Take a snapshot of the Travel Claim Data  AND Update the Travel Claim record status to "Pending Issuance" AND Update the Travel Claim Status Date to current system date  AND Set Print Method to Print/Mail from Centralized Print Center (PO003) AND ALSO Display travel claim pay period result messages
13	20839 20842	<b>CI-673780 - DSD</b> BR TA URT 13 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Issue Timesheet – Request IHSS or WPCS Replacement timesheet(s) with a request for a travel claim form – Print Center	When the user selects 'Yes' to the informational message "Generate replacement Travel Claim with timesheet? Yes or No" AND The Recipient does not have a Timesheet Accommodation of Large Font AND The Print/Mail from a Centralized Print Center indicator (PO003) was selected	Then Create timesheet (based on timesheet business rules) and travel claim data with existing travel claim number for each applicable pay period with Travel Claim Indicator of '2' to be collected by job CMDS107R.  AND Take a snapshot of the Travel Claim Data  AND Update the Travel Claim record status to "Pending Issuance" AND Update the Travel Claim Status Date to current system date  AND Set Print Method to Print/Mail from Centralized Print Center (PO003) AND Display travel claim pay period result messages

14	20839 20842	<b>CI-673781</b> - DSD BR TA URT 14 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Issue Timesheet – Request IHSS or WPCS Replacement timesheet(s) with a request for a travel claim form – Print Now	When the user selects 'Yes' to the informational message "Generate replacement Travel Claim with timesheet? Yes or No"  AND  The Print Now on CMIPS II Printer indicator (PO002) was selected	Then Create travel claim data with existing travel claim number for each applicable pay period with Travel Claim Indicator of '1' to be collected by job CMDS107S.  AND  Take a snapshot of the Travel Claim Data  AND  Update the Travel Claim record status to "Pending Issuance"  AND  Update the Travel Claim Status Date to current system date.  AND  Set Print Method to Print/Mail from Centralized Print Center (PO003)  AND  Display travel claim pay period result messages
15	20839 20842	<b>CI-673782</b> - DSD BR TA URT 15 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Issue Timesheet – Request IHSS or WPCS Replacement timesheet(s) without a request for a travel claim form	When the user selects 'No' to the informational message "Generate replacement Travel Claim with timesheet? Yes or No"	Then generate timesheets based on user requested timesheet business rules for CMDS107Q with Travel Claim indicator of '0'.
16		<b>CI-753356</b> - DSD BR TA URT 16 <span style="border: 1px solid #ccc; padding: 2px;">CANCELLED</span>	Cancelled by CR115 CGI M&O – PSR – EVV Simplification		
17		<b>CI-753357</b> - DSD BR TA URT 17 <span style="border: 1px solid #ccc; padding: 2px;">CANCELLED</span>	Cancelled by CR115 CGI M&O – PSR – EVV Simplification		
18		<b>CI-753358</b> - DSD BR TA URT 18 <span style="border: 1px solid #ccc; padding: 2px;">CANCELLED</span>	Cancelled by CR115 CGI M&O – PSR – EVV Simplification		
19		<b>CI-753359</b> - DSD BR TA URT 19 <span style="border: 1px solid #ccc; padding: 2px;">CANCELLED</span>	Cancelled by CR115 CGI M&O – PSR – EVV Simplification		
20		<b>CI-753360</b> - DSD BR TA URT 20 <span style="border: 1px solid #ccc; padding: 2px;">CANCELLED</span>	Cancelled by CR115 CGI M&O – PSR – EVV Simplification		

No	Req ID	CI	Description	When	Action
21	21064	<b>CI-766303</b> - DSD BR TA URT 21 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Print E-Timesheet	When a user selects the Print E-Timesheet link on the View Timesheet screen	CM:  Renders a printable PDF of the timesheet data submitted by the Provider/approved by the Recipient (Prior to Cutback) in the Print E-Timesheet Copy pop-up screen.  This will render a copy of the SOC 2261 if the Timesheet value isEVV = False and will render a copy of the SOC 2261EVV if isEVV = True.  NOTE: A persistent copy of the timesheet is not saved.
22	21024	<b>CI-798875</b> - DSD BR TA URT 22 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Issuance – Replacement of Electronic Timesheet	When a timesheet with a Print Method of Electronic exists for the Pay Period in  County Rejected status  OR  Recipient Rejected status  OR  Pending Recipient Electronic Review status	CM:  Take a snapshot of timesheet data for history  AND  Clear submitted timesheet entries AND  Trigger replacement timesheets to EDD

23		<b>CI-819061 - DSD BR TA URT 23</b> [ CANCELLED ]	Cancelled by CR115 CGI M&O – PSR – EVV Simplification		
24	11943	<b>CI-819090 - DSD BR TA URT 24</b> [ IMPLEMENTED ]	Timesheet Issuance – Replace EVV Timesheet	<p>When a user attempts to issue an IHSS Arrears, WPCS, IHSS Advance Pay, Supplemental – IHSS Arrears, Supplemental – WPCS, or Supplemental – IHSS Advance Pay timesheet to a provider</p> <p>AND</p> <p>A timesheet already exists for the pay-period with isEVV = True</p> <p>AND</p> <p>Recipient Timesheet Accommodation is not = Large Font Timesheet</p>	<p>IF</p> <p>The "Print Option" is 'Print/Mail from a Centralized Print Center'</p> <p>THEN</p> <p>Set trigger for timesheet request to EDD</p> <p>ELSE IF</p> <p>The "Print Option" is 'Print Now on CMIPS II Printer'</p> <p>THEN</p> <p>Generate a replacement timesheet using the SOC 2261 standard timesheet template to the appropriate CMIPS county printer</p> <p>AND</p> <p>If the timesheet is a supplemental timesheet, the isEVV and isLiveInAnswered values from the initial timesheet, or the last processed supplemental timesheet for the pay period if one exists, for that Recipient, pay period, and program are applied to the supplemental timesheet</p>
25		<b>CI-822200 - DSD BR TA URT 25</b> [ CANCELLED ]	Cancelled by CR115 CGI M&O – PSR – EVV Simplification		
26		<b>CI-822201 - DSD BR TA URT 26</b> [ CANCELLED ]	Cancelled by CR115 CGI M&O – PSR – EVV Simplification		
27	11943	<b>CI-8222382 - DSD BR TA URT 27</b> [ IMPLEMENTED ]	Timesheet Issuance – Replace EVV Timesheet	<p>When a user attempts to issue an IHSS Arrears, WPCS, IHSS Advance Pay, Supplemental – IHSS Arrears, Supplemental – WPCS, or Supplemental – IHSS Advance Pay timesheet to a provider</p> <p>AND</p> <p>A timesheet already exists for the pay-period with isEVV = True</p> <p>AND</p> <p>Recipient Timesheet Accommodation = Large Font Timesheet</p>	<p>IF</p> <p>The "Print Option" is 'Print/Mail from a Centralized Print Center'</p> <p>THEN</p> <p>Generate a replacement timesheet using the SOC 2261L large font timesheet template to CGI Print Vendor</p> <p>AND</p> <p>If the timesheet is a supplemental timesheet, the isEVV and isLiveInAnswered values from the initial timesheet, or the last processed supplemental timesheet for the pay period if one exists, for that Recipient, pay period, and program are applied to the supplemental timesheet</p> <p>ELSE IF</p> <p>Generate Error Message</p>

28	11964 20753 21155  21277	<p> CI-822576 - DSD BR TA URT 28 <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span></p>	<p>Issue Timesheet – Request to issue Electronic Advance Pay or Advance Pay Supplemental timesheet(s)</p> <p>When the Issue link is selected on Issue Timesheet screen</p> <p>AND</p> <p>A timesheet is not in issued or pending issuance status for the requested service period.</p> <p>AND</p> <p>The recipient is designated to receive Advance Pay</p> <p>AND</p> <p>The provider is eligible to provide IHSS services for the requested pay period(s)</p> <p>AND</p> <p>The recipient is eligible to receive IHSS services for the requested pay period(s)</p> <p>AND</p> <p>CaseProvider.isETS = True for the requested pay period(s)</p> <p>OR IF</p> <p>The pay period start date is equal to or after the CaseProvider.EVVEffectiveDate</p> <p>AND</p> <p>The "Print Option" is '<i>Electronic</i>'</p> <p>AND</p> <p>The Timesheet Type is:</p> <ul style="list-style-type: none"> <li>• Advance Pay</li> <li>• Supplemental IHSS Advance Pay</li> </ul>	<p>CM:</p> <p>Generate timesheets for Advance Pay timesheet requests as 'Electronic' for the Provider for up to, but no more than, 3 pay months starting from the first day of the month Begin Date indicated on the Timesheet Issuance screen.</p> <p>AND IF</p> <p>The timesheet is a supplemental timesheet, the isEVV and isLiveInAnswered values from the initial timesheet, or the last processed supplemental timesheet for the pay period if one exists, for that Recipient, pay period, and program are applied to the supplemental timesheet</p> <p>ELSE IF</p> <p>The issuance is the Initial timesheet (no timesheet record of this type exists for this pay period)</p> <p>AND</p> <p>The Pay Period is equal to or later than to the Configuration table – FLSAConfigurationValues – TravelClaimStartDate and there is an active Travel Time record for the recipient/provider relationship for all or part of the pay period.</p> <p>AND IF</p> <p>isETC = False</p> <p>THEN</p> <p>Create travel claim data with Travel Claim Indicator of '1' to be collected by job CMDS107S based on provider start date for Part A and/or Part B for the first month and Part A and Part B of each additional month based on the request.</p> <p>ELSE IF</p> <p>isETC = True</p> <p>THEN</p> <p>Generate Travel Claim with 'Electronic' Print Method for the corresponding eligible pay periods</p> <p>AND ALSO</p> <p>Display timesheet and, if applicable, travel claim pay period result messages</p> <p>Print options will generate Advance Pay timesheets as follows:</p> <p>Electronic – will allow user to generate electronic timesheets up to 3 pay months for Advance Pay.</p>
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29	11964 20753 21155  21277	CI-822577 - DSD BR TA URT 29 <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	Issue Timesheet – Request to issue initial or supplemental IHSS or WPCS electronic timesheet(s) with or without travel claim form request to the vendor	<p>When the Issue link is selected on Issue Timesheet screen</p> <p>AND</p> <p>The recipient is eligible for services for the requested pay period(s) and not designated to receive Advance Payments</p> <p>AND</p> <p>The provider is eligible to provide IHSS services for the requested pay period(s)</p> <p>AND</p> <p>CaseProvider.isETS = True for the requested pay period(s)</p> <p>OR IF</p> <p>The pay period start date is equal to or after the CaseProvider.EVVEffectiveDate</p> <p>AND</p> <p>The "Print Option" is 'Electronic'</p> <p>AND</p> <p>The Timesheet Type is:</p> <ul style="list-style-type: none"> <li>• IHSS Arrears</li> <li>• WPCS</li> <li>• Supplemental IHSS Arrears</li> <li>• Supplemental WPCS</li> </ul> <p>AND</p> <p>A timesheet, of the selected type, is not in issued or pending issuance status for the requested service period.</p>	<p>Case Management:</p> <p>The system automatically generates the timesheet(s) as 'Electronic' with the isEVV indicator appropriately set</p> <p>AND IF</p> <p>The timesheet is a supplemental timesheet, the isEVV and isLiveInAnswered values from the initial timesheet, or the last processed supplemental timesheet for the pay period if one exists, for that Recipient, pay period, and program are applied to the supplemental timesheet</p> <p>ELSE IF</p> <p>The issuance is the Initial timesheet (no timesheet record of this type exists for this pay period)</p> <p>AND</p> <p>The Pay Period is equal to or later than the Configuration table – FLSAConfigurationValues – TravelClaimStartDate, and there is an active Travel Time record for the recipient/provider relationship for all or part of the pay period.</p> <p>AND</p> <p>isETC = False</p> <p>THEN</p> <p>Create travel claim data with Travel Claim Indicator of 1 to be collected by job CMDS107S.</p> <p>ELSE IF</p> <p>isETC = True</p> <p>THEN</p> <p>Generate Travel Claim with 'Electronic' Print Method for the corresponding eligible pay periods</p> <p>AND ALSO</p> <p>Display timesheet and, if applicable, travel claim pay period result messages</p> <p>Print options generate timesheets and travel claims as follows:</p> <p>Electronic – allows user to generate electronic timesheets up to 24 pay periods covering twelve (12) months.</p>
30	21266	CI-822878 - DSD BR TA URT 30 <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	Travel Claim Issuance – Request to Issue Travel Claim with Print Method of 'Electronic'	<p>When the Issue link is selected on the Travel Claim Issuance screen</p> <p>AND</p> <p>The Electronic indicator (PO004) is selected</p> <p>AND</p> <p>No errors are encountered</p>	<p>CM:</p> <p>Create Electronic travel claim(s) for the selected pay period(s).</p>

No	Req ID	CI	Description	When	Action
31	20839 21278 21277	CI-822928 - DSD BR TA URT 31 <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	Issue Timesheet – Timesheet Error Message Encountered	<p>When the Issue link is selected on the Timesheet Issuance screen for any Print Method</p> <p>AND</p> <p>A timesheet error message is encountered that does not allow printing of the timesheet</p> <p>AND</p> <p>There is a travel time record that covers all or part of the pay period</p>	Do not generate a travel claim for the selected pay period.

32	16203 21266 20839	 CI-822930 - DSD BR TA URT 32 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Issuance – Travel Claim Future Pay Period (Standard)	<p>When the Issue link is selected</p> <p>AND</p> <p>A Timesheet record does not exist for the Recipient/Provider for the pay period</p> <p>AND</p> <p>The recipient is eligible for IHSS or WPCS services for the requested pay period(s)</p> <p>AND</p> <p>The Timesheet Type is:</p> <ul style="list-style-type: none"> <li>• Advance Pay</li> <li>• IHSS</li> <li>• WPCS</li> </ul> <p>AND</p> <p>The Print/Mail from Centralized Print Center indicator (PO003) was selected</p> <p>AND</p> <p>The recipient does not have a Timesheet Accommodation of Large Font Timesheet</p> <p>AND</p> <p>A timesheet has not previously been issued for the requested service period</p> <p>AND</p> <p>There is a travel time record that covers all or part of the pay period</p> <p>AND</p> <p>The pay period being generated has a start date that is a future pay period</p> <p>AND</p> <p>The no timesheet errors are encountered (including TS EM #103)</p>	<p>CM:</p> <p>IF isETC = FALSE</p> <p>THEN</p> <p>Create timesheet and travel claim data with Travel Claim Indicator of '2' to be collected by job CMDS107R.</p> <p>ELSE IF</p> <p>isETC = TRUE</p> <p>THEN</p> <p>Create timesheet data with Travel Claim Indicator of '0' to be collected by job CMDS107Q.</p> <p>AND</p> <p>Create Travel Claim record with Status = Issued</p> <p>AND</p> <p>Print Method = Electronic</p> <p>AND ALSO</p> <p>Display timesheet and, if applicable, travel claim pay period result messages</p>
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33	16203 21266 20839	 CI-822931 - DSD BR TA URT 33 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	<p>Timesheet Issuance – Travel Claim Future Pay Period (Large Font)</p> <p>When the Issue link is selected</p> <p>AND</p> <p>A Timesheet record does not exist for the Recipient/Provider for the pay period</p> <p>AND</p> <p>The recipient is eligible for IHSS or WPCS services for the requested pay period(s)</p> <p>AND</p> <p>The Timesheet Type is:</p> <ul style="list-style-type: none"> <li>• Advance Pay</li> <li>• IHSS</li> <li>• WPCS</li> </ul> <p>AND</p> <p>The Print/Mail from Centralized Print Center indicator (PO003) was selected</p> <p>AND</p> <p>The recipient has Timesheet Accommodation of Large Font Timesheet</p> <p>AND</p> <p>A timesheet has not previously been issued for the requested service period</p> <p>AND</p> <p>There is a travel time record that covers all or part of the pay period</p> <p>AND</p> <p>The pay period being generated has a start date that is a future pay period</p> <p>AND</p> <p>The no timesheet errors are encountered (including TS EM #103)</p>	<p>CM:</p> <p>The system automatically generates the Large Font timesheet (SOC 2261L) with Workweek labels, Claimed Hours labels, and Claimed Hours detail.</p> <ul style="list-style-type: none"> <li>• English – CMDS980A</li> <li>• Spanish – CMDS981A</li> <li>• Armenian – CMDS982A</li> <li>• Mandarin – CMDS983A</li> </ul> <p>AND IF</p> <p>isETC = FALSE</p> <p>THEN</p> <p>Create travel claim data with Travel Claim Indicator of '1' to be collected by job CMDS107S.</p> <p>ELSE IF</p> <p>isETC = TRUE</p> <p>THEN</p> <p>Create Travel Claim record with Status = Issued</p> <p>AND</p> <p>Print Method = Electronic</p> <p>AND ALSO</p> <p>Display timesheet and, if applicable, travel claim pay period result messages</p>
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# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/County User Requested Timesheet/Travel Claim (1-10)

No	Req ID	CI	Description	When	Action
1	20797 20839	CI-497770 - DSD BR TA URT 01 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Issue Timesheet – Request to issue Large Font IHSS or WPCS Initial timesheet(s), with or without a request for a travel claim form – Current/Prior Pay Period	<p>When the Issue link is selected on Issue Timesheet screen</p> <p>AND</p> <p>The recipient is eligible for IHSS or WPCS services for the requested pay period(s)</p> <p>AND</p> <p>The Timesheet Print Option of "Print/Mail from a Centralized Print Center" has been selected</p> <p>AND</p> <p>The recipient has Timesheet Accommodation of Large Font Timesheet</p> <p>AND</p> <p>The Timesheet Type is:</p> <ul style="list-style-type: none"> <li>IHSS Arrears</li> <li>WPCS</li> </ul> <p>AND</p> <p>A timesheet has not previously been issued for the requested service period</p> <p>AND</p> <p>Pay period is the current pay period</p> <p>OR</p> <p>Pay period is a prior pay period</p> <p>AND</p> <p>No Timesheet Errors are encountered</p>	<p>CM:</p> <p>The system automatically generates the Large Font timesheet (SOC 2261L) with Workweek labels, Claimed Hours labels, and Claimed Hours detail.</p> <p>English – CMDSS980A Spanish – CMDSS981A Armenian – CMDSS982A Mandarin – CMDSS983A</p> <p>AND IF</p> <p>Pay Period is equal to or later than the Configuration table – FLSAConfigurationValues – TravelClaimStartDate, and there is an active Travel Time record for the recipient/provider relationship for all or part of the pay period.</p> <p>THEN ALSO</p> <p>Create travel claim data with Travel Claim Indicator of 1 to be collected by job CMDS107S.</p> <p>Print/Mail from a Centralized Print Center – allows a user to print up to 24 arrears pay periods covering 12 months.</p> <p>AND ALSO</p> <p>Display timesheet and, if applicable, travel claim pay period result messages</p> <p><b>Note:</b> Timesheets are sent to the CGI Print Vendor, and the Travel Claim Form request is sent to the CGI Print Vendor.</p>
2			This Business Rule was reclassified, renamed, and relocated to the Generate Next Arrears Timesheet section (BR #35) with CR 1091		

3	20750 20839	 <b>CI-500681</b> - DSD BR TA URT 03 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Issue Timesheet – Request to issue standard IHSS or WPCS initial timesheet(s) immediately, with or without travel claim form request to the vendor (Any Pay Period)	<p>When the Issue link is selected on Issue Timesheet screen</p> <p>AND</p> <p>The recipient is eligible for IHSS services for the requested pay period(s) and not designated to receive Advance Payments</p> <p>AND</p> <p>The recipient does not have a Timesheet Accommodation of Large Font</p> <p>AND</p> <p>The provider is eligible to provide IHSS services for the requested pay period(s)</p> <p>AND</p> <p>The "Print Option" is 'Print Now on CMIPS II Printer'</p> <p>AND</p> <p>The Timesheet Type is: IHSS Arrears WPCS</p> <p>AND</p> <p>A timesheet has not previously been issued for the requested service period.</p> <p>AND</p> <p>No Timesheet Errors are encountered</p>	<p>CM:</p> <p>THEN the system automatically generates the timesheets with instructions based on recipient language (SOC 2261), Workweek labels, Claimed Hours labels, and Claimed Hours detail.</p> <p>Print options generate timesheets as follows:</p> <p>Print Now on CMIPS II Printer – allows user to print up to four (4) arrears pay periods covering two (2) months immediately to the local printer as eligible.</p> <p>AND IF</p> <p>Pay Period is equal to or later than the Configuration table – FLSAConfigurationValues – TravelClaimStartDate, and there is an active Travel Time record for the recipient/provider relationship for all or part of the pay period.</p> <p>AND</p> <p>isETC = False</p> <p>THEN</p> <p>Create travel claim data with Travel Claim Indicator of 1 to be collected by job CMDS107S.</p> <p>ELSE IF</p> <p>isETC = True</p> <p>THEN</p> <p>Generate Travel Claim with 'Electronic' Print Method for the corresponding eligible pay periods</p>
4	20750	 <b>CI-500682</b> - DSD BR TA URT 04 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Issue Timesheet – Request to issue standard IHSS or WPCS replacement or supplemental timesheets immediately	<p>When the Issue link is selected on Issue Timesheet screen</p> <p>AND</p> <p>The recipient is eligible for IHSS services for the requested pay period(s) and not designated to receive Advance Payments</p> <p>AND</p> <p>The recipient does not have a Timesheet Accommodation of Large Font Timesheet</p> <p>AND</p> <p>The provider is eligible to provide IHSS services for the requested pay period(s)</p> <p>AND</p> <p>The "Print Option" is 'Print Now on CMIPS II Printer'</p> <p>AND</p> <p>The Timesheet Type is:</p> <ul style="list-style-type: none"> <li>• IHSS – Supplemental</li> <li>• WPCS – Supplemental</li> </ul> <p>OR</p> <p>The Timesheet Type is:</p> <ul style="list-style-type: none"> <li>• IHSS Arrears</li> <li>• WPCS</li> </ul> <p>AND</p> <p>A timesheet has previously been issued for the requested service period</p> <p>AND IF</p> <p>Timesheet Type is Supplemental an initial timesheet for that pay period has been processed for payment</p> <p>AND</p> <p>There are remaining service hours.</p>	<p>CM:</p> <p>THEN the system automatically generates the timesheets with instructions based on recipient language (SOC 2261), Workweek labels, Claimed Hours labels, and Claimed Hours detail.</p> <p>IF the timesheet is a supplemental timesheet, the isEVV and isLiveInAnswered values from the initial timesheet, or the last processed supplemental timesheet for the pay period if one exists, for that Recipient, pay period, and program are applied to the supplemental timesheet</p> <p>Print options generate timesheets as follows:</p> <p>Print Now on CMIPS II Printer – allows user to immediately print up to four (4) arrears pay periods covering two (2) months to the local printer.</p>

5	20750 20839	 <b>CI-500683 - DSD BR TA</b> URT 05 <span style="background-color: #e0f2e0; border: 1px solid #ccc; padding: 2px 5px;">IMPLEMENTED</span>	<p>Issue Timesheet – Request to issue standard IHSS or WPCS Initial timesheet(s) to the print vendor, with or without travel claim form request – Current/Prior Pay Period</p>	<p>When the Issue link is selected on Issue Timesheet screen</p> <p>AND</p> <p>The recipient is eligible for IHSS services for the requested pay period(s)</p> <p>AND</p> <p>The recipient does not have a Timesheet Accommodation of Large Font Timesheet</p> <p>AND</p> <p>The provider is eligible to provide IHSS services for the requested pay period(s)</p> <p>AND</p> <p>The "Print Option" is 'Print/Mail from a Centralized Print Center'</p> <p>AND</p> <p>The Timesheet Type is:</p> <ul style="list-style-type: none"> <li>• IHSS Arrears</li> <li>• WPCS</li> </ul> <p>AND</p> <p>A timesheet has not previously been issued for the requested service period</p> <p>AND</p> <p>Pay period is the current pay period</p> <p>OR</p> <p>Pay period is a prior pay period</p> <p>AND</p> <p>No Timesheet Errors are encountered</p>	<p>CM:</p> <p>IF</p> <p>Pay Period is equal to or later than the Configuration table – FLSAConfigurationValues – TravelClaimStartDate</p> <p>AND</p> <p>An active Travel Time record does not exist for this recipient/provider relationship for all or a portion of the pay period.</p> <p>THEN</p> <p>Create timesheet data for standard timesheet with Travel Claim Indicator of 0 to be collected by job CMDS107Q.</p> <p>ELSE IF</p> <p>An active Travel Time record does exist for this recipient/provider relationship for all or a portion of the pay period.</p> <p>THEN</p> <p>Create timesheet data for standard timesheet with a Travel Claim Indicator of 2 for appropriate timesheet and travel claim data to be collected by job CMDS107R.</p> <p>Print option generates timesheets as follows:</p> <p>Print/Mail from a Centralized Print Center – allows a user to print up to 24 arrears pay periods covering 12 months</p> <p>AND ALSO</p> <p>Display timesheet and, if applicable, travel claim pay period result messages</p>
6	20750	 <b>CI-500684 - DSD BR TA</b> URT 06 <span style="background-color: #e0f2e0; border: 1px solid #ccc; padding: 2px 5px;">IMPLEMENTED</span>	<p>Issue Timesheet – Request to issue standard IHSS or WPCS replacement or supplemental timesheet(s) to the print vendor without travel claim form request</p>	<p>When the Issue link is selected on Issue Timesheet screen</p> <p>AND</p> <p>The recipient is eligible for IHSS services for the requested pay period(s) and not designated to receive Advance Payments</p> <p>AND</p> <p>The recipient does not have a Timesheet Accommodation of Large Font Timesheet</p> <p>AND</p> <p>The provider is eligible to provide IHSS services for the requested pay period(s)</p> <p>AND</p> <p>The "Print Option" is 'Print/Mail from a Centralized Print Center'</p> <p>AND</p> <p>The Timesheet Type is:</p> <ul style="list-style-type: none"> <li>• IHSS – Supplemental</li> <li>• WPCS – Supplemental</li> </ul> <p>OR</p> <p>The Timesheet Type is:</p> <ul style="list-style-type: none"> <li>• IHSS Arrears</li> <li>• WPCS</li> </ul> <p>AND</p> <p>A timesheet has previously been issued for the requested service period</p>	<p>CM:</p> <p>Create timesheet data for standard timesheet and with Travel Claim Indicator of 0 to be collected by job CMDS107Q</p> <p>IF the timesheet is a supplemental timesheet, the isEVV and isLiveInAnswered values from the initial timesheet, or the last processed supplemental timesheet for the pay period if one exists, for that Recipient, pay period, and program are applied to the supplemental timesheet</p> <p>Print option generates timesheets as follows:</p> <p>Print/Mail from a Centralized Print Center – allows a user to print up to 24 arrears pay periods covering 12 months.</p>

7	20797	 <p><b>CI-514054 - DSD BR TA URT 07 [IMPLEMENTED]</b></p>	<p>Issue Timesheet – Request to issue Large Font IHSS or WPCS replacement or supplemental timesheet(s)</p>	<p>When the Issue link is selected on Issue Timesheet screen</p> <p>AND</p> <p>The Timesheet Print Option of "Print/Mail from a Centralized Print Center" has been selected</p> <p>AND</p> <p>A timesheet has not previously been issued for the requested service period.</p> <p>AND</p> <p>The recipient has a Timesheet Accommodation of Large Font Timesheet</p> <p>AND</p> <p>The Timesheet Type is:</p> <ul style="list-style-type: none"> <li>• IHSS – Supplemental</li> <li>• WPCS – Supplemental</li> </ul> <p>OR</p> <p>The Timesheet Type is:</p> <ul style="list-style-type: none"> <li>• IHSS Arrears</li> <li>• WPCS</li> </ul> <p>AND</p> <p>A timesheet has previously been issued for the requested service period</p>	<p>CM:</p> <p>THEN the system automatically generates the Large Font timesheet (SOC 2261L) with Workweek labels, Claimed Hours labels, and Claimed Hours detail.</p> <ul style="list-style-type: none"> <li>• English – CMDS980A</li> <li>• Spanish – CMDS981A</li> <li>• Armenian – CMDS982A</li> <li>• Mandarin – CMDS983A</li> </ul> <p>Print/Mail from a Centralized Print Center – allows a user to print up to 24 arrears pay periods covering 12 months</p> <p>IF the timesheet is a supplemental timesheet, the isEVV and isLiveInAnswered values from the initial timesheet, or the last processed supplemental timesheet for the pay period if one exists, for that Recipient, pay period, and program are applied to the supplemental timesheet</p> <p><b>Note:</b> Timesheets are sent to the Vendor Print Center, and the Travel Claim Form request is sent to the EDD Print Vendor.</p>
08	20750	 <p><b>CI-514055 - DSD BR TA URT 08 [IMPLEMENTED]</b></p>	<p>Issue Timesheet – Request to issue standard IHSS or WPCS Initial timesheet(s) without travel claim form request</p>	<p>When the Issue link is selected on Issue Timesheet screen</p> <p>AND</p> <p>The recipient is eligible for IHSS services for the requested pay period(s) and not designated to receive Advance Payments</p> <p>AND</p> <p>The recipient does not have a Timesheet Accommodation of Large Font Timesheet</p> <p>AND</p> <p>The provider is eligible to provide IHSS services for the requested pay period(s)</p> <p>AND</p> <p>The "Print Option" is "Print/Mail from a Centralized Print Center"</p> <p>AND</p> <p>The Timesheet Type is:</p> <ul style="list-style-type: none"> <li>• IHSS Arrears</li> <li>• WPCS</li> </ul> <p>AND</p> <p>A timesheet has not previously been issued for the requested service period</p> <p>AND</p> <p>There is no Travel Time record for this Provider covering any portion of the pay period</p> <p>AND</p> <p>No Timesheet errors are encountered</p>	<p>CM:</p> <p>IF</p> <p>Pay Period is prior to the Configuration table – FLSAConfigurationValues – TravelClaimStartDate</p> <p>OR</p> <p>Pay Period is after the Configuration table – FLSAConfigurationValues – TravelClaimEndDate</p> <p>THEN</p> <p>Create timesheet data for standard timesheet and with Travel Claim Indicator of 0 to be collected by job CMDS107Q</p> <p>Print option generates timesheets as follows:</p> <p>Print/Mail from a Centralized Print Center – allows a user to print up to 24 arrears pay periods covering 12 months</p> <p>AND ALSO</p> <p>Display timesheet pay period result messages</p>

09	20750	 <b>CI-514056 - DSD BR TA URT 09</b> <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Issue Timesheet – Request to issue Advance Pay replacement or supplemental timesheet(s)	When the Issue link is selected on Issue Timesheet screen AND A timesheet has not previously been issued for the requested service period. AND The recipient is designated to receive Advance Pay AND The Provider and Recipient are not enrolled in Electronic Timesheets AND The Print Option is Print/Mail from a Centralized Print Center AND The Timesheet Type is: Advance Pay - Supplemental OR The Timesheet Type is: Advance Pay AND A timesheet has previously been issued for the requested service period AND IF Timesheet Type is Supplemental (an initial timesheet for that pay period has been reconciled) AND There are remaining service hours.	CM: Generate timesheets for Advance Pay and Travel Claim Form requests for the Provider for up to, but no more than, 3 pay months starting from the first day of the month Begin Date indicated on the Timesheet Issuance screen <b>IF</b> the timesheet is a supplemental timesheet, the isEVV and isLiveInAnswered values from the initial timesheet, or the last processed supplemental timesheet for the pay period if one exists, for that Recipient, pay period, and program are applied to the supplemental timesheet Print options will generate Advance Pay timesheets as follows: Print Now on CMIPS II Printer – will allow user to print up to 2 pay months for Advance Pay to the local printer. Print/Mail from a Centralized Print Center – will allow user to print up to 3 pay months for Advance Pay to be printed and mailed by the timesheet print vendor
10	20750 20839	 <b>CI-514057 - DSD BR TA URT 10</b> <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Issue Timesheet – Request to issue Advance Pay initial timesheet(s) (Any Pay Period)	When the Issue link is selected on Issue Timesheet screen AND A timesheet has not previously been issued for the requested service period. AND The recipient is designated to receive Advance Pay AND The "Print Option" is 'Print Now on CMIPS II Printer' AND The Timesheet Type is: Advance Pay AND A timesheet has not previously been issued for the requested service period AND No Timesheet Errors are encountered	CM: Generate timesheets for Advance Pay and Travel Claim Form requests for the Provider for up to, but no more than, 2 pay months starting from the first day of the month Begin Date indicated on the Timesheet Issuance screen, as eligible. AND IF Pay Period is equal to or later than to the Configuration table – FLSAConfigurationValues – TravelClaimStartDate and there is an active Travel Time record for the recipient/provider relationship for all or part of the pay period. AND isETC = False THEN Create travel claim data with Travel Claim Indicator of '1' to be collected by job CMSDS107S based on provider start date for Part A and/or Part B for the first month and Part A and Part B of each additional month based on the request. ELSE IF isETC = True THEN Generate Travel Claim with 'Electronic' Print Method for the corresponding eligible pay periods AND ALSO Display timesheet and, if applicable, travel claim pay period result messages <b>Note:</b> Print options will generate Advance Pay timesheets as follows: Print Now on CMIPS II Printer – will allow user to print up to 2 pay months for Advance Pay to the local printer. Print/Mail from a Centralized Print Center – will allow user to print up to 3 pay months for Advance Pay to be printed and mailed by the timesheet print vendor Note: Timesheets (print now) are printed at the county and the Travel Claim Form request is sent to the CGIEDD Print Vendor.

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/County User Requested Timesheet/Travel Claim (11-20)

No	Req ID	CI	Description	When	Action
11	20750 21266	 <b>CI-514058</b> - DSD BR TA URT 11 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Issuance – Request to Issue Travel Claim with Print Method of 'Print /Mail from a Centralized Print Center'	When the Issue link is selected on the Travel Claim Issuance screen AND The Print/Mail from a Centralized Print Center indicator (PO003) is selected AND No errors are encountered	CM: Create travel claim data with Travel Claim Indicator of '1' to be collected by job CMDS107S.
12	20839 20842	 <b>CI-673779</b> - DSD BR TA URT 12 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Issue Timesheet – Request IHSS or WPCS Replacement timesheet(s) with a request for a travel claim form – Print Center	When the user selects 'Yes' to the informational message "Generate replacement Travel Claim with timesheet? Yes or No" AND The timesheet requested is Large Font  AND The Print/Mail from a Centralized Print Center indicator (PO003) was selected	Then Create timesheet (based on timesheet business rules) AND  Create travel claim data with existing travel claim number for each applicable pay period with Travel Claim Indicator of '1' to be collected by job CMDS107S.  AND Take a snapshot of the Travel Claim Data  AND Update the Travel Claim record status to "Pending Issuance" AND Update the Travel Claim Status Date to current system date  AND Set Print Method to Print/Mail from Centralized Print Center (PO003) AND ALSO Display travel claim pay period result messages
13	20839 20842	 <b>CI-673780</b> - DSD BR TA URT 13 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Issue Timesheet – Request IHSS or WPCS Replacement timesheet(s) with a request for a travel claim form – Print Center	When the user selects 'Yes' to the informational message "Generate replacement Travel Claim with timesheet? Yes or No" AND The Recipient does not have a Timesheet Accommodation of Large Font AND The Print/Mail from a Centralized Print Center indicator (PO003) was selected	Then Create timesheet (based on timesheet business rules) and travel claim data with existing travel claim number for each applicable pay period with Travel Claim Indicator of '2' to be collected by job CMDS107R.  AND Take a snapshot of the Travel Claim Data  AND Update the Travel Claim record status to "Pending Issuance" AND Update the Travel Claim Status Date to current system date  AND Set Print Method to Print/Mail from Centralized Print Center (PO003) AND Display travel claim pay period result messages

14	20839 20842	<b>CI-673781 - DSD</b> BR TA URT 14 <b>IMPLEMENTED</b>	Issue Timesheet – Request IHSS or WPCS Replacement timesheet(s) with a request for a travel claim form – Print Now	When the user selects 'Yes' to the informational message "Generate replacement Travel Claim with timesheet? Yes or No"  AND  The Print Now on CMIPS II Printer indicator (PO002) was selected	Then Create travel claim data with existing travel claim number for each applicable pay period with Travel Claim Indicator of '1' to be collected by job CMDS107S.  AND  Take a snapshot of the Travel Claim Data  AND  Update the Travel Claim record status to "Pending Issuance"  AND  Update the Travel Claim Status Date to current system date.  AND  Set Print Method to Print/Mail from Centralized Print Center (PO003)  AND  Display travel claim pay period result messages
15	20839 20842	<b>CI-673782 - DSD</b> BR TA URT 15 <b>IMPLEMENTED</b>	Issue Timesheet – Request IHSS or WPCS Replacement timesheet(s) without a request for a travel claim form	When the user selects 'No' to the informational message "Generate replacement Travel Claim with timesheet? Yes or No"	Then generate timesheets based on user requested timesheet business rules for CMDS107Q with Travel Claim indicator of '0'.
16		<b>CI-753356 - DSD</b> BR TA URT 16 <b>CANCELLED</b>	Cancelled by CR115 CGI M&O – PSR – EVV Simplification		
17		<b>CI-753357 - DSD</b> BR TA URT 17 <b>CANCELLED</b>	Cancelled by CR115 CGI M&O – PSR – EVV Simplification		
18		<b>CI-753358 - DSD</b> BR TA URT 18 <b>CANCELLED</b>	Cancelled by CR115 CGI M&O – PSR – EVV Simplification		
19		<b>CI-753359 - DSD</b> BR TA URT 19 <b>CANCELLED</b>	Cancelled by CR115 CGI M&O – PSR – EVV Simplification		
20		<b>CI-753360 - DSD</b> BR TA URT 20 <b>CANCELLED</b>	Cancelled by CR115 CGI M&O – PSR – EVV Simplification		

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/County User Requested Timesheet/Travel Claim (21-30)

No	Req ID	CI	Description	When	Action
21	21064	<a href="#"> CI-766303 - DSD BR TA URT 21 [IMPLEMENTED]</a>	Print E-Timesheet	When a user selects the Print E-Timesheet link on the View Timesheet screen	CM:  Renders a printable PDF of the timesheet data submitted by the Provider/approved by the Recipient (Prior to Cutback) in the Print E-Timesheet Copy pop-up screen.  This will render a copy of the SOC 2261 if the Timesheet value isEVV = False and will render a copy of the SOC 2261EVV if isEVV = True.  NOTE: A persistent copy of the timesheet is not saved.
22	21024	<a href="#"> CI-798875 - DSD BR TA URT 22 [IMPLEMENTED]</a>	Timesheet Issuance – Replacement of Electronic Timesheet	When a timesheet with a Print Method of Electronic exists for the Pay Period in  County Rejected status  OR  Recipient Rejected status  OR  Pending Recipient Electronic Review status	CM: Take a snapshot of timesheet data for history  AND  Clear submitted timesheet entries AND  Trigger replacement timesheets to EDD
23		<a href="#"> CI-819061 - DSD BR TA URT 23 [CANCELLED]</a>	Cancelled by CR115 CGI M&O – PSR – EVV Simplification		
24	11943	<a href="#"> CI-819090 - DSD BR TA URT 24 [IMPLEMENTED]</a>	Timesheet Issuance – Replace EVV Timesheet	When a user attempts to issue an IHSS Arrears, WPCS, IHSS Advance Pay, Supplemental – IHSS Arrears, Supplemental – WPCS, or Supplemental – IHSS Advance Pay timesheet to a provider  AND  A timesheet already exists for the pay-period with isEVV = True  AND  Recipient Timesheet Accommodation is not = Large Font Timesheet	IF  The "Print Option" is 'Print/Mail from a Centralized Print Center'  THEN  Set trigger for timesheet request to EDD  ELSE IF  The "Print Option" is 'Print Now on CMIPS II Printer'  THEN  Generate a replacement timesheet using the SOC 2261 standard timesheet template to the appropriate CMIPS county printer  AND  If the timesheet is a supplemental timesheet, the isEVV and isLiveInAnswered values from the initial timesheet, or the last processed supplemental timesheet for the pay period if one exists, for that Recipient, pay period, and program are applied to the supplemental timesheet
25		<a href="#"> CI-822200 - DSD BR TA URT 25 [CANCELLED]</a>	Cancelled by CR115 CGI M&O – PSR – EVV Simplification		
26		<a href="#"> CI-822201 - DSD BR TA URT 26 [CANCELLED]</a>	Cancelled by CR115 CGI M&O – PSR – EVV Simplification		
27	11943	<a href="#"> CI-822382 - DSD BR TA URT 27 [IMPLEMENTED]</a>	Timesheet Issuance – Replace EVV Timesheet	When a user attempts to issue an IHSS Arrears, WPCS, IHSS Advance Pay, Supplemental – IHSS Arrears, Supplemental – WPCS, or Supplemental – IHSS Advance Pay timesheet to a provider  AND  A timesheet already exists for the pay-period with isEVV = True  AND  Recipient Timesheet Accommodation = Large Font Timesheet	IF  The "Print Option" is 'Print/Mail from a Centralized Print Center'  THEN  Generate a replacement timesheet using the SOC 2261 large font timesheet template to CGI Print Vendor  AND  If the timesheet is a supplemental timesheet, the isEVV and isLiveInAnswered values from the initial timesheet, or the last processed supplemental timesheet for the pay period if one exists, for that Recipient, pay period, and program are applied to the supplemental timesheet  ELSE IF  Generate Error Message

28	11964 20753 21155  21277	<p> CI-822576 - DSD BR TA URT 28 <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span></p>	<p>Issue Timesheet – Request to issue Electronic Advance Pay or Advance Pay Supplemental timesheet(s)</p> <p>When the Issue link is selected on Issue Timesheet screen</p> <p>AND</p> <p>A timesheet is not in issued or pending issuance status for the requested service period.</p> <p>AND</p> <p>The recipient is designated to receive Advance Pay</p> <p>AND</p> <p>The provider is eligible to provide IHSS services for the requested pay period(s)</p> <p>AND</p> <p>The recipient is eligible to receive IHSS services for the requested pay period(s)</p> <p>AND</p> <p>CaseProvider.isETS = True for the requested pay period(s)</p> <p>OR IF</p> <p>The pay period start date is equal to or after the CaseProvider.EVVEffectiveDate</p> <p>AND</p> <p>The "Print Option" is '<i>Electronic</i>'</p> <p>AND</p> <p>The Timesheet Type is:</p> <ul style="list-style-type: none"> <li>• Advance Pay</li> <li>• Supplemental IHSS Advance Pay</li> </ul>	<p>CM:</p> <p>Generate timesheets for Advance Pay timesheet requests as 'Electronic' for the Provider for up to, but no more than, 3 pay months starting from the first day of the month Begin Date indicated on the Timesheet Issuance screen.</p> <p>AND IF</p> <p>The timesheet is a supplemental timesheet, the isEVV and isLiveInAnswered values from the initial timesheet, or the last processed supplemental timesheet for the pay period if one exists, for that Recipient, pay period, and program are applied to the supplemental timesheet</p> <p>ELSE IF</p> <p>The issuance is the Initial timesheet (no timesheet record of this type exists for this pay period)</p> <p>AND</p> <p>The Pay Period is equal to or later than to the Configuration table – FLSAConfigurationValues – TravelClaimStartDate and there is an active Travel Time record for the recipient/provider relationship for all or part of the pay period.</p> <p>AND IF</p> <p>isETC = False</p> <p>THEN</p> <p>Create travel claim data with Travel Claim Indicator of '1' to be collected by job CMDS107S based on provider start date for Part A and/or Part B for the first month and Part A and Part B of each additional month based on the request.</p> <p>ELSE IF</p> <p>isETC = True</p> <p>THEN</p> <p>Generate Travel Claim with 'Electronic' Print Method for the corresponding eligible pay periods</p> <p>AND ALSO</p> <p>Display timesheet and, if applicable, travel claim pay period result messages</p> <p>Print options will generate Advance Pay timesheets as follows:</p> <p>Electronic – will allow user to generate electronic timesheets up to 3 pay months for Advance Pay.</p>
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29	11964 20753 21155  21277	 CI-822577 - DSD BR TA URT 29 <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	Issue Timesheet – Request to issue initial or supplemental IHSS or WPCS electronic timesheet(s) with or without travel claim form request to the vendor	<p>When the Issue link is selected on Issue Timesheet screen</p> <p>AND</p> <p>The recipient is eligible for services for the requested pay period(s) and not designated to receive Advance Payments</p> <p>AND</p> <p>The provider is eligible to provide IHSS services for the requested pay period(s)</p> <p>AND</p> <p>CaseProvider.isETS = True for the requested pay period(s)</p> <p>OR IF</p> <p>The pay period start date is equal to or after the CaseProvider.EVVEffectiveDate</p> <p>AND</p> <p>The "Print Option" is '<i>Electronic</i>'</p> <p>AND</p> <p>The Timesheet Type is:</p> <ul style="list-style-type: none"> <li>• IHSS Arrears</li> <li>• WPCS</li> <li>• Supplemental IHSS Arrears</li> <li>• Supplemental WPCS</li> </ul> <p>AND</p> <p>A timesheet, of the selected type, is not in issued or pending issuance status for the requested service period.</p>	<p>Case Management:</p> <p>The system automatically generates the timesheet(s) as 'Electronic' with the isEVV indicator appropriately set</p> <p>AND IF</p> <p>The timesheet is a supplemental timesheet, the isEVV and isLiveInAnswered values from the initial timesheet, or the last processed supplemental timesheet for the pay period if one exists, for that Recipient, pay period, and program are applied to the supplemental timesheet</p> <p>ELSE IF</p> <p>The issuance is the Initial timesheet (no timesheet record of this type exists for this pay period)</p> <p>AND</p> <p>The Pay Period is equal to or later than the Configuration table – FLSAConfigurationValues – TravelClaimStartDate, and there is an active Travel Time record for the recipient/provider relationship for all or part of the pay period.</p> <p>AND</p> <p>isETC = False</p> <p>THEN</p> <p>Create travel claim data with Travel Claim Indicator of 1 to be collected by job CMDS107S.</p> <p>ELSE IF</p> <p>isETC = True</p> <p>THEN</p> <p>Generate Travel Claim with 'Electronic' Print Method for the corresponding eligible pay periods</p> <p>AND ALSO</p> <p>Display timesheet and, if applicable, travel claim pay period result messages</p> <p>Print options generate timesheets and travel claims as follows:</p> <p>Electronic – allows user to generate electronic timesheets up to 24 pay periods covering twelve (12) months.</p>
30	21266	 CI-822878 - DSD BR TA URT 30 <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	Travel Claim Issuance – Request to Issue Travel Claim with Print Method of 'Electronic'	<p>When the Issue link is selected on the Travel Claim Issuance screen</p> <p>AND</p> <p>The Electronic indicator (PO004) is selected</p> <p>AND</p> <p>No errors are encountered</p>	<p>CM:</p> <p>Create Electronic travel claim(s) for the selected pay period(s).</p>

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/County User Requested Timesheet/Travel Claim (31-40)

No	Req ID	CI	Description	When	Action
31	20839 21278 21277	 CI-822928 - DSD BR TA URT 31 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Issue Timesheet – Timesheet Error Message Encountered	When the Issue link is selected on the Timesheet Issuance screen for any Print Method AND A timesheet error message is encountered that does not allow printing of the timesheet AND There is a travel time record that covers all or part of the pay period	Do not generate a travel claim for the selected pay period.
32	16203 21266 20839	 CI-822930 - DSD BR TA URT 32 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Timesheet Issuance – Travel Claim Future Pay Period (Standard)	When the Issue link is selected AND A Timesheet record does not exist for the Recipient/Provider for the pay period AND The recipient is eligible for IHSS or WPCS services for the requested pay period(s) AND The Timesheet Type is: <ul style="list-style-type: none"><li>• Advance Pay</li><li>• IHSS</li><li>• WPCS</li></ul> AND The Print/Mail from Centralized Print Center indicator (PO003) was selected AND The recipient does not have a Timesheet Accommodation of Large Font Timesheet AND A timesheet has not previously been issued for the requested service period AND There is a travel time record that covers all or part of the pay period AND The pay period being generated has a start date that is a future pay period AND The no timesheet errors are encountered (including TS EM #103)	CM:  IF isETC = FALSE  THEN  Create timesheet and travel claim data with Travel Claim Indicator of '2' to be collected by job CMDS107R.  ELSE IF  isETC = TRUE  THEN  Create timesheet data with Travel Claim Indicator of '0' to be collected by job CMDS107Q.  AND  Create Travel Claim record with Status = Issued  AND  Print Method = Electronic  AND ALSO  Display timesheet and, if applicable, travel claim pay period result messages

33	16203 21266 20839	 <p><b>CI-822931 - DSD BR</b> TA URT 33 <b>IMPLEMENTED</b></p>	<p>Timesheet Issuance – Travel Claim Future Pay Period (Large Font)</p> <p>When the Issue link is selected</p> <p>AND</p> <p>A Timesheet record does not exist for the Recipient/Provider for the pay period</p> <p>AND</p> <p>The recipient is eligible for IHSS or WPCS services for the requested pay period(s)</p> <p>AND</p> <p>The Timesheet Type is:</p> <ul style="list-style-type: none"> <li>• Advance Pay</li> <li>• IHSS</li> <li>• WPCS</li> </ul> <p>AND</p> <p>The Print/Mail from Centralized Print Center indicator (PO003) was selected</p> <p>AND</p> <p>The recipient has Timesheet Accommodation of Large Font Timesheet</p> <p>AND</p> <p>A timesheet has not previously been issued for the requested service period</p> <p>AND</p> <p>There is a travel time record that covers all or part of the pay period</p> <p>AND</p> <p>The pay period being generated has a start date that is a future pay period</p> <p>AND</p> <p>The no timesheet errors are encountered (including TS EM #103)</p>	<p>CM:</p> <p>The system automatically generates the Large Font timesheet (SOC 2261L) with Workweek labels, Claimed Hours labels, and Claimed Hours detail.</p> <ul style="list-style-type: none"> <li>• English – CMDS980A</li> <li>• Spanish – CMDS981A</li> <li>• Armenian – CMDS982A</li> <li>• Mandarin – CMDS983A</li> </ul> <p>AND IF</p> <p>isETC = FALSE</p> <p>THEN</p> <p>Create travel claim data with Travel Claim Indicator of '1' to be collected by job CMDS107S.</p> <p>ELSE IF</p> <p>isETC = TRUE</p> <p>THEN</p> <p>Create Travel Claim record with Status = Issued</p> <p>AND</p> <p>Print Method = Electronic</p> <p>AND ALSO</p> <p>Display timesheet and, if applicable, travel claim pay period result messages</p>
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# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Bulk Issuance of Replacement Timesheets

- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Bulk Issuance of Replacement Timesheets (1-10)

No	Req ID	CI	Description	When	Action
1	20825	 CI-507596 - DSD BR TA BIRT 01 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Bulk Issuance of Replacement Timesheets – Standard Arrears	When the 800NINRN batch job is manually triggered  AND  The Print Method for the timesheet is not Electronic	Reissue any standard arrears timesheets in Issued status for the designated pay period and County District Office(s) as follows: <ul style="list-style-type: none"> <li>• Create Timesheet Issuance history record.</li> <li>• Update Status Date for timesheet.</li> <li>• Generate the replacement timesheet request transaction based on original timesheet issuance.</li> <li>• Transactions are sent to the print vendor in the appropriate nightly batch interface file (CMDS107Q – No Travel or CMDS107R – Travel) with the same instruction indicators as the previously issued timesheet.</li> </ul>
2	20825	 CI-507597 - DSD BR TA BIRT 02 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Bulk Issuance of Replacement Timesheets – Advance Pay	When the 800NINRN batch job is manually triggered  AND  The Print Method for the timesheet is not Electronic	Reissue any Advance Pay timesheets in Issued status for the designated pay period and County District Office(s) as follows: <ul style="list-style-type: none"> <li>• Create Timesheet Issuance history record.</li> <li>• Update Status Date for timesheet.</li> <li>• Generate PDF replacement timesheet and send to the County print queue.</li> </ul>
3	20825	 CI-507598 - DSD BR TA BIRT 03 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Bulk Issuance of Replacement Timesheets – Large Font	When the 800NINRN batch job is manually triggered	Reissue any Large Font timesheets in Issued status for the designated pay period and County District Office(s) as follows: <ul style="list-style-type: none"> <li>• Create Timesheet Issuance history record.</li> <li>• Update Status Date for timesheet.</li> <li>• Generate PDF replacement timesheet.</li> <li>• Include timesheet PDF in the appropriate daily interface (CMDS9XXA) to the Vendor Print Center.</li> </ul>

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Bulk Issuance of Replacement Timesheets (1-10)

No	Req ID	CI	Description	When	Action
1	20825	 <b>CI-507596</b> - DSD BR TA BIRT 01 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Bulk Issuance of Replacement Timesheets – Standard Arrears	When the 800NINRN batch job is manually triggered  AND  The Print Method for the timesheet is not Electronic	Reissue any standard arrears timesheets in Issued status for the designated pay period and County District Office(s) as follows: <ul style="list-style-type: none"><li>• Create Timesheet Issuance history record.</li><li>• Update Status Date for timesheet.</li><li>• Generate the replacement timesheet request transaction based on original timesheet issuance.</li><li>• Transactions are sent to the print vendor in the appropriate nightly batch interface file (CMDS107Q – No Travel or CMDS107R – Travel) with the same instruction indicators as the previously issued timesheet.</li></ul>
2	20825	 <b>CI-507597</b> - DSD BR TA BIRT 02 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Bulk Issuance of Replacement Timesheets – Advance Pay	When the 800NINRN batch job is manually triggered  AND  The Print Method for the timesheet is not Electronic	Reissue any Advance Pay timesheets in Issued status for the designated pay period and County District Office(s) as follows: <ul style="list-style-type: none"><li>• Create Timesheet Issuance history record.</li><li>• Update Status Date for timesheet.</li><li>• Generate PDF replacement timesheet and send to the County print queue.</li></ul>
3	20825	 <b>CI-507598</b> - DSD BR TA BIRT 03 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Bulk Issuance of Replacement Timesheets – Large Font	When the 800NINRN batch job is manually triggered	Reissue any Large Font timesheets in Issued status for the designated pay period and County District Office(s) as follows: <ul style="list-style-type: none"><li>• Create Timesheet Issuance history record.</li><li>• Update Status Date for timesheet.</li><li>• Generate PDF replacement timesheet.</li><li>• Include timesheet PDF in the appropriate daily interface (CMDS9XXA) to the Vendor Print Center.</li></ul>

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Calculate Flexible Hours Monthly Overtime Maximum

- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Calculate Flexible Hours Monthly Overtime Maximum (1-10)

No	Req ID	CI	Description	When	Action
01	20905	 <b>CI-675645</b> - DSD BR TA CFHOTM 01 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Flexible Hours Monthly Overtime Maximum	When a payment is processed (timesheet, payment correction, or special transaction AND the recipient has a Recipient Flexible Hours segment which covers the service period being processed	Calculate the Flexible Hours Monthly Overtime Maximum as the case Monthly Overtime Maximum plus Approved Flexible Hours.

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Calculate Flexible Hours Monthly Overtime Maximum (1-10)

No	Req ID	CI	Description	When	Action
01	20905	 <b>CI-675645</b> - DSD BR TA CFHOTM 01 <b>IMPLEMENTED</b>	Flexible Hours Monthly Overtime Maximum	When a payment is processed (timesheet, payment correction, or special transaction AND the recipient has a Recipient Flexible Hours segment which covers the service period being processed	Calculate the Flexible Hours Monthly Overtime Maximum as the case Monthly Overtime Maximum plus Approved Flexible Hours.

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Travel Claim Validation and Processing

- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Travel Claim Validation and Processing (1-10)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Travel Claim Validation and Processing (11-20)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Travel Claim Validation and Processing (21-30)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Travel Claim Validation and Processing (31-40)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Travel Claim Validation and Processing (41-50)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Travel Claim Validation and Processing (51-60)

No	Req ID	CI	Description	When	Action
01	20842 20873 20874 20876	 CI-673798 - DSD BR TA TCVP 01 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Manual Entry – Time Entries	<p>When the Travel Claim entry is saved successfully</p> <p>AND</p> <p>There is not a timesheet in 'Processed' status for the same program, pay period, recipient and provider</p> <p>OR</p> <p>There is not a timesheet in 'Exception' status, where payment has been made, for the same program, pay period, recipient and provider</p>	<p>Create Travel Claim History</p> <p>AND</p> <p>Update Travel Claim Status to 'Held – No Timesheet' (TTCS08)</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>AND</p> <p>Update Travel Claim Received Date to current date</p> <p>AND</p> <p>Generate exception "Corresponding timesheet has not been processed." (TCEC001) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p>
02	20842 20873 20874	 CI-673799 - DSD BR TA TCVP 02 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Manual Entry – Time Entries	<p>When batch job PRNS942B is executed</p> <p>AND</p> <p>Travel Claim Status = Pending</p> <p>AND</p> <p>There is not a Travel Time record (none created or inactivated) that covers any portion of the pay period for the program, recipient and provider</p>	<p>Create Travel Claim History</p> <p>AND</p> <p>Update Travel Claim Status to 'Exception – No Payment' (TTCS07)</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>AND</p> <p>Generate exception "Provider not eligible for Travel Time" (TCEC002) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p>
03	20842 20873 20874 20875	 CI-673800 - DSD BR TA TCVP 03 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Manual Entry – Time Entries	<p>When batch job PRNS942B is executed</p> <p>AND</p> <p>Travel Claim Status = Pending</p> <p>AND</p> <p>The Travel Claim is not a Supplemental Travel Claim</p> <p>AND</p> <p>There is an initial Travel Claim with a different Travel Claim Number for that pay period in a status of "Processed"</p>	<p>Create Travel Claim History</p> <p>AND</p> <p>Update Travel Claim Status to 'Exception – No Payment' (TTCS07)</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>AND</p> <p>Generate exception "Duplicate Travel Claim" (TCEC003) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p>

04	20842 16200 20873 20874	CI-673801 - DSD BR TA TCVP 04 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Manual Entry – Time Entries	When batch job PRNS942B is executed  AND  Travel Claim Status = Pending  AND IF  Recipient is ineligible for the entire pay period  OR IF  Recipient is terminated for the entire pay period  OR IF  Recipient is on leave for the entire pay period	Create Travel Claim History  AND  Update Travel Claim Status to 'Exception – No Payment' (TTCS07)  AND  Update Travel Claim Status Date to current date  AND  Generate exception "Recipient is either ineligible, terminated or on leave for the entire pay period" (TCEC004) – Displayed on View Travel Claim and on the Travel Claim Exception report  AND  Do not apply Sick Leave Accrued Date and Eligible Date business rules
05	20842 16199 20873 20874	CI-673802 - DSD BR TA TCVP 05 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Manual Entry – Time Entries	When batch job PRNS942B is executed  AND  Travel Claim Status = Pending  AND IF  Provider is ineligible for the entire pay period  OR IF  Provider is terminated for the entire pay period  OR IF  Provider is on leave for the entire pay period	Create Travel Claim History  AND  Update Travel Claim Status to 'Exception – No Payment' (TTCS07)  AND  Update Travel Claim Status Date to current date  AND  Generate exception "Provider is either ineligible, terminated or on leave for the entire pay period" (TCEC005) – Displayed on View Travel Claim and on the Travel Claim Exception report  AND  Do not apply Sick Leave Accrued Date and Eligible Date business rules
06	20842 20873 20874	CI-673803 - DSD BR TA TCVP 06 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Manual Entry – Time Entries	When batch job PRNS942B is executed  AND  Travel Claim Status = Pending  AND  The Travel Claim Type is:  IHSS Travel Claim Supplemental  OR  WPCS Travel Claim – Supplemental  AND  The initial Travel Claim for that period is in 'Cancelled' (TTCS05) status	Create Travel Claim History  AND  Update Travel Claim Status to 'Exception – No Payment' (TTCS07)  AND  Update Travel Claim Status Date to current date  AND  Generate exception "Initial Travel Claim in cancelled status" (TCEC006) – Displayed on View Travel Claim and on the Travel Claim Exception report  AND  Trigger notification to the case worker in the appropriate work queue based on program:  Timesheet Errors Work Queue  WPCS Work Queue  Do not apply Sick Leave Accrued Date and Eligible Date business rules
07	20842 20744 20873 20874	CI-673804 - DSD BR TA TCVP 07 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Manual Entry – Time Entries	When batch job PRNS942B is executed  AND  Travel Claim Status = Pending  AND  14:00 hours of Travel Time has already been paid for each workweek in the pay period	Create Travel Claim History  AND  Update Travel Claim Status to 'Exception – No Payment' (TTCS07)  AND  Update Travel Claim Status Date to current date  AND  Generate exception "14:00 hours of Travel has already been paid for each workweek" (TCEC007) – Displayed on View Travel Claim and on the Travel Claim Exception report  AND  Do not apply Sick Leave Accrued Date and Eligible Date business rules

08	20842 20744 20873 20876	CI-673805 - DSD BR TA TCV 08 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Release Hold Batch Job	<p>When batch job 800AINEN is processed</p> <p>AND</p> <p>Travel Claim status = 'Held – No Timesheet'</p> <p>AND</p> <p>Timesheet for the same program, pay period, recipient and provider is found</p> <p>AND</p> <p>Timesheet is in 'Processed' status</p> <p>OR</p> <p>Timesheet is in 'Exception' status and a payment has been made for the timesheet</p>	<p>Create Travel Claim History</p> <p>AND</p> <p>Update Travel Claim Status to 'Pending' (TTCS06) to be processed for next payroll by PRNR942B</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p>
09	20842 20873 20874 20876	CI-673806 - DSD BR TA TCV 09 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Release Hold Batch Job	<p>When batch job 800AINEN is processed</p> <p>AND</p> <p>Travel Claim Status = 'Held – No Timesheet'</p> <p>AND</p> <p>There is not a timesheet in 'Processed' status for the same program, pay period, recipient and provider</p> <p>OR</p> <p>There is not a timesheet in 'Exception' status where a payment has been made for the same program, pay period, recipient and provider</p> <p>AND</p> <p>Current Date is greater than 30 days after the Travel Claim Status Date</p>	<p>Create Travel Claim History</p> <p>AND</p> <p>Update Travel Claim Status to 'Exception – No Payment' (TTCS07)</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>AND</p> <p>Generate exception "No timesheet processed – More than 30 days" (TCEC008) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p>
10	20842 20744 20873 20874	CI-673807 - DSD BR TA TCV 10 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Manual Entry – Time Entries	<p>When batch job PRNS942B is executed</p> <p>AND</p> <p>Travel Claim Status = Pending</p> <p>AND</p> <p>Travel Time is claimed on a day/date</p> <p>AND</p> <p>No service hours were claimed for that same workweek for the same program and recipient</p>	<p>Create History with status of 'Prior to Cutback' (TTCS10)</p> <p>AND</p> <p>Cutback travel hours for that day/date</p> <p>AND</p> <p>Send travel time to payroll with hours paid, hours not paid and overtime hours</p> <p>AND</p> <p>Update Travel Claim Status to 'Exception – With Payment' (TTCS09) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>AND</p> <p>Generate all cutback exceptions</p> <p>AND</p> <p>Generate exception "No service hours claimed for recipient in Workweek [X] and Travel hours are claimed – Hours cutback" (TCEC009) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p> <p>*X = Workweek in the pay period</p>

No	Req ID	CI	Description	When	Action

11	20842 20744 20873 20874	 CI-673808 - DSD BR TA TCV 11 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Manual Entry – Time Entries	<p>When batch job PRNS942B is executed</p> <p>AND</p> <p>Travel Claim Status = Pending</p> <p>AND</p> <p>Travel Time is claimed on a day /date</p> <p>AND</p> <p>The day/date is not covered by an active Travel Time record for that program and recipient</p>	<p>Create History with status of 'Prior to Cutback' (TTCS10)</p> <p>AND</p> <p>Cutback travel hours for that day/date</p> <p>AND</p> <p>Send travel time to payroll with hours paid, hours not paid and overtime hours</p> <p>AND</p> <p>Update Travel Claim Status to 'Exception – With Payment' (TTCS09) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>AND</p> <p>Generate all cutback exceptions</p> <p>AND</p> <p>Generate exception "Not eligible for Travel to recipient on Day [XX] – Hours cutback" (TCEC010) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p> <p>*XX = Day of the month</p>
12	20842 20744 20873 20874	 CI-673809 - DSD BR TA TCV 12 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Manual Entry – Time Entries	<p>When batch job PRNS942B is executed</p> <p>AND</p> <p>Travel Claim Status = Pending</p> <p>AND</p> <p>Travel Time is claimed during a workweek</p> <p>AND</p> <p>The claimed hours result in greater than 14:00 hours Travel for the workweek</p>	<p>Create History with status of 'Prior to Cutback' (TTCS10)</p> <p>AND</p> <p>Cutback travel hours to a workweek total of 14:00 hours</p> <p>AND</p> <p>Send travel time to payroll with hours paid, hours not paid and overtime hours</p> <p>AND</p> <p>Update Travel Claim Status to 'Exception – With Payment' (TTCS09) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>AND</p> <p>Generate all cutback exceptions</p> <p>AND</p> <p>Generate exception "Total Travel exceeds 14:00 hours in Workweek [X] – Hours cutback" (TCEC011) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>AND</p> <p>Process Travel Time violation business rules</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p> <p>*X = Workweek Number for the Pay Period</p>

13	20842 20744 20873 20874	 CI-673810 - DSD BR TA TCV 13 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Manual Entry – Time Entries	<p>When batch job PRNS942B is executed</p> <p>AND</p> <p>Travel Claim Status = Pending</p> <p>AND</p> <p>Travel Time is claimed during a workweek</p> <p>AND</p> <p>The total claimed/paid Travel hours for that workweek is already equal to 14:00 hours</p>	<p>Create History with status of 'Prior to Cutback' (TTCS10)</p> <p>AND</p> <p>Cutback travel hours for that workweek</p> <p>AND</p> <p>Send Travel Time to payroll with hours paid, hours not paid and overtime hours</p> <p>AND</p> <p>Update Travel Claim Status to 'Exception – With Payment' (TTCS09) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>AND</p> <p>Generate all cutback exceptions</p> <p>AND</p> <p>Generate exception "Total Travel exceeds 14:00 hours in Workweek [X] – Hours cutback" (TCEC011) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules* *X = Workweek Number for the Pay Period</p>
14	20842 20744 16200 20873 20874	 CI-673811 - DSD BR TA TCV 14 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Manual Entry – Time Entries	<p>When batch job PRNS942B is executed</p> <p>AND</p> <p>Travel Claim Status = Pending</p> <p>AND</p> <p>Travel Time is claimed on a day /date</p> <p>AND</p> <p>The recipient is ineligible, terminated or on leave on that day /date</p>	<p>Create History with status of 'Prior to Cutback' (TTCS10)</p> <p>AND</p> <p>Cutback Travel hours for that day/date</p> <p>AND</p> <p>Send Travel Time to payroll with hours paid, hours not paid and overtime hours</p> <p>AND</p> <p>Update Travel Claim Status to 'Exception – With Payment' (TTCS09) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>AND</p> <p>Generate all cutback exceptions</p> <p>AND</p> <p>Generate exception "Day [XX] – Recipient either ineligible, terminated or on leave – Hours cutback" (TCEC012) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules *XX = Day of the month</p>

15	20842 20744 16199 20873 20874	CI-673812 - DSD BR TA TCVP 15 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Manual Entry – Time Entries	<p>When batch job PRNS942B is executed</p> <p>AND</p> <p>Travel Claim Status = Pending</p> <p>AND</p> <p>Travel Time is claimed on a day /date</p> <p>AND</p> <p>The provider is ineligible, terminated or on leave on that day /date</p>	<p>Create History with status of 'Prior to Cutback' (TTCS10)</p> <p>AND</p> <p>Cutback travel hours for that day/date</p> <p>AND</p> <p>Send Travel Time to payroll with hours paid, hours not paid and overtime hours</p> <p>AND</p> <p>Update Travel Claim Status to 'Exception – With Payment' (TTCS09) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>AND</p> <p>Generate all cutback exceptions</p> <p>AND</p> <p>Generate exception "Day [XX] – Provider ineligible, terminated or on leave – Hours cutback" (TCEC013) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p> <p>*XX = Day of the month</p>
16	20842 20744 20873 20874	CI-673813 - DSD BR TA TCVP 16 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Manual Entry – Time Entries	<p>When batch job PRNS942B is executed</p> <p>AND</p> <p>Travel Claim Status = Pending</p> <p>AND</p> <p>Hours Cutback = Hours Claimed</p>	<p>Create Travel Claim History</p> <p>AND</p> <p>Update Travel Claim Status to 'Exception – No Payment' (TTCS07)</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>AND</p> <p>Generate all cutback exceptions</p> <p>AND</p> <p>Generate exception "No claimed hours eligible for payment" (TCEC014) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p>
17	20744 20873	CI-673814 - DSD BR TA TCVP 17 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Manual Travel Claim to Payroll	<p>When batch job PRNS942B is executed</p> <p>AND</p> <p>Travel Claim Status = Pending</p> <p>AND</p> <p>There are no Travel Claim Exceptions</p>	<p>Send travel time to payroll with travel hours paid and overtime hours if applicable</p> <p>AND</p> <p>Create Travel Claim History</p> <p>AND</p> <p>Update Travel Claim Status to 'Processed' (TTCS04)</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p>
18	20838 20842 12193	CI-673815 - DSD BR TA TCVP 18 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Manual Entry – Time Entries  OR  Modify Travel Claim Manual Entry	<p>When the Travel Claim entry /update is saved successfully</p>	<p>Create Travel Claim History</p> <p>AND</p> <p>Update Travel Claim Status to 'Pending' (TTCS06)</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>AND</p> <p>Update Travel Claim Received Date to current date</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p>

19	20842 12193	CI-673816 - DSD BR TA TCVP 19 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	View Travel Claim – Confirm Travel Claim Cancellation	When the user selects "Yes" on the Confirm Travel Claim Cancellation screen.	Create Travel Claim History  AND  Update Travel Claim Status to 'Issued' (TTCS02)  AND  Update Travel Claim Status Date to current date  AND  Remove all time entries (make blank) from the travel claim  Do not apply Sick Leave Accrued Date and Eligible Date business rules
20	20842 20873 20874 20876	CI-673817 - DSD BR TA TCVP 20 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Modify Travel Claim Manual Entry	When the Travel Claim update is saved successfully  AND  The Travel Claim Status is 'Held – No Timesheet' (TTCS08)	Create Travel Claim History  AND  Retain Travel Claim Status as 'Held – No Timesheet' (TTCS08)  AND  Update Travel Claim Status Date to current date if different from current status date  AND  Retain exception message(s)  Do not apply Sick Leave Accrued Date and Eligible Date business rules

No	Req ID	CI	Description	When	Action
21	20842 20744 20873 20874	CI-673818 - DSD BR TA TCVP 21 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Manual Entry – Time Entries	When batch job PRNS942B is executed  AND  Travel Claim Status = Pending  AND  Travel Time is claimed during a workweek  AND  The claimed hours result in greater than 7:00 hours  AND  Less than or equal to 14:00 hours travel for the workweek	Create Travel Claim History  AND  Update Travel Claim Status to 'Exception – With Payment' (TTCS09)  AND  Update Travel Claim Status Date to current date  AND  Generate exception "Total Travel exceeds 7:00 hours in Workweek [X]" (TCEC015) – Displayed on View Travel Claim and on the Travel Claim Exception report  AND  Process Travel Time violation business rules   *X = Workweek Number for the Pay Period  Do not apply Sick Leave Accrued Date and Eligible Date business rules
22	20873 20874 21147	CI-822266 - DSD BR TA TCVP 22 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Processing – All entries are zero	When batch job PRNR998C is executed  AND  The Record Type = FROMTPF  AND  The TravelClaimData.ProcessStatus field value is PENDING  AND  Travel Claim Status = Pending Issuance or Issued  AND  There are no entries greater than zero in any of the daily time entry fields on the TPF record	Update TravelClaimData.ProcessStatus to EXCEPTION  AND  Generate Task in Travel Claim Error Work Queue with error: "Entry in at least one time entry field is required." (TCEC022)

23	20873 20874 21147	<b>CI-822267</b> - DSD BR TA TCVP 23 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Processing – Missing Provider Signature	<p>When batch job PRNR998C is executed</p> <p>AND</p> <p>The Record Type = FROMTPF</p> <p>AND</p> <p>The TravelClaimData.ProcessStatus field value is PENDING</p> <p>AND</p> <p>Travel Claim Status = Pending Issuance or Issued</p> <p>AND</p> <p>The TPF record indicates the Provider signature is missing</p>	<p>Update TravelClaimData.ProcessStatus to EXCEPTION</p> <p>AND</p> <p>Generate Task in Travel Claim Error Work Queue with error: "Missing Provider signature." (TCEC021)</p>
24	20873 20874 21147	<b>CI-822268</b> - DSD BR TA TCVP 24 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Processing – Invalid Day	<p>When batch job PRNR998C is executed</p> <p>AND</p> <p>The Record Type = FROMTPF</p> <p>AND</p> <p>The TravelClaimData.ProcessStatus field value is PENDING</p> <p>AND</p> <p>Travel Claim Status = Pending Issuance or Issued</p> <p>AND</p> <p>The date values on the TPF record for daily time entry do not correspond to the dates within the Pay Period From and Pay Period To identified on the TPF record</p>	<p>Update TravelClaimData.ProcessStatus to EXCEPTION</p> <p>AND</p> <p>Generate Task in Travel Claim Error Work Queue with error: "Day XX – not valid." (TCEC023)</p>
25	20873 20874 21147	<b>CI-822269</b> - DSD BR TA TCVP 25 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Processing – Travel Claim Number not found	<p>When batch job PRNR998C is executed</p> <p>AND</p> <p>The Record Type = FROMTPF</p> <p>AND</p> <p>The TravelClaimData.ProcessStatus field value is PENDING</p> <p>AND</p> <p>Travel Claim Status = Pending Issuance or Issued</p> <p>AND</p> <p>The Travel Claim Number on the TPF record is not found in CM</p>	<p>Update TravelClaimData.ProcessStatus to EXCEPTION</p> <p>AND</p> <p>Generate Task in Travel Claim Error Work Queue with error: "Travel Claim Number not found." (TCEC024)</p>
26	20873 20874 21147	<b>CI-822270</b> - DSD BR TA TCVP 26 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Processing – Travel Claim previously processed	<p>When batch job PRNR998C is executed</p> <p>AND</p> <p>The TravelClaimData.ProcessStatus field value is FROMTPFPENDING</p> <p>AND</p> <p>Travel Claim Status in CM IS NOT in Pending Issuance, Issued, or Received</p>	<p>Update TravelClaimData.ProcessStatus to FRO MTPFEXCEPTION</p> <p>AND</p> <p>Generate Task in Travel Claim Error Work Queue with error: "Travel Claim Number previously processed for validation." (TCEC025)</p>

27	20873 20874 21147	<b>CI-822271</b> - DSD BR TA TCVP 27 <b>IMPLEMENTED</b>	Travel Claim Processing – Cancelled Travel Claim	When batch job PRNR998C is executed AND The Record Type = FROMTPF AND The TravelClaimData.ProcessStatus field value is PENDING AND Travel Claim Status = Cancelled	Update TravelClaimData.ProcessStatus to EXCEPTION AND Generate Task in Travel Claim Error Work Queue with error: "Travel Claim payment has been voided, travel claim is cancelled." (TCEC026)
28	20873 20874 21147	<b>CI-822272</b> - DSD BR TA TCVP 28 <b>IMPLEMENTED</b>	Travel Claim Processing – Provider not found	When batch job PRNR998C is executed AND The Record Type = FROMTPF AND The TravelClaimData.ProcessStatus field value is PENDING AND Travel Claim Status = Pending Issuance or Issued AND The Provider Number on the TPF record is not found in CM	Update TravelClaimData.ProcessStatus to EXCEPTION AND Generate Task in Travel Claim Error Work Queue with error: "Provider not Found." (TCEC016)
29	20873 20874 21147	<b>CI-822273</b> - DSD BR TA TCVP 29 <b>IMPLEMENTED</b>	Travel Claim Processing – Case Number not found	When batch job PRNR998C is executed AND The Record Type = FROMTPF AND The TravelClaimData.ProcessStatus field value is PENDING AND Travel Claim Status = Pending Issuance or Issued AND The Case Number on the TPF record is not found in CM	Update TravelClaimData.ProcessStatus to EXCEPTION AND Generate Task in Travel Claim Error Work Queue with error: "Case number not found." (TCEC017)
30	20873 20874 21147	<b>CI-822274</b> - DSD BR TA TCVP 30 <b>IMPLEMENTED</b>	Travel Claim Processing – Travel Claim Type Mismatch	When batch job PRNR998C is executed AND The Record Type = FROMTPF AND The TravelClaimData.ProcessStatus field value is PENDING AND Travel Claim Status = Pending Issuance or Issued AND The Travel Claim Type on the TPF Record does not match the Travel Claim Type in CM	Update TravelClaimData.ProcessStatus to EXCEPTION AND Generate Task in Travel Claim Error Work Queue with error: "Travel Claim Type Mismatch." (TCEC018)

No	StarTeam ID	CI	Description	When	Action
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31	20873 20874 21147	 CI-822275 - DSD BR TA TCV 31 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Processing – Travel Claim From Date Mismatch	<p>When batch job PRNR998C is executed</p> <p>AND</p> <p>The Record Type = FROMTPF</p> <p>AND</p> <p>The TravelClaimData.ProcessStatus field value is PENDING</p> <p>AND</p> <p>Travel Claim Status = Pending Issuance or Issued</p> <p>AND</p> <p>The Travel Claim From Date on the TPF record does not match the Travel Claim From Date in CM</p>	<p>Update TravelClaimData.ProcessStatus to EXCEPTION</p> <p>AND</p> <p>Generate Task in Travel Claim Error Work Queue with error: "Travel Claim From Date Mismatch." (TCEC019)</p>
32	20873 20874 21147	 CI-822276 - DSD BR TA TCV 32 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Processing – Travel Claim To Date Mismatch	<p>When batch job PRNR998C is executed</p> <p>AND</p> <p>The Record Type = FROMTPF</p> <p>AND</p> <p>The TravelClaimData.ProcessStatus field value is PENDING</p> <p>AND</p> <p>Travel Claim Status = Pending Issuance or Issued</p> <p>AND</p> <p>The Travel Claim To Date on the TPF record does not match the Travel Claim To Date in CM</p>	<p>Update Travel Claim Data Status to FROMTPF EXCEPTION.</p> <p>Update TravelClaimData.ProcessStatus to EXCEPTION</p> <p>AND</p> <p>Generate Task in Travel Claim Error Work Queue with error: "Travel Claim To Date Mismatch." (TCEC020)</p>
33	20873 20874 21127	 CI-822277 - DSD BR TA TCV 33 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Processing – Retrieve Travel Claim Data	<p>When batch job PRNR998C is executed</p>	<p>Retrieve Travel Claim XMLs from BPM ProcServer prnr998c for current date</p> <p>AND</p> <p>Insert Travel Claim records into the TravelClaimData operational staging table</p> <p>AND</p> <p>Set Record Type = FROMTPF</p> <p>AND</p> <p>Set TravelClaimData.ProcessStatus to PENDING</p> <p>THEN</p> <p>Continue business rule processing</p>

34	20842	 <b>CI-822278</b> - DSD BR TA TCVP 34 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Processing – No Timesheet	<p>When batch job PRNR998C is executed</p> <p>AND</p> <p>The TravelClaimData.ProcessStatus is PENDING</p> <p>AND</p> <p>Travel Claim Status = Pending Issuance (TTCS01) or Issued (TTCS02) or Received (TTCS03)</p> <p>AND</p> <p>There is not a timesheet in 'Processed' status for the same program, pay period, recipient and provider</p> <p>OR</p> <p>There is not a timesheet in 'Exception – Paid' status for the same program, pay period, recipient and provider</p>	<p>Create Travel Claim History</p> <p>AND</p> <p>Update Travel Claim Status to 'Held – No Timesheet' (TTCS08)</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>AND</p> <p>Update Travel Claim Received Date to current date</p> <p>AND</p> <p>Set Mode of Entry = TPF</p> <p>OR</p> <p>Set Mode of Entry = Electronic</p> <p>AND</p> <p>Provide Travel Claim image link for Mode of Entry = TPF</p> <p>AND</p> <p>Generate exception "Corresponding timesheet has not been processed." (TCEC001) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>AND</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p>
	20873				
	20874				
	20876				
	21128				
	21233				
	21234				
35	20842	 <b>CI-822294</b> - DSD BR TA TCVP 35 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Processing – No Travel Time Record	<p>When batch job PRNR998C is executed</p> <p>AND</p> <p>The TravelClaimData.ProcessStatus is PENDING</p> <p>AND</p> <p>Travel Claim Status = Pending Issuance (TTCS01) or Issued (TTCS02) or Received (TTCS03)</p> <p>AND</p> <p>There is not a Travel Time record (one has been inactivated) that covers any portion of the pay period for the program, Recipient and Provider</p>	<p>Create Travel Claim History</p> <p>AND</p> <p>Update Travel Claim Status to 'Exception – No Payment' (TTCS07)</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>AND</p> <p>Set Mode of Entry = TPF</p> <p>OR</p> <p>Set Mode of Entry = Electronic</p> <p>AND</p> <p>Provide Travel Claim image link for Mode of Entry = TPF</p> <p>AND</p> <p>Generate exception "Provider not eligible for Travel Time" (TCEC002) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>AND</p> <p>For ESP submitted Travel Claim send email ETSE49 Travel Claim – No Payment to the Provider</p> <p>AND</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p>
	20873				
	20874				
	21128				
	21233				
	21234				

36	20842 20873 20874 20875 21128	 CI-822295 - DSD BR TA TCVP 36 <b>IMPLEMENTED</b>	Travel Claim Processing – Duplicate Travel Claim	<p>When batch job PRNR998C is executed</p> <p>AND</p> <p>The Record Type = FROMTPF</p> <p>AND</p> <p>The TravelClaimData.ProcessStatus field value is PENDING</p> <p>AND</p> <p>The Travel Claim is not a Supplemental Travel Claim</p> <p>AND</p> <p>There is an initial Travel Claim with a different Travel Claim Number for that pay period in a status of "Processed"</p>	<p>Create Travel Claim History</p> <p>AND</p> <p>Update Travel Claim Status to 'Exception – No Payment' (TTCS07)</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>AND</p> <p>Provide Travel Claim image link</p> <p>AND</p> <p>Generate exception "Duplicate Travel Claim" (TCEC003) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>AND</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p>
37	20842 20873 20874 21128 16200 21233 21234	 CI-822296 - DSD BR TA TCVP 37 <b>IMPLEMENTED</b>	Travel Claim Processing – Recipient Ineligible, Terminated or on Leave – Entire Pay Period	<p>When batch job PRNR998C is executed</p> <p>AND</p> <p>The TravelClaimData.ProcessStatus is PENDING</p> <p>AND</p> <p>Travel Claim Status = Pending Issuance (TTCS01) or Issued (TTCS02) or Received (TTCS03)</p> <p>AND IF</p> <p>Recipient is ineligible for the entire pay period</p> <p>OR IF</p> <p>Recipient is terminated for the entire pay period</p> <p>OR IF</p> <p>Recipient is on leave for the entire pay period</p>	<p>Create Travel Claim History</p> <p>AND</p> <p>Update Travel Claim Status to 'Exception – No Payment' (TTCS07)</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>AND</p> <p>Set Mode of Entry = TPF</p> <p>OR</p> <p>Set Mode of Entry = Electronic</p> <p>AND</p> <p>Provide Travel Claim image link for Mode of Entry = TPF</p> <p>AND</p> <p>Generate exception "Recipient is either ineligible, terminated or on leave for the entire pay period" (TCEC004) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>AND</p> <p>For ESP submitted Travel Claim send email ETSE49 Travel Claim – No Payment to the Provider</p> <p>AND</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p>

38	20842 20744 20873 20874 21128 21145 21233 21234	 CI-822297 - DSD BR TA TCVP 38 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Processing – Recipient Ineligible, Terminated or on Leave – Date Within Pay Period	When batch job PRNR998C is executed AND The TravelClaimData.ProcessStatus is PENDING AND Travel Claim Status = Pending Issuance (TTCS01) or Issued (TTCS02) or Received (TTCS03) AND Travel Time is claimed on a day/date AND The Recipient is ineligible, terminated or on leave on that day/date	Create History with status of 'Prior to Cutback' (TTCS10) AND Cutback Travel hours for that day/date AND Send Travel Time to payroll with hours paid, hours not paid and overtime hours AND Update Travel Claim Status to 'Exception – With Payment' (TTCS09) – Displayed on View Travel Claim and on the Travel Claim Exception report AND Set Mode of Entry = TPF OR Set Mode of Entry = Electronic AND Update Travel Claim Status Date to current date AND Generate all cutback exceptions AND Provide Travel Claim image link for Mode of Entry = TPF AND Generate exception "Day [XX] – Recipient either ineligible, terminated or on leave – Hours cutback" (TCEC012) – Displayed on View Travel Claim and on the Travel Claim Exception report AND For ESP submitted Travel Claim send email ETSE11 to the Provider AND Do not apply Sick Leave Accrued Date and Eligible Date business rules
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39	20842 20873 20874 21128 16199 21233 21234	 CI-822298 - DSD BR TA TCVP 39 <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	Travel Claim Processing – Provider Ineligible, Terminated or on Leave – Entire Pay Period	<p>When batch job PRNR998C is executed</p> <p>AND</p> <p>The TravelClaimData.ProcessStatus is PENDING</p> <p>AND</p> <p>Travel Claim Status = Pending Issuance (TTCS01) or Issued (TTCS02) or Received (TTCS03)</p> <p>AND IF</p> <p>Provider is ineligible for the entire pay period</p> <p>OR IF</p> <p>Provider is terminated for the entire pay period</p> <p>OR IF</p> <p>Provider is on leave for the entire pay period</p>	<p>Create Travel Claim History</p> <p>AND</p> <p>Update Travel Claim Status to 'Exception – No Payment' (TTCS07)</p> <p>AND</p> <p>Set Mode of Entry = TPF</p> <p>OR</p> <p>Set Mode of Entry = Electronic</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>AND</p> <p>Provide Travel Claim image link for Mode of Entry = TPF</p> <p>AND</p> <p>Generate exception "Provider is either ineligible, terminated or on leave for the entire pay period" (TCEC005) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>AND</p> <p>For ESP submitted Travel Claim send email ETSE49 Travel Claim – No Payment to the Provider</p> <p>AND</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p>
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40	20842 20744 20873 20874 21128 21146 21233 21234	<b>CI-822299 - DSD BR TA TCVP 40</b> <b>IMPLEMENTED</b>	Travel Claim Processing – Provider Ineligible, Terminated or on Leave – Date Within Pay Period	<p>When batch job PRNR998C is executed</p> <p>AND</p> <p>The TravelClaimData.ProcessStatus is PENDING</p> <p>AND</p> <p>Travel Claim Status = Pending Issuance (TTCS01) or Issued (TTCS02) or Received (TTCS03)</p> <p>AND</p> <p>Travel Time is claimed on a day/date</p> <p>AND</p> <p>The Provider is ineligible, terminated or on leave on that day/date</p>	<p>Create History with status of 'Prior to Cutback' (TTCS10)</p> <p>AND</p> <p>Cutback travel hours for that day/date</p> <p>AND</p> <p>Send Travel Time to payroll with hours paid, hours not paid and overtime hours</p> <p>AND</p> <p>Update Travel Claim Status to 'Exception – With Payment' (TTCS09) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>AND</p> <p>Set Mode of Entry = TPF</p> <p>OR</p> <p>Set Mode of Entry = Electronic</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>AND</p> <p>Generate all cutback exceptions</p> <p>AND</p> <p>Provide Travel Claim image link for Mode of Entry = TPF</p> <p>AND</p> <p>Generate exception "Day [XX] – Provider ineligible, terminated or on leave – Hours cutback" (TCEC013) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>AND</p> <p>For ESP submitted Travel Claim send email ETSE11 to the Provider</p> <p>AND</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p> <p>*XX = Day of the month</p>
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No	StarTeam ID	CI	Description	When	Action
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41	20842 20873 20874 21128 21233 21234	 CI-822300 - DSD BR TA TCVP 41 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Processing – 14:00 Hours of Travel Previously Paid	When batch job PRNR998C is executed AND The TravelClaimData.ProcessStatus is PENDING AND Travel Claim Status = Pending Issuance (TTCS01) or Issued (TTCS02) or Received (TTCS03) AND 14:00 hours of Travel Time has already been paid for each workweek in the pay period where hours are claimed	Create Travel Claim History AND Update Travel Claim Status to 'Exception – No Payment' (TTCS07) AND Set Mode of Entry = TPF OR Set Mode of Entry = Electronic AND Update Travel Claim Status Date to current date AND Provide Travel Claim image link for Mode of Entry = TPF AND Generate exception "14:00 hours of Travel has already been paid for each workweek" (TCEC007) – Displayed on View Travel Claim and on the Travel Claim Exception report AND For ESP submitted Travel Claim send email ETSE49 Travel Claim – No Payment to the Provider AND Do not apply Sick Leave Accrued Date and Eligible Date business rules
42	20842 20873 20874 20876 21128 21233	 CI-822301 - DSD BR TA TCVP 42 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim – Release Hold Batch Job	When batch job 800AINEN is processed AND Travel Claim status = 'Held – No Timesheet' AND Timesheet for the same program, pay period, recipient and provider is found AND Timesheet is in 'Processed' status OR Timesheet is in 'Exception – Paid' status	Create Travel Claim History AND Update Travel Claim Status to "Issued" (TTCS02) if modeofentry is TPF OR Update Travel Claim Status to "Received" (TTCS02) if modeofentry is Electronic AND Create record in TravelClaimData staging table with TravelClaimData.ProcessStatus as PENDING AND Update Travel Claim Status Date to current date AND Do not apply Sick Leave Accrued Date and Eligible Date business rules

43	20842 20744 20873 20874 21128 21233 21234	 CI-822302 - DSD BR TA TCVP 43 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Processing – Hours Claimed in Workweek Without Service Hours Paid	<p>When batch job PRNR998C is executed AND The TravelClaimData.ProcessStatus is PENDING AND Travel Claim Status = Pending Issuance (TTCS01) or Issued (TTCS02) or Received (TTCS03) AND Travel time is claimed on a day/date AND No service hours were claimed for that same workweek for the same program and recipient</p> <p>Create History with status of 'Prior to Cutback' (TTCS10) AND Cutback travel hours for that day/date AND Send travel time to payroll with hours paid, hours not paid and overtime hours AND Update Travel Claim Status to 'Exception – With Payment' (TTCS09) – Displayed on View Travel Claim and on the Travel Claim Exception report AND Set Mode of Entry = TPF OR Set Mode of Entry = Electronic AND Update Travel Claim Status Date to current date AND Generate all cutback exceptions AND Provide Travel Claim image link for Mode of Entry = TPF AND Generate exception "No service hours claimed for recipient in Workweek [X] and Travel hours are claimed – Hours cutback" (TCEC009) – Displayed on View Travel Claim and on the Travel Claim Exception report AND For ESP submitted Travel Claim send email ETSE11 to the Provider AND Do not apply Sick Leave Accrued Date and Eligible Date business rules</p> <p>*X = Workweek in the pay period</p>
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44	20842 20744 20873 20874 21128 21233 21234	 CI-822303 - DSD BR TA TCVP 44 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Processing – Hours Claimed on Day Not Included in Travel Time Record	<p>When batch job PRNR998C is executed</p> <p>AND</p> <p>The TravelClaimData.ProcessStatus is PENDING</p> <p>AND</p> <p>Travel Claim Status = Pending Issuance (TTCS01) or Issued (TTCS02) or Received (TTCS03)</p> <p>AND</p> <p>Travel Time is claimed on a day/date</p> <p>AND</p> <p>The day/date is not covered by an active Travel Time record for that program and recipient</p>	<p>Create History with status of 'Prior to Cutback' (TTCS10)</p> <p>AND</p> <p>Cutback travel hours for that day/date</p> <p>AND</p> <p>Send travel time to payroll with hours paid, hours not paid and overtime hours</p> <p>AND</p> <p>Update Travel Claim Status to 'Exception – With Payment' (TTCS09) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>AND</p> <p>Set Mode of Entry = TPF</p> <p>OR</p> <p>Set Mode of Entry = Electronic</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>AND</p> <p>Generate all cutback exceptions</p> <p>AND</p> <p>Provide Travel Claim image link for Mode of Entry = TPF</p> <p>AND</p> <p>Generate exception "Not eligible for Travel to recipient on Day [XX] – Hours cutback" (TCEC010) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>AND</p> <p>For ESP submitted Travel Claim send email ETSE11 to the Provider</p> <p>AND</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p>
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45	20842 20744 20873 20874 21128 21233 21234	 CI-822304 - DSD BR TA TCVP 45 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Processing – Hours Claimed Exceed 14:00 in a Workweek	<p>When batch job PRNR998C is executed</p> <p>AND</p> <p>The TravelClaimData.ProcessStatus is PENDING</p> <p>AND</p> <p>Travel Claim Status = Pending Issuance (TTCS01) or Issued (TTCS02) or Received (TTCS03)</p> <p>AND</p> <p>Travel Time is claimed during a workweek</p> <p>AND</p> <p>The claimed hours result in greater than 14:00 hours Travel for the workweek</p>	<p>Create History with status of 'Prior to Cutback' (TTCS10)</p> <p>AND</p> <p>Cutback travel hours to a workweek total of 14:00 hours</p> <p>AND</p> <p>Send travel time to payroll with hours paid, hours not paid and overtime hours</p> <p>AND</p> <p>Update Travel Claim Status to 'Exception – With Payment' (TTCS09) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>AND</p> <p>Set Mode of Entry = TPF</p> <p>OR</p> <p>Set Mode of Entry = Electronic</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>AND</p> <p>Generate all cutback exceptions</p> <p>AND</p> <p>Provide Travel Claim image link for Mode of Entry = TPF</p> <p>AND</p> <p>Generate exception "Total Travel exceeds 14:00 hours in Workweek [X] – Hours cutback" (TCEC011) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>AND</p> <p>For ESP submitted Travel Claim send email ETSE11 to the Provider</p> <p>AND</p> <p>Process Travel Time violation business rules</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p> <p>*X = Workweek Number for the Pay Period</p>
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46	20842 20744 20873 20874 21128 21233 21234	<b>CI-822305 - DSD BR TA TCVP 46</b> <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	Travel Claim Processing – Hours Claimed in a Workweek Where 14:00 Hours Have Been Paid	When batch job PRNR998C is executed AND The TravelClaimData.ProcessStatus is PENDING AND Travel Claim Status = Pending Issuance (TTCS01) or Issued (TTCS02) or Received (TTCS03) AND Travel Time is claimed during a workweek AND The total claimed/paid Travel hours for that workweek is already equal to 14:00 hours	Create History with status of 'Prior to Cutback' (TTCS10) AND Cutback travel hours for that workweek AND Send Travel Time to payroll with hours paid, hours not paid and overtime hours AND Update Travel Claim Status to 'Exception – With Payment' (TTCS09) – Displayed on View Travel Claim and on the Travel Claim Exception report AND Set Mode of Entry = TPF OR Set Mode of Entry = Electronic AND Update Travel Claim Status Date to current date AND Generate all cutback exceptions AND Provide Travel Claim image link for Mode of Entry = TPF AND Generate exception "Total Travel exceeds 14:00 hours in Workweek [X] – Hours cutback" (TCEC011) – Displayed on View Travel Claim and on the Travel Claim Exception report AND For ESP submitted Travel Claim send email ETSE11 to the Provider AND Do not apply Sick Leave Accrued Date and Eligible Date business rules
*X = Workweek Number for the Pay Period					

47	20842 20744 20873 20874 21128 21233 21234	 <b>CI-822306</b> - DSD BR TA TCVP 47 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Processing – All Claimed Hours Cut Back	When batch job PRNR998C is executed AND The TravelClaimData.ProcessStatus is PENDING AND Travel Claim Status = Pending Issuance (TTCS01) or Issued (TTCS02) or Received (TTCS03) AND Hours Cutback = Hours Claimed	Create Travel Claim History AND Update Travel Claim Status to 'Exception – No Payment' (TTCS07) AND Set Mode of Entry = TPF OR Set Mode of Entry = Electronic AND Update Travel Claim Status Date to current date AND Generate all cutback exceptions AND Provide Travel Claim image link for Mode of Entry = TPF AND Generate exception "No claimed hours eligible for payment" (TCEC014) – Displayed on View Travel Claim and on the Travel Claim Exception report AND For ESP submitted Travel Claim send email ETSE49 Travel Claim – No Payment to the Provider AND Do not apply Sick Leave Accrued Date and Eligible Date business rules
48	20842 20744 20873 20874 21128 21233 21234	 <b>CI-822307</b> - DSD BR TA TCVP 48 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Processing – No Travel Claim Exceptions	When batch job PRNR998C is executed AND The TravelClaimData.ProcessStatus is PENDING AND Travel Claim Status = Pending Issuance (TTCS01) or Issued (TTCS02) or Received (TTCS03) AND There are no Travel Claim Exceptions	Send travel time to payroll with travel hours paid and overtime hours if applicable AND Create Travel Claim History AND Update Travel Claim Status to 'Processed' (TTCS04) AND Set Mode of Entry = TPF OR Set Mode of Entry = Electronic AND Update Travel Claim Status Date to current date AND Provide Travel Claim image link for Mode of Entry = TPF AND For ESP submitted Travel Claim send email ETSE11 to the Provider AND Do not apply Sick Leave Accrued Date and Eligible Date business rules

49	20842 20744 20873 20874 21128 20742 21233 21234	 <b>CI-822308</b> - DSD BR TA TCVP 49 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Processing – Travel Time Violation	When batch job PRNR998C is executed AND The TravelClaimData.ProcessStatus is PENDING AND Travel Claim Status = Pending Issuance (TTCS01) or Issued (TTCS02) or Received (TTCS03) AND Travel Time is claimed during a workweek AND The claimed hours are greater than 7:00 hours in a workweek	Create Travel Claim History AND Update Travel Claim Status to 'Exception – With Payment' (TTCS09) AND Set Mode of Entry = TPF OR Set Mode of Entry = Electronic AND Update Travel Claim Status Date to current date AND Generate exception "Total Travel exceeds 7:00 hours in Workweek [X]" (TCEC015) – Displayed on View Travel Claim and on the Travel Claim Exception report AND Process Travel Time violation business rules AND Provide Travel Claim image link for Mode of Entry = TPF AND For ESP submitted Travel Claim send email ETSE11 to the Provider AND Do not apply Sick Leave Accrued Date and Eligible Date business rules AND IF Claimed Hours exceeds 14:00 for the workweek then also execute cutback business rule
50	12072 12073 20744 21349	 <b>CI-823481</b> - DSD BR TA TCVP 50 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Processing - Calculate Overtime Hours When Training Hours Exist	When batch job PRNR998C is executed AND The TravelClaimData.ProcessStatus is PENDING AND Travel Claim Status = Pending Issuance (TTCS01) or Issued (TTCS02) or Received (TTCS03) AND There are no Travel Claim Exceptions AND The combined total of the travel hours and the training hours, on a previously processed training time claim, exceed 40 hours for the workweek	Send travel time to payroll with travel hours paid and overtime hours AND Create Travel Claim History AND Update Travel Claim Status to 'Processed' (TTCS04) AND Set Mode of Entry = TPF AND Provide Travel Claim image link for Mode of Entry = TPF OR Set Mode of Entry = Electronic AND For ESP submitted Travel Claim send email ETSE11 to the Provider AND Update Travel Claim Status Date to current date AND Do not apply Sick Leave Accrued Date and Eligible Date business rules AND When the combined total travel + training hours exceed 40 AND the travel hours <= 7 hours for the work week, do not apply rules for overtime violations



# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Travel Claim Validation and Processing (1-10)

No	Req ID	CI	Description	When	Action
01	20842 20873 20874 20876	CI-673798 - DSD BR TA TCVP 01 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Manual Entry – Time Entries	<p>When the Travel Claim entry is saved successfully</p> <p>AND</p> <p>There is not a timesheet in 'Processed' status for the same program, pay period, recipient and provider</p> <p>OR</p> <p>There is not a timesheet in 'Exception' status, where payment has been made, for the same program, pay period, recipient and provider</p>	<p>Create Travel Claim History</p> <p>AND</p> <p>Update Travel Claim Status to 'Held – No Timesheet' (TTCS08)</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>AND</p> <p>Update Travel Claim Received Date to current date</p> <p>AND</p> <p>Generate exception "Corresponding timesheet has not been processed." (TCEC001) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p>
02	20842 20873 20874	CI-673799 - DSD BR TA TCVP 02 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Manual Entry – Time Entries	<p>When batch job PRNS942B is executed</p> <p>AND</p> <p>Travel Claim Status = Pending</p> <p>AND</p> <p>There is not a Travel Time record (none created or inactivated) that covers any portion of the pay period for the program, recipient and provider</p>	<p>Create Travel Claim History</p> <p>AND</p> <p>Update Travel Claim Status to 'Exception – No Payment' (TTCS07)</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>AND</p> <p>Generate exception "Provider not eligible for Travel Time" (TCEC002) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p>
03	20842 20873 20874 20875	CI-673800 - DSD BR TA TCVP 03 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Manual Entry – Time Entries	<p>When batch job PRNS942B is executed</p> <p>AND</p> <p>Travel Claim Status = Pending</p> <p>AND</p> <p>The Travel Claim is not a Supplemental Travel Claim</p> <p>AND</p> <p>There is an initial Travel Claim with a different Travel Claim Number for that pay period in a status of "Processed"</p>	<p>Create Travel Claim History</p> <p>AND</p> <p>Update Travel Claim Status to 'Exception – No Payment' (TTCS07)</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>AND</p> <p>Generate exception "Duplicate Travel Claim" (TCEC003) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p>
04	20842 16200 20873 20874	CI-673801 - DSD BR TA TCVP 04 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Manual Entry – Time Entries	<p>When batch job PRNS942B is executed</p> <p>AND</p> <p>Travel Claim Status = Pending</p> <p>AND IF</p> <p>Recipient is ineligible for the entire pay period</p> <p>OR IF</p> <p>Recipient is terminated for the entire pay period</p> <p>OR IF</p> <p>Recipient is on leave for the entire pay period</p>	<p>Create Travel Claim History</p> <p>AND</p> <p>Update Travel Claim Status to 'Exception – No Payment' (TTCS07)</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>AND</p> <p>Generate exception "Recipient is either ineligible, terminated or on leave for the entire pay period" (TCEC004) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p>

05	20842 16199 20873 20874	 CI-673802 - DSD BR TA TCVP 05 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Manual Entry – Time Entries	When batch job PRNS942B is executed  AND  Travel Claim Status = Pending  AND IF  Provider is ineligible for the entire pay period  OR IF  Provider is terminated for the entire pay period  OR IF  Provider is on leave for the entire pay period	Create Travel Claim History  AND  Update Travel Claim Status to 'Exception – No Payment' (TTCS07)  AND  Update Travel Claim Status Date to current date  AND  Generate exception "Provider is either ineligible, terminated or on leave for the entire pay period" (TCEC005) – Displayed on View Travel Claim and on the Travel Claim Exception report  AND  Do not apply Sick Leave Accrued Date and Eligible Date business rules
06	20842 20873 20874	 CI-673803 - DSD BR TA TCVP 06 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Manual Entry – Time Entries	When batch job PRNS942B is executed  AND  Travel Claim Status = Pending  AND  The Travel Claim Type is:  IHSS Travel Claim Supplemental  OR  WPCS Travel Claim – Supplemental  AND  The initial Travel Claim for that period is in 'Cancelled' (TTCS05) status	Create Travel Claim History  AND  Update Travel Claim Status to 'Exception – No Payment' (TTCS07)  AND  Update Travel Claim Status Date to current date  AND  Generate exception "Initial Travel Claim in cancelled status" (TCEC006) – Displayed on View Travel Claim and on the Travel Claim Exception report  AND  Trigger notification to the case worker in the appropriate work queue based on program:  Timesheet Errors Work Queue  WPCS Work Queue  Do not apply Sick Leave Accrued Date and Eligible Date business rules
07	20842 20744 20873 20874	 CI-673804 - DSD BR TA TCVP 07 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Manual Entry – Time Entries	When batch job PRNS942B is executed  AND  Travel Claim Status = Pending  AND  14:00 hours of Travel Time has already been paid for each workweek in the pay period	Create Travel Claim History  AND  Update Travel Claim Status to 'Exception – No Payment' (TTCS07)  AND  Update Travel Claim Status Date to current date  AND  Generate exception "14:00 hours of Travel has already been paid for each workweek" (TCEC007) – Displayed on View Travel Claim and on the Travel Claim Exception report  AND  Do not apply Sick Leave Accrued Date and Eligible Date business rules
08	20842 20744 20873 20876	 CI-673805 - DSD BR TA TCVP 08 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Release Hold Batch Job	When batch job 800AINEN is processed  AND  Travel Claim status = 'Held – No Timesheet'  AND  Timesheet for the same program, pay period, recipient and provider is found  AND  Timesheet is in 'Processed' status  OR  Timesheet is in 'Exception' status and a payment has been made for the timesheet	Create Travel Claim History  AND  Update Travel Claim Status to 'Pending' (TTCS06) to be processed for next payroll by PRNR942B  AND  Update Travel Claim Status Date to current date  Do not apply Sick Leave Accrued Date and Eligible Date business rules

09	20842 20873 20874 20876	 CI-673806 - DSD BR TA TCVP 09 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Release Hold Batch Job	<p>When batch job 800AINEN is processed</p> <p>AND</p> <p>Travel Claim Status = 'Held – No Timesheet'</p> <p>AND</p> <p>There is not a timesheet in 'Processed' status for the same program, pay period, recipient and provider</p> <p>OR</p> <p>There is not a timesheet in 'Exception' status where a payment has been made for the same program, pay period, recipient and provider</p> <p>AND</p> <p>Current Date is greater than 30 days after the Travel Claim Status Date</p>	<p>Create Travel Claim History</p> <p>AND</p> <p>Update Travel Claim Status to 'Exception – No Payment' (TTCS07)</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>AND</p> <p>Generate exception "No timesheet processed – More than 30 days" (TCEC008) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p>
10	20842 20744 20873 20874	 CI-673807 - DSD BR TA TCV 10 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Manual Entry – Time Entries	<p>When batch job PRNS942B is executed</p> <p>AND</p> <p>Travel Claim Status = Pending</p> <p>AND</p> <p>Travel Time is claimed on a day/date</p> <p>AND</p> <p>No service hours were claimed for that same workweek for the same program and recipient</p>	<p>Create History with status of 'Prior to Cutback' (TTCS10)</p> <p>AND</p> <p>Cutback travel hours for that day/date</p> <p>AND</p> <p>Send travel time to payroll with hours paid, hours not paid and overtime hours</p> <p>AND</p> <p>Update Travel Claim Status to 'Exception – With Payment' (TTCS09) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>AND</p> <p>Generate all cutback exceptions</p> <p>AND</p> <p>Generate exception "No service hours claimed for recipient in Workweek [X] and Travel hours are claimed – Hours cutback" (TCEC009) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p> <p>*X = Workweek in the pay period</p>

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Travel Claim Validation and Processing (11-20)

No	Req ID	CI	Description	When	Action
11	20842 20744 20873 20874	CI-673808 - DSD BR TA TCVP 11 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Manual Entry – Time Entries	<p>When batch job PRNS942B is executed</p> <p>AND</p> <p>Travel Claim Status = Pending</p> <p>AND</p> <p>Travel Time is claimed on a day /date</p> <p>AND</p> <p>The day/date is not covered by an active Travel Time record for that program and recipient</p>	<p>Create History with status of 'Prior to Cutback' (TTCS10)</p> <p>AND</p> <p>Cutback travel hours for that day/date</p> <p>AND</p> <p>Send travel time to payroll with hours paid, hours not paid and overtime hours</p> <p>AND</p> <p>Update Travel Claim Status to 'Exception – With Payment' (TTCS09) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>AND</p> <p>Generate all cutback exceptions</p> <p>AND</p> <p>Generate exception "Not eligible for Travel to recipient on Day [XX] – Hours cutback" (TCEC010) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p> <p>*XX = Day of the month</p>
12	20842 20744 20873 20874	CI-673809 - DSD BR TA TCVP 12 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Manual Entry – Time Entries	<p>When batch job PRNS942B is executed</p> <p>AND</p> <p>Travel Claim Status = Pending</p> <p>AND</p> <p>Travel Time is claimed during a workweek</p> <p>AND</p> <p>The claimed hours result in greater than 14:00 hours Travel for the workweek</p>	<p>Create History with status of 'Prior to Cutback' (TTCS10)</p> <p>AND</p> <p>Cutback travel hours to a workweek total of 14:00 hours</p> <p>AND</p> <p>Send travel time to payroll with hours paid, hours not paid and overtime hours</p> <p>AND</p> <p>Update Travel Claim Status to 'Exception – With Payment' (TTCS09) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>AND</p> <p>Generate all cutback exceptions</p> <p>AND</p> <p>Generate exception "Total Travel exceeds 14:00 hours in Workweek [X] – Hours cutback" (TCEC011) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>AND</p> <p>Process Travel Time violation business rules</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p> <p>*X = Workweek Number for the Pay Period</p>

13	20842 20744 20873 20874	 CI-673810 - DSD BR TA TCV 13 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Manual Entry – Time Entries	<p>When batch job PRNS942B is executed</p> <p>AND</p> <p>Travel Claim Status = Pending</p> <p>AND</p> <p>Travel Time is claimed during a workweek</p> <p>AND</p> <p>The total claimed/paid Travel hours for that workweek is already equal to 14:00 hours</p>	<p>Create History with status of 'Prior to Cutback' (TTCS10)</p> <p>AND</p> <p>Cutback travel hours for that workweek</p> <p>AND</p> <p>Send Travel Time to payroll with hours paid, hours not paid and overtime hours</p> <p>AND</p> <p>Update Travel Claim Status to 'Exception – With Payment' (TTCS09) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>AND</p> <p>Generate all cutback exceptions</p> <p>AND</p> <p>Generate exception "Total Travel exceeds 14:00 hours in Workweek [X] – Hours cutback" (TCEC011) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules* *X = Workweek Number for the Pay Period</p>
14	20842 20744 16200 20873 20874	 CI-673811 - DSD BR TA TCV 14 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Manual Entry – Time Entries	<p>When batch job PRNS942B is executed</p> <p>AND</p> <p>Travel Claim Status = Pending</p> <p>AND</p> <p>Travel Time is claimed on a day /date</p> <p>AND</p> <p>The recipient is ineligible, terminated or on leave on that day /date</p>	<p>Create History with status of 'Prior to Cutback' (TTCS10)</p> <p>AND</p> <p>Cutback Travel hours for that day/date</p> <p>AND</p> <p>Send Travel Time to payroll with hours paid, hours not paid and overtime hours</p> <p>AND</p> <p>Update Travel Claim Status to 'Exception – With Payment' (TTCS09) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>AND</p> <p>Generate all cutback exceptions</p> <p>AND</p> <p>Generate exception "Day [XX] – Recipient either ineligible, terminated or on leave – Hours cutback" (TCEC012) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules *XX = Day of the month</p>

15	20842 20744 16199 20873 20874	 CI-673812 - DSD BR TA TCVP 15 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Manual Entry – Time Entries	<p>When batch job PRNS942B is executed</p> <p>AND</p> <p>Travel Claim Status = Pending</p> <p>AND</p> <p>Travel Time is claimed on a day /date</p> <p>AND</p> <p>The provider is ineligible, terminated or on leave on that day /date</p>	<p>Create History with status of 'Prior to Cutback' (TTCS10)</p> <p>AND</p> <p>Cutback travel hours for that day/date</p> <p>AND</p> <p>Send Travel Time to payroll with hours paid, hours not paid and overtime hours</p> <p>AND</p> <p>Update Travel Claim Status to 'Exception – With Payment' (TTCS09) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>AND</p> <p>Generate all cutback exceptions</p> <p>AND</p> <p>Generate exception "Day [XX] – Provider ineligible, terminated or on leave – Hours cutback" (TCEC013) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p> <p>*XX = Day of the month</p>
16	20842 20744 20873 20874	 CI-673813 - DSD BR TA TCVP 16 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Manual Entry – Time Entries	<p>When batch job PRNS942B is executed</p> <p>AND</p> <p>Travel Claim Status = Pending</p> <p>AND</p> <p>Hours Cutback = Hours Claimed</p>	<p>Create Travel Claim History</p> <p>AND</p> <p>Update Travel Claim Status to 'Exception – No Payment' (TTCS07)</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>AND</p> <p>Generate all cutback exceptions</p> <p>AND</p> <p>Generate exception "No claimed hours eligible for payment" (TCEC014) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p>
17	20744 20873	 CI-673814 - DSD BR TA TCVP 17 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Manual Travel Claim to Payroll	<p>When batch job PRNS942B is executed</p> <p>AND</p> <p>Travel Claim Status = Pending</p> <p>AND</p> <p>There are no Travel Claim Exceptions</p>	<p>Send travel time to payroll with travel hours paid and overtime hours if applicable</p> <p>AND</p> <p>Create Travel Claim History</p> <p>AND</p> <p>Update Travel Claim Status to 'Processed' (TTCS04)</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p>
18	20838 20842 12193	 CI-673815 - DSD BR TA TCVP 18 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	<p>Travel Claim Manual Entry – Time Entries</p> <p>OR</p> <p>Modify Travel Claim Manual Entry</p>	<p>When the Travel Claim entry /update is saved successfully</p>	<p>Create Travel Claim History</p> <p>AND</p> <p>Update Travel Claim Status to 'Pending' (TTCS06)</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>AND</p> <p>Update Travel Claim Received Date to current date</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p>

19	20842 12193	 CI-673816 - DSD BR TA TCVP 19 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	View Travel Claim – Confirm Travel Claim Cancellation	When the user selects "Yes" on the Confirm Travel Claim Cancellation screen.	Create Travel Claim History  AND  Update Travel Claim Status to 'Issued' (TTCS02)  AND  Update Travel Claim Status Date to current date  AND  Remove all time entries (make blank) from the travel claim  Do not apply Sick Leave Accrued Date and Eligible Date business rules
20	20842 20873 20874 20876	 CI-673817 - DSD BR TA TCVP 20 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Modify Travel Claim Manual Entry	When the Travel Claim update is saved successfully  AND  The Travel Claim Status is 'Held – No Timesheet' (TTCS08)	Create Travel Claim History  AND  Retain Travel Claim Status as 'Held – No Timesheet' (TTCS08)  AND  Update Travel Claim Status Date to current date if different from current status date  AND  Retain exception message(s)  Do not apply Sick Leave Accrued Date and Eligible Date business rules

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Travel Claim Validation and Processing (21-30)

No	Req ID	CI	Description	When	Action
21	20842 20744 20873 20874	 <b>CI-673818</b> - DSD BR TA TCVP 21 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Manual Entry – Time Entries	<p>When batch job PRNS942B is executed</p> <p>AND</p> <p>Travel Claim Status = Pending</p> <p>AND</p> <p>Travel Time is claimed during a workweek</p> <p>AND</p> <p>The claimed hours result in greater than 7:00 hours</p> <p>AND</p> <p>Less than or equal to 14:00 hours travel for the workweek</p>	<p>Create Travel Claim History</p> <p>AND</p> <p>Update Travel Claim Status to 'Exception – With Payment' (TTCOS9)</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>AND</p> <p>Generate exception "Total Travel exceeds 7:00 hours in Workweek [X]" (TCEC015) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>AND</p> <p>Process Travel Time violation business rules</p> <p> *X = Workweek Number for the Pay Period</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p>
22	20873 20874 21147	 <b>CI-822266</b> - DSD BR TA TCVP 22 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Processing – All entries are zero	<p>When batch job PRNR998C is executed</p> <p>AND</p> <p>The Record Type = FROMTPF</p> <p>AND</p> <p>The TravelClaimData.ProcessStatus field value is PENDING</p> <p>AND</p> <p>Travel Claim Status = Pending Issuance or Issued</p> <p>AND</p> <p>There are no entries greater than zero in any of the daily time entry fields on the TPF record</p>	<p>Update TravelClaimData.ProcessStatus to EXCEPTION</p> <p>AND</p> <p>Generate Task in Travel Claim Error Work Queue with error: "Entry in at least one time entry field is required." (TCEC022)</p>
23	20873 20874 21147	 <b>CI-822267</b> - DSD BR TA TCVP 23 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Processing – Missing Provider Signature	<p>When batch job PRNR998C is executed</p> <p>AND</p> <p>The Record Type = FROMTPF</p> <p>AND</p> <p>The TravelClaimData.ProcessStatus field value is PENDING</p> <p>AND</p> <p>Travel Claim Status = Pending Issuance or Issued</p> <p>AND</p> <p>The TPF record indicates the Provider signature is missing</p>	<p>Update TravelClaimData.ProcessStatus to EXCEPTION</p> <p>AND</p> <p>Generate Task in Travel Claim Error Work Queue with error: "Missing Provider signature." (TCEC021)</p>

24	20873 20874 21147	<b>CI-822268 - DSD</b> BR TA TCVP 24 <b>IMPLEMENTED</b>	Travel Claim Processing – Invalid Day	When batch job PRNR998C is executed AND The Record Type = FROMTPF AND The TravelClaimData.ProcessStatus field value is PENDING AND Travel Claim Status = Pending Issuance or Issued AND The date values on the TPF record for daily time entry do not correspond to the dates within the Pay Period From and Pay Period To identified on the TPF record	Update TravelClaimData.ProcessStatus to EXCEPTION AND Generate Task in Travel Claim Error Work Queue with error: "Day XX – not valid." (TCEC023)
25	20873 20874 21147	<b>CI-822269 - DSD</b> BR TA TCVP 25 <b>IMPLEMENTED</b>	Travel Claim Processing – Travel Claim Number not found	When batch job PRNR998C is executed AND The Record Type = FROMTPF AND The TravelClaimData.ProcessStatus field value is PENDING AND Travel Claim Status = Pending Issuance or Issued AND The Travel Claim Number on the TPF record is not found in CM	Update TravelClaimData.ProcessStatus to EXCEPTION AND Generate Task in Travel Claim Error Work Queue with error: "Travel Claim Number not found." (TCEC024)
26	20873 20874 21147	<b>CI-822270 - DSD</b> BR TA TCVP 26 <b>IMPLEMENTED</b>	Travel Claim Processing – Travel Claim previously processed	When batch job PRNR998C is executed AND The TravelClaimData.ProcessStatus field value is FROMTPFPENDING AND Travel Claim Status in CM IS NOT in Pending Issuance, Issued, or Received	Update TravelClaimData.ProcessStatus to FRO MTPFEXCEPTION AND Generate Task in Travel Claim Error Work Queue with error: "Travel Claim Number previously processed for validation." (TCEC025)
27	20873 20874 21147	<b>CI-822271 - DSD</b> BR TA TCVP 27 <b>IMPLEMENTED</b>	Travel Claim Processing – Cancelled Travel Claim	When batch job PRNR998C is executed AND The Record Type = FROMTPF AND The TravelClaimData.ProcessStatus field value is PENDING AND Travel Claim Status = Cancelled	Update TravelClaimData.ProcessStatus to EXCEPTION AND Generate Task in Travel Claim Error Work Queue with error: "Travel Claim payment has been voided, travel claim is cancelled." (TCEC026)

28	20873 20874 21147	<b>CI-822272</b> - DSD BR TA TCVP 28 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Processing – Provider not found	<p>When batch job PRNR998C is executed</p> <p>AND</p> <p>The Record Type = FROMTPF</p> <p>AND</p> <p>The TravelClaimData.ProcessStatus field value is PENDING</p> <p>AND</p> <p>Travel Claim Status = Pending Issuance or Issued</p> <p>AND</p> <p>The Provider Number on the TPF record is not found in CM</p>	<p>Update TravelClaimData.ProcessStatus to EXCEPTION</p> <p>AND</p> <p>Generate Task in Travel Claim Error Work Queue with error: "Provider not Found." (TCEC016)</p>
29	20873 20874 21147	<b>CI-822273</b> - DSD BR TA TCVP 29 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Processing – Case Number not found	<p>When batch job PRNR998C is executed</p> <p>AND</p> <p>The Record Type = FROMTPF</p> <p>AND</p> <p>The TravelClaimData.ProcessStatus field value is PENDING</p> <p>AND</p> <p>Travel Claim Status = Pending Issuance or Issued</p> <p>AND</p> <p>The Case Number on the TPF record is not found in CM</p>	<p>Update TravelClaimData.ProcessStatus to EXCEPTION</p> <p>AND</p> <p>Generate Task in Travel Claim Error Work Queue with error: "Case number not found." (TCEC017)</p>
30	20873 20874 21147	<b>CI-822274</b> - DSD BR TA TCVP 30 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Processing – Travel Claim Type Mismatch	<p>When batch job PRNR998C is executed</p> <p>AND</p> <p>T The Record Type = FROMTPF</p> <p>AND</p> <p>The TravelClaimData.ProcessStatus field value is PENDING</p> <p>AND</p> <p>Travel Claim Status = Pending Issuance or Issued</p> <p>AND</p> <p>The Travel Claim Type on the TPF Record does not match the Travel Claim Type in CM</p>	<p>Update TravelClaimData.ProcessStatus to EXCEPTION</p> <p>AND</p> <p>Generate Task in Travel Claim Error Work Queue with error: "Travel Claim Type Mismatch." (TCEC018)</p>

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Travel Claim Validation and Processing (31-40)

No	StarTeam ID	CI	Description	When	Action
31	20873 20874 21147	 CI-822275 - DSD BR TA TCV 31 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Processing – Travel Claim From Date Mismatch	When batch job PRNR998C is executed AND The Record Type = FROMTPF AND The TravelClaimData.ProcessStatus field value is PENDING AND Travel Claim Status = Pending Issuance or Issued AND The Travel Claim From Date on the TPF record does not match the Travel Claim From Date in CM	Update TravelClaimData.ProcessStatus to EXCEPTION AND Generate Task in Travel Claim Error Work Queue with error: "Travel Claim From Date Mismatch." (TCEC019)
32	20873 20874 21147	 CI-822276 - DSD BR TA TCV 32 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Processing – Travel Claim To Date Mismatch	When batch job PRNR998C is executed AND The Record Type = FROMTPF AND The TravelClaimData.ProcessStatus field value is PENDING AND Travel Claim Status = Pending Issuance or Issued AND The Travel Claim To Date on the TPF record does not match the Travel Claim To Date in CM	Update Travel Claim Data Status to FROMTPF EXCEPTION. Update TravelClaimData.ProcessStatus to EXCEPTION AND Generate Task in Travel Claim Error Work Queue with error: "Travel Claim To Date Mismatch." (TCEC020)
33	20873 20874 21127	 CI-822277 - DSD BR TA TCV 33 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Processing – Retrieve Travel Claim Data	When batch job PRNR998C is executed	Retrieve Travel Claim XMLs from BPM ProcServer prnr998c for current date AND Insert Travel Claim records into the TravelClaimData operational staging table AND Set Record Type = FROMTPF AND Set TravelClaimData.ProcessStatus to PENDING THEN Continue business rule processing

34	20842	 <b>CI-822278</b> - DSD BR TA TCVP 34 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Processing – No Timesheet	<p>When batch job PRNR998C is executed</p> <p>AND</p> <p>The TravelClaimData.ProcessStatus is PENDING</p> <p>AND</p> <p>Travel Claim Status = Pending Issuance (TTCS01) or Issued (TTCS02) or Received (TTCS03)</p> <p>AND</p> <p>There is not a timesheet in 'Processed' status for the same program, pay period, recipient and provider</p> <p>OR</p> <p>There is not a timesheet in 'Exception – Paid' status for the same program, pay period, recipient and provider</p>	<p>Create Travel Claim History</p> <p>AND</p> <p>Update Travel Claim Status to 'Held – No Timesheet' (TTCS08)</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>AND</p> <p>Update Travel Claim Received Date to current date</p> <p>AND</p> <p>Set Mode of Entry = TPF</p> <p>OR</p> <p>Set Mode of Entry = Electronic</p> <p>AND</p> <p>Provide Travel Claim image link for Mode of Entry = TPF</p> <p>AND</p> <p>Generate exception "Corresponding timesheet has not been processed." (TCEC001) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>AND</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p>
	20873				
	20874				
	20876				
	21128				
	21233				
	21234				
35	20842	 <b>CI-822294</b> - DSD BR TA TCVP 35 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Processing – No Travel Time Record	<p>When batch job PRNR998C is executed</p> <p>AND</p> <p>The TravelClaimData.ProcessStatus is PENDING</p> <p>AND</p> <p>Travel Claim Status = Pending Issuance (TTCS01) or Issued (TTCS02) or Received (TTCS03)</p> <p>AND</p> <p>There is not a Travel Time record (one has been inactivated) that covers any portion of the pay period for the program, Recipient and Provider</p>	<p>Create Travel Claim History</p> <p>AND</p> <p>Update Travel Claim Status to 'Exception – No Payment' (TTCS07)</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>AND</p> <p>Set Mode of Entry = TPF</p> <p>OR</p> <p>Set Mode of Entry = Electronic</p> <p>AND</p> <p>Provide Travel Claim image link for Mode of Entry = TPF</p> <p>AND</p> <p>Generate exception "Provider not eligible for Travel Time" (TCEC002) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>AND</p> <p>For ESP submitted Travel Claim send email ETSE49 Travel Claim – No Payment to the Provider</p> <p>AND</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p>
	20873				
	20874				
	21128				
	21233				
	21234				

36	20842 20873 20874 20875 21128	 CI-822295 - DSD BR TA TCVP 36 <b>IMPLEMENTED</b>	Travel Claim Processing – Duplicate Travel Claim	When batch job PRNR998C is executed AND The Record Type = FROMTPF AND The TravelClaimData.ProcessStatus field value is PENDING AND The Travel Claim is not a Supplemental Travel Claim AND There is an initial Travel Claim with a different Travel Claim Number for that pay period in a status of "Processed"	Create Travel Claim History AND Update Travel Claim Status to 'Exception – No Payment' (TTCS07) AND Update Travel Claim Status Date to current date AND Provide Travel Claim image link AND Generate exception "Duplicate Travel Claim" (TCEC003) – Displayed on View Travel Claim and on the Travel Claim Exception report AND Do not apply Sick Leave Accrued Date and Eligible Date business rules
37	20842 20873 20874 21128 16200 21233 21234	 CI-822296 - DSD BR TA TCVP 37 <b>IMPLEMENTED</b>	Travel Claim Processing – Recipient Ineligible, Terminated or on Leave – Entire Pay Period	When batch job PRNR998C is executed AND The TravelClaimData.ProcessStatus is PENDING AND Travel Claim Status = Pending Issuance (TTCS01) or Issued (TTCS02) or Received (TTCS03) AND IF Recipient is ineligible for the entire pay period OR IF Recipient is terminated for the entire pay period OR IF Recipient is on leave for the entire pay period	Create Travel Claim History AND Update Travel Claim Status to 'Exception – No Payment' (TTCS07) AND Update Travel Claim Status Date to current date AND Set Mode of Entry = TPF OR Set Mode of Entry = Electronic AND Provide Travel Claim image link for Mode of Entry = TPF AND Generate exception "Recipient is either ineligible, terminated or on leave for the entire pay period" (TCEC004) – Displayed on View Travel Claim and on the Travel Claim Exception report AND For ESP submitted Travel Claim send email ETSE49 Travel Claim – No Payment to the Provider AND Do not apply Sick Leave Accrued Date and Eligible Date business rules

38	20842 20744 20873 20874 21128 21145 21233 21234	 CI-822297 - DSD BR TA TCVP 38 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Processing – Recipient Ineligible, Terminated or on Leave – Date Within Pay Period	When batch job PRNR998C is executed AND The TravelClaimData.ProcessStatus is PENDING AND Travel Claim Status = Pending Issuance (TTCS01) or Issued (TTCS02) or Received (TTCS03) AND Travel Time is claimed on a day/date AND The Recipient is ineligible, terminated or on leave on that day/date	Create History with status of 'Prior to Cutback' (TTCS10) AND Cutback Travel hours for that day/date AND Send Travel Time to payroll with hours paid, hours not paid and overtime hours AND Update Travel Claim Status to 'Exception – With Payment' (TTCS09) – Displayed on View Travel Claim and on the Travel Claim Exception report AND Set Mode of Entry = TPF OR Set Mode of Entry = Electronic AND Update Travel Claim Status Date to current date AND Generate all cutback exceptions AND Provide Travel Claim image link for Mode of Entry = TPF AND Generate exception "Day [XX] – Recipient either ineligible, terminated or on leave – Hours cutback" (TCEC012) – Displayed on View Travel Claim and on the Travel Claim Exception report AND For ESP submitted Travel Claim send email ETSE11 to the Provider AND Do not apply Sick Leave Accrued Date and Eligible Date business rules
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39	20842 20873 20874 21128 16199 21233 21234	 CI-822298 - DSD BR TA TCVP 39 <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	Travel Claim Processing – Provider Ineligible, Terminated or on Leave – Entire Pay Period	<p>When batch job PRNR998C is executed</p> <p>AND</p> <p>The TravelClaimData.ProcessStatus is PENDING</p> <p>AND</p> <p>Travel Claim Status = Pending Issuance (TTCS01) or Issued (TTCS02) or Received (TTCS03)</p> <p>AND IF</p> <p>Provider is ineligible for the entire pay period</p> <p>OR IF</p> <p>Provider is terminated for the entire pay period</p> <p>OR IF</p> <p>Provider is on leave for the entire pay period</p>	<p>Create Travel Claim History</p> <p>AND</p> <p>Update Travel Claim Status to 'Exception – No Payment' (TTCS07)</p> <p>AND</p> <p>Set Mode of Entry = TPF</p> <p>OR</p> <p>Set Mode of Entry = Electronic</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>AND</p> <p>Provide Travel Claim image link for Mode of Entry = TPF</p> <p>AND</p> <p>Generate exception "Provider is either ineligible, terminated or on leave for the entire pay period" (TCEC005) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>AND</p> <p>For ESP submitted Travel Claim send email ETSE49 Travel Claim – No Payment to the Provider</p> <p>AND</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p>
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40	20842 20744 20873 20874 21128 21146 21233 21234	 <p><b>CI-822299 - DSD BR</b> TA TCVP 40 <b>IMPLEMENTED</b></p>	<p>Travel Claim Processing – Provider Ineligible, Terminated or on Leave – Date Within Pay Period</p>	<p>When batch job PRNR998C is executed</p> <p>AND</p> <p>The TravelClaimData.ProcessStatus is PENDING</p> <p>AND</p> <p>Travel Claim Status = Pending Issuance (TTCS01) or Issued (TTCS02) or Received (TTCS03)</p> <p>AND</p> <p>Travel Time is claimed on a day/date</p> <p>AND</p> <p>The Provider is ineligible, terminated or on leave on that day/date</p>	<p>Create History with status of 'Prior to Cutback' (TTCS10)</p> <p>AND</p> <p>Cutback travel hours for that day/date</p> <p>AND</p> <p>Send Travel Time to payroll with hours paid, hours not paid and overtime hours</p> <p>AND</p> <p>Update Travel Claim Status to 'Exception – With Payment' (TTCS09) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>AND</p> <p>Set Mode of Entry = TPF</p> <p>OR</p> <p>Set Mode of Entry = Electronic</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>AND</p> <p>Generate all cutback exceptions</p> <p>AND</p> <p>Provide Travel Claim image link for Mode of Entry = TPF</p> <p>AND</p> <p>Generate exception "Day [XX] – Provider ineligible, terminated or on leave – Hours cutback" (TCEC013) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>AND</p> <p>For ESP submitted Travel Claim send email ETSE11 to the Provider</p> <p>AND</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p> <p>*XX = Day of the month</p>
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# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Travel Claim Validation and Processing (41-50)

No	StarTeam ID	CI	Description	When	Action
41	20842 20873 20874 21128 21233 21234	 CI-822300 - DSD BR TA TCVP 41 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Processing – 14:00 Hours of Travel Previously Paid	<p>When batch job PRNR998C is executed</p> <p>AND</p> <p>The TravelClaimData.ProcessStatus is PENDING</p> <p>AND</p> <p>Travel Claim Status = Pending Issuance (TTCS01) or Issued (TTCS02) or Received (TTCS03)</p> <p>AND</p> <p>14:00 hours of Travel Time has already been paid for each workweek in the pay period where hours are claimed</p>	<p>Create Travel Claim History</p> <p>AND</p> <p>Update Travel Claim Status to 'Exception – No Payment' (TTCS07)</p> <p>AND</p> <p>Set Mode of Entry = TPF</p> <p>OR</p> <p>Set Mode of Entry = Electronic</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>AND</p> <p>Provide Travel Claim image link for Mode of Entry = TPF</p> <p>AND</p> <p>Generate exception "14:00 hours of Travel has already been paid for each workweek" (TCEC007) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>AND</p> <p>For ESP submitted Travel Claim send email ETSE49 Travel Claim – No Payment to the Provider</p> <p>AND</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p>
42	20842 20873 20874 20876 21128 21233	 CI-822301 - DSD BR TA TCVP 42 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim – Release Hold Batch Job	<p>When batch job 800AINEN is processed</p> <p>AND</p> <p>Travel Claim status = 'Held – No Timesheet'</p> <p>AND</p> <p>Timesheet for the same program, pay period, recipient and provider is found</p> <p>AND</p> <p>Timesheet is in 'Processed' status</p> <p>OR</p> <p>Timesheet is in 'Exception – Paid' status</p>	<p>Create Travel Claim History</p> <p>AND</p> <p>Update Travel Claim Status to "Issued" (TTCS02) if modeofentry is TPF</p> <p>OR</p> <p>Update Travel Claim Status to "Received" (TTCS02) if modeofentry is Electronic</p> <p>AND</p> <p>Create record in TravelClaimData staging table with TravelClaimData.ProcessStatus as PENDING</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>AND</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p>

43	20842 20744 20873 20874 21128 21233 21234	 CI-822302 - DSD BR TA TCVP 43 <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	Travel Claim Processing – Hours Claimed in Workweek Without Service Hours Paid	<p>When batch job PRNR998C is executed AND The TravelClaimData.ProcessStatus is PENDING AND Travel Claim Status = Pending Issuance (TTCS01) or Issued (TTCS02) or Received (TTCS03) AND Travel time is claimed on a day/date AND No service hours were claimed for that same workweek for the same program and recipient</p> <p>Create History with status of 'Prior to Cutback' (TTCS10) AND Cutback travel hours for that day/date AND Send travel time to payroll with hours paid, hours not paid and overtime hours AND Update Travel Claim Status to 'Exception – With Payment' (TTCS09) – Displayed on View Travel Claim and on the Travel Claim Exception report AND Set Mode of Entry = TPF OR Set Mode of Entry = Electronic AND Update Travel Claim Status Date to current date AND Generate all cutback exceptions AND Provide Travel Claim image link for Mode of Entry = TPF AND Generate exception "No service hours claimed for recipient in Workweek [X] and Travel hours are claimed – Hours cutback" (TCEC009) – Displayed on View Travel Claim and on the Travel Claim Exception report AND For ESP submitted Travel Claim send email ETSE11 to the Provider AND Do not apply Sick Leave Accrued Date and Eligible Date business rules</p> <p>*X = Workweek in the pay period</p>
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44	20842 20744 20873 20874 21128 21233 21234	<b>CI-822303 - DSD BR TA TCVP 44</b> <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Processing – Hours Claimed on Day Not Included in Travel Time Record	When batch job PRNR998C is executed AND The TravelClaimData.ProcessStatus is PENDING AND Travel Claim Status = Pending Issuance (TTCS01) or Issued (TTCS02) or Received (TTCS03) AND Travel Time is claimed on a day/date AND The day/date is not covered by an active Travel Time record for that program and recipient	Create History with status of 'Prior to Cutback' (TTCS10) AND Cutback travel hours for that day/date AND Send travel time to payroll with hours paid, hours not paid and overtime hours AND Update Travel Claim Status to 'Exception – With Payment' (TTCS09) – Displayed on View Travel Claim and on the Travel Claim Exception report AND Set Mode of Entry = TPF OR Set Mode of Entry = Electronic AND Update Travel Claim Status Date to current date AND Generate all cutback exceptions AND Provide Travel Claim image link for Mode of Entry = TPF AND Generate exception "Not eligible for Travel to recipient on Day [XX] – Hours cutback" (TCEC010) – Displayed on View Travel Claim and on the Travel Claim Exception report AND For ESP submitted Travel Claim send email ETSE11 to the Provider AND Do not apply Sick Leave Accrued Date and Eligible Date business rules
					*XX = Day of the month

45	20842 20744 20873 20874 21128 21233 21234	 CI-822304 - DSD BR TA TCVP 45 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Processing – Hours Claimed Exceed 14:00 in a Workweek	<p>When batch job PRNR998C is executed AND The TravelClaimData.ProcessStatus is PENDING AND Travel Claim Status = Pending Issuance (TTCS01) or Issued (TTCS02) or Received (TTCS03) AND Travel Time is claimed during a workweek AND The claimed hours result in greater than 14:00 hours Travel for the workweek</p> <p>Create History with status of 'Prior to Cutback' (TTCS10) AND Cutback travel hours to a workweek total of 14:00 hours AND Send travel time to payroll with hours paid, hours not paid and overtime hours AND Update Travel Claim Status to 'Exception – With Payment' (TTCS09) – Displayed on View Travel Claim and on the Travel Claim Exception report AND Set Mode of Entry = TPF OR Set Mode of Entry = Electronic AND Update Travel Claim Status Date to current date AND Generate all cutback exceptions AND Provide Travel Claim image link for Mode of Entry = TPF AND Generate exception "Total Travel exceeds 14:00 hours in Workweek [X] – Hours cutback" (TCEC011) – Displayed on View Travel Claim and on the Travel Claim Exception report AND For ESP submitted Travel Claim send email ETSE11 to the Provider AND Process Travel Time violation business rules Do not apply Sick Leave Accrued Date and Eligible Date business rules</p> <p>*X = Workweek Number for the Pay Period</p>
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46	20842 20744 20873 20874 21128 21233 21234	 <b>CI-822305</b> - DSD BR TA TCVP 46 <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	Travel Claim Processing – Hours Claimed in a Workweek Where 14:00 Hours Have Been Paid	<p>When batch job PRNR998C is executed</p> <p>AND</p> <p>The TravelClaimData.ProcessStatus is PENDING</p> <p>AND</p> <p>Travel Claim Status = Pending Issuance (TTCS01) or Issued (TTCS02) or Received (TTCS03)</p> <p>AND</p> <p>Travel Time is claimed during a workweek</p> <p>AND</p> <p>The total claimed/paid Travel hours for that workweek is already equal to 14:00 hours</p>	<p>Create History with status of 'Prior to Cutback' (TTCS10)</p> <p>AND</p> <p>Cutback travel hours for that workweek</p> <p>AND</p> <p>Send Travel Time to payroll with hours paid, hours not paid and overtime hours</p> <p>AND</p> <p>Update Travel Claim Status to 'Exception – With Payment' (TTCS09) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>AND</p> <p>Set Mode of Entry = TPF</p> <p>OR</p> <p>Set Mode of Entry = Electronic</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>AND</p> <p>Generate all cutback exceptions</p> <p>AND</p> <p>Provide Travel Claim image link for Mode of Entry = TPF</p> <p>AND</p> <p>Generate exception "Total Travel exceeds 14:00 hours in Workweek [X] – Hours cutback" (TCEC011) – Displayed on View Travel Claim and on the Travel Claim Exception report</p> <p>AND</p> <p>For ESP submitted Travel Claim send email ETSE11 to the Provider</p> <p>AND</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p>
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\*X = Workweek Number for the Pay Period

47	20842 20744 20873 20874 21128 21233 21234	 <b>CI-822306</b> - DSD BR TA TCVP 47 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Processing – All Claimed Hours Cut Back	When batch job PRNR998C is executed AND The TravelClaimData.ProcessStatus is PENDING AND Travel Claim Status = Pending Issuance (TTCS01) or Issued (TTCS02) or Received (TTCS03) AND Hours Cutback = Hours Claimed	Create Travel Claim History AND Update Travel Claim Status to 'Exception – No Payment' (TTCS07) AND Set Mode of Entry = TPF OR Set Mode of Entry = Electronic AND Update Travel Claim Status Date to current date AND Generate all cutback exceptions AND Provide Travel Claim image link for Mode of Entry = TPF AND Generate exception "No claimed hours eligible for payment" (TCEC014) – Displayed on View Travel Claim and on the Travel Claim Exception report AND For ESP submitted Travel Claim send email ETSE49 Travel Claim – No Payment to the Provider AND Do not apply Sick Leave Accrued Date and Eligible Date business rules
48	20842 20744 20873 20874 21128 21233 21234	 <b>CI-822307</b> - DSD BR TA TCVP 48 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Processing – No Travel Claim Exceptions	When batch job PRNR998C is executed AND The TravelClaimData.ProcessStatus is PENDING AND Travel Claim Status = Pending Issuance (TTCS01) or Issued (TTCS02) or Received (TTCS03) AND There are no Travel Claim Exceptions	Send travel time to payroll with travel hours paid and overtime hours if applicable AND Create Travel Claim History AND Update Travel Claim Status to 'Processed' (TTCS04) AND Set Mode of Entry = TPF OR Set Mode of Entry = Electronic AND Update Travel Claim Status Date to current date AND Provide Travel Claim image link for Mode of Entry = TPF AND For ESP submitted Travel Claim send email ETSE11 to the Provider AND Do not apply Sick Leave Accrued Date and Eligible Date business rules

49	20842 20744 20873 20874 21128 20742 21233 21234	 <b>CI-822308</b> - DSD BR TA TCVP 49 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Processing – Travel Time Violation	When batch job PRNR998C is executed AND The TravelClaimData.ProcessStatus is PENDING AND Travel Claim Status = Pending Issuance (TTCS01) or Issued (TTCS02) or Received (TTCS03) AND Travel Time is claimed during a workweek AND The claimed hours are greater than 7:00 hours in a workweek	Create Travel Claim History AND Update Travel Claim Status to 'Exception – With Payment' (TTCS09) AND Set Mode of Entry = TPF OR Set Mode of Entry = Electronic AND Update Travel Claim Status Date to current date AND Generate exception "Total Travel exceeds 7:00 hours in Workweek [X]" (TCEC015) – Displayed on View Travel Claim and on the Travel Claim Exception report AND Process Travel Time violation business rules AND Provide Travel Claim image link for Mode of Entry = TPF AND For ESP submitted Travel Claim send email ETSE11 to the Provider AND Do not apply Sick Leave Accrued Date and Eligible Date business rules AND IF Claimed Hours exceeds 14:00 for the workweek then also execute cutback business rule
50	12072 12073 20744 21349	 <b>CI-823481</b> - DSD BR TA TCVP 50 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Travel Claim Processing - Calculate Overtime Hours When Training Hours Exist	When batch job PRNR998C is executed AND The TravelClaimData.ProcessStatus is PENDING AND Travel Claim Status = Pending Issuance (TTCS01) or Issued (TTCS02) or Received (TTCS03) AND There are no Travel Claim Exceptions AND The combined total of the travel hours and the training hours, on a previously processed training time claim, exceed 40 hours for the workweek	Send travel time to payroll with travel hours paid and overtime hours AND Create Travel Claim History AND Update Travel Claim Status to 'Processed' (TTCS04) AND Set Mode of Entry = TPF AND Provide Travel Claim image link for Mode of Entry = TPF OR Set Mode of Entry = Electronic AND For ESP submitted Travel Claim send email ETSE11 to the Provider AND Update Travel Claim Status Date to current date AND Do not apply Sick Leave Accrued Date and Eligible Date business rules AND When the combined total travel + training hours exceed 40 AND the travel hours <= 7 hours for the work week, do not apply rules for overtime violations

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Travel Claim Validation and Processing (51-60)

No	StarTeam ID	CI	Description	When	Action
51	12072 12073 20744 21349	 CI-823489 - DSD BR TA TCVP 51 <b>IMPLEMENTED</b>	Manual Travel Claim to Payroll - Calculate Overtime Hours When Training Hours Exist	<p>When batch job PRNS942B is executed</p> <p>AND</p> <p>Travel Claim Status = Pending</p> <p>AND</p> <p>There are no Travel Claim Exceptions</p> <p>AND</p> <p>The combined total of the travel hours and the training hours, on a previously processed training time claim, exceed 40 hours for the workweek</p>	<p>Send travel time to payroll with travel hours paid and overtime hours</p> <p>AND</p> <p>Create Travel Claim History</p> <p>AND</p> <p>Update Travel Claim Status to 'Processed' (TTCS04)</p> <p>AND</p> <p>Update Travel Claim Status Date to current date</p> <p>Do not apply Sick Leave Accrued Date and Eligible Date business rules</p> <p>AND</p> <p>When the combined total travel + training hours exceed 40 AND the travel hours &lt;= 7 hours for the work week, do not apply rules for overtime violation</p>

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Sick Leave

- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Sick Leave (1-10)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Sick Leave (11-20)
- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Sick Leave (21-30)

No	Req ID	CI	Description	When	Action
1	21093	CI-790556 - DSD BR TA SICK 01 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Set Sick Leave Hours Accrued Date	<p>When a payment transaction* is processed</p> <p>AND the provider has been paid</p> <p>AND the pay period is on or after the Sick Leave Implementation Date (7/1/2018)</p> <p>*Payment transactions include timesheet (Advance Pay, Arrears, or WPCS) Payment Correction or Special Transaction</p>	<p>Track the service hours paid across all IHSS recipients for whom the provider works and set the Provider Sick Leave Accrued Date as follows:</p> <p>When the Sick Leave Hours Accrued Date is blank for the fiscal year (July 1 through June 30) for which the payment is being processed</p> <p>AND the 100<sup>th</sup> service hour has been worked set the Sick Leave Hours Accrued Date as the last date of the pay period in which the 100<sup>th</sup> hour was worked.</p> <ul style="list-style-type: none"> <li>• When on a later calendar date, a payment is processed for a pay period prior to the Accrued Date, and that payment causes the accrual criteria (100<sup>th</sup> service hour) to be met in a pay period prior to the current Accrued Date, update the Accrued Date to the earliest date.</li> <li>• If the updated Accrued Date is in a prior Fiscal Year update any subsequent Fiscal Year Accrued Date(s) to 7/1 of the applicable Fiscal Year where the Provider has not had any period where the Provider Details Eligible field was N and the Ineligible Reason was Inactive /No Payroll for 1 Year</li> <li>• ELSE, no action required.</li> </ul> <p><b>Testing Note:</b> Only payment transactions for IHSS service hours are considered toward the accrual and eligibility for a Provider's Sick Leave as of 7/1/2018 IHSS SickLeaveStartDate. When the WPCSSickLeaveStartDate is set, and the Provider serves WPCS service hours, then both IHSS and WPCS hours are considered toward the accrual and eligibility for a Provider's Sick Leave.</p>
2	21093	CI-790557 - DSD BR TA SICK 02 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Set Sick Leave Hours Eligibility Date	<p>Set or update the Provider Sick Leave Eligible Date when</p> <ul style="list-style-type: none"> <li>• The current date is the first day of a pay period in which the 60<sup>th</sup> calendar day after the Provider Sick Leave Accrual Date falls</li> <li>• Or the Provider has been paid an additional 200 service hours (total 300 service hours) across all IHSS or WPCS recipients for whom he/she works</li> </ul>	<p>IF the Provider Sick Leave Eligible Date is blank, set the Eligible Date to the first day of a pay period in which the qualifying event occurs</p> <p>ELSE set Eligible Date as follows:</p> <ul style="list-style-type: none"> <li>• IF the 300<sup>th</sup> hour being worked is in a prior Fiscal Year and there was no period where the Provider Details Eligible field was No and the Ineligible reason was Inactive/No Payroll for 1 Year then set the Provider Sick Leave Eligible Date to the first day of the pay period where the 300<sup>th</sup> hour was worked and update all subsequent Fiscal Year Accrual and Eligible Dates to 7/1 of the associated Fiscal Year</li> <li>• ELSE IF the 300<sup>th</sup> hour being worked is in a prior Fiscal Year, for a pay period prior to a period where the Provider Details Eligible field was No, and the Ineligible reason was Inactive/No Payroll for 1 Year then set the Provider Sick Leave Eligible Date to the first day of the pay period where the 300<sup>th</sup> hour was worked, for the prior fiscal year, and do not update any subsequent Fiscal Year(s)</li> <li>• ELSE the 300<sup>th</sup> hour is being worked in the current Fiscal year, set the Provider Sick Leave Eligible Date to the first day of the pay period in which the 300<sup>th</sup> hour was worked.</li> </ul> <p>When on a later calendar date, a payment is processed for a pay period prior to the Eligible Date, and that payment causes the eligibility criteria (300<sup>th</sup> service hour) to be met in a pay period prior to the current Eligible Date, update the Eligible Date to the earliest date and follow the above rules.</p>
3	21093	CI-790558 - DSD BR TA SICK 03 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Provider Sick Leave Processing – Update Provider Sick Leave Accrual to Payroll	<p>When batch job (PRDS943B) processes</p> <p>AND</p> <p>the provider's Sick Leave Hours Eligibility Date for the fiscal year for which the timesheet was processed was previously blank and is now populated</p>	<p>CM:</p> <p>Send the following provider's fiscal year Sick Leave information to payroll:</p> <p>Accrued Hours Remaining Hours</p>
4	21093	CI-790559 - DSD BR TA SICK 04 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Provider Sick Leave Processing – send to Payroll	<p>When batch job (PRDS108A) processes and a Sick Leave Claim is paid*</p> <p>*Sick Leave Claim is paid means when the sick leave payment has been processed and interfaced with the payroll component for payment processing.</p>	<p>CM: All Sick Leave claims with Pending Payroll are interfaced to Payroll for processing</p> <p>**Test Notes: Sick Leave hours paid should be verified on Person Sick Leave Hours screen Paid Hours and Remaining Hours, both before and after payment processing.</p> <p>Cutback Hours should be verified on the View Payment Details screen as Sick Leave Hours Not Paid.</p>

5	21093 21094 <b>21125</b>	<b>CI-822242 - DSD BR TA SICK 05 IMPLEMENTED</b>	Sick Leave Claim – Provider is not Active	When the batch job 800SINDN is executed  AND  The Process Status in the ProviderPayrollISLCClaimData database table is FROMTPFPENDING or PENDING  AND  The provider does not have an Active IHSS Provider Hours segment with the Recipient for the Pay Period Begin Date entered on the Sick Leave Claim  OR  The provider does not have an Active WPCS Hours segment with the Recipient for the Pay Period Begin Date entered on the Sick Leave Claim	Update the Process Status in the ProviderPayrollISLCClaimData database table to FROMTPFEXCEPTION  AND  Generate Task in Sick Leave Claim Error Queue with error: Provider does not have an Active provider segment for the indicated pay period. (PMEC003)
6	21093 21094 <b>21125</b>	<b>CI-822243 - DSD BR TA SICK 06 IMPLEMENTED</b>	Sick Leave Claim – Provider does not exist	When the batch job 800SINDN is executed  AND  The Process Status in the ProviderPayrollISLCClaimData database table is FROMTPFPENDING or PENDING  AND  The provider number entered does not exist	Update the Process Status in the ProviderPayrollISLCClaimData database table to FROMTPFEXCEPTION  AND  Generate Task in Sick Leave Claim Error Queue with error: Provider Number does not exist. (PCME004)
7	21093 21094 <b>21125</b>	<b>CI-822244 - DSD BR TA SICK 07 IMPLEMENTED</b>	Sick Leave Claim – Case does not exist	When the batch job 800SINDN is executed  AND  The Process Status in the ProviderPayrollISLCClaimData database table is FROMTPFPENDING or PENDING  AND  The case number entered does not exist	Update the Process Status in the ProviderPayrollISLCClaimData database table to FROMTPFEXCEPTION  AND  Generate Task in Sick Leave Claim Error Queue with error: Case Number does not exist. (PMEC005)
8	21093 21094 <b>21125</b>	<b>CI-822245 - DSD BR TA SICK 08 IMPLEMENTED</b>	Sick Leave Claim – Hours exceed 24	When the batch job 800SINDN is executed  AND  The Process Status in the ProviderPayrollISLCClaimData database table is FROMTPFPENDING or PENDING  AND  The hours/minutes entered on a single day exceed 24.00 hours	Update the Process Status in the ProviderPayrollISLCClaimData database table to FROMTPFEXCEPTION  AND  Generate Task in Sick Leave Claim Error Queue with error: Sick Leave Hours may not exceed 24 hours per day. (PMEC006)
9	21093 21094 <b>21125</b>	<b>CI-822246 - DSD BR TA SICK 09 IMPLEMENTED</b>	Sick Leave Claim – Hours entered for ineligible day	When the batch job 800SINDN is executed  AND  The Process Status in the ProviderPayrollISLCClaimData database table is FROMTPFPENDING or PENDING  AND  Hours are entered for a day when the Provider or recipient is on Leave or otherwise ineligible  OR  Hours are entered for a day when the Recipient is on Leave or otherwise ineligible	Update the Process Status in the ProviderPayrollISLCClaimData database table to FROMTPFEXCEPTION  AND  Generate Task in Sick Leave Claim Error Queue with error: [Provider/Recipient*] on leave on date Sick Leave is claimed. (PMEC007)  *If the provider is On-Leave, then display Provider. If Recipient's case status is Leave, the provider is also On-Leave. Therefore, only display Recipient.

10	21093 21094 <b>21125</b>	<b>CI-822247 - DSD BR TA SICK 10</b> <b>IMPLEMENTED</b>	Sick Leave Claim – Hours not claimed in one hour increments.	When the batch job 800SINDN is executed  AND  The Process Status in the ProviderPayrollSLClaimData database table is FROMTPFPENDING or PENDING  AND  The Provider's Sick Leave Hours Remaining Hours for the fiscal year is greater than or equal to 1:00  AND  The Total Hours are less than the Provider's Remaining Hours  AND  The hours entered for any day are less than 1:00 hour	Update the Process Status in the ProviderPayrollSLClaimData database table to FROMTPFEXCEPTION  AND  Generate Task in Sick Leave Claim Error Queue with error: Sick Leave Hours must be claimed in at least one hour increments when provider's Sick Leave Hours Remaining Hours are greater than or equal to one (1:00) hour. (PMEC008)
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No	Req ID	CI	Description	When	Action
11	21093 21094 <b>21125</b>	<b>CI-822248 - DSD BR TA SICK 11</b> <b>IMPLEMENTED</b>	Sick Leave Claim – Hours not claimed in 30 minute increments.	When the batch job 800SINDN is executed  AND  The Process Status in the ProviderPayrollSLClaimData database table is FROMTPFPENDING or PENDING  AND  The Provider's Sick Leave Hours "Remaining Hours" for the fiscal year is greater than 1:00  AND  The hours entered for any day are greater than one hour and the minutes are other than 30 minutes	Update the Process Status in the ProviderPayrollSLClaimData database table to FROMTPFEXCEPTION  AND  Generate Task in Sick Leave Claim Error Queue with error: "Remaining Sick Leave Hours greater than one (1:00) hour must be claimed in 30 minute increments." (PMEC009)
12		<b>CI-822249 - DSD BR TA SICK 12</b> <b>CANCELLED</b>	Cancelled by SCF 2		
13	21093 21094 <b>21125</b>	<b>CI-822250 - DSD BR TA SICK 13</b> <b>IMPLEMENTED</b>	Sick Leave Claim – Submitted for future pay period.	When the batch job 800SINDN is executed  AND  The Process Status in the ProviderPayrollSLClaimData database table is FROMTPFPENDING or PENDING  AND  The Pay Period Begin is future to the current pay period Begin Date	Update the Process Status in the ProviderPayrollSLClaimData database table to FROMTPFEXCEPTION  AND  Generate Task in Sick Leave Claim Error Queue with error: "Sick Leave claim may not be submitted for a future pay period." (PMEC011)
14	21093 21094 <b>21125</b>	<b>CI-822251 - DSD BR TA SICK 14</b> <b>IMPLEMENTED</b>	Sick Leave Claim – Hours entered for a future date	When the batch job 800SINDN is executed  AND  The Process Status in the ProviderPayrollSLClaimData database table is FROMTPFPENDING or PENDING  AND  There are hours entered for a day (date) which is future to the current date	Update the Process Status in the ProviderPayrollSLClaimData database table to FROMTPFEXCEPTION  AND  Generate Task in Sick Leave Claim Error Queue with Error: "Sick Leave may not be claimed for a future date." (PMEC012)

15	21093 21094 21095 <a href="#">21125</a>	<b>CI-822252 - DSD</b> BR TA SICK 15 <b>IMPLEMENTED</b>	Sick Leave Claim – Provider not eligible to claim sick leave	When the batch job 800SINDN is executed  AND  The Process Status in the ProviderPayrollSLClaimData database table is FROMTPFPENDING or PENDING  AND  The Pay Period Begin Date is before the Provider's Sick Leave Eligibility Date for the fiscal year associated with Pay Period Begin Date	Update the Process Status in the ProviderPayrollSLClaimData database table to FROMTPFEXCEPTION  AND  Generate Task in Sick Leave Claim Error Queue with error: "Provider not eligible to claim sick leave until [MM /DD/YYYY]." (PMEC013)
16	21093 21094 <a href="#">21125</a>	<b>CI-822253 - DSD</b> BR TA SICK 16 <b>IMPLEMENTED</b>	Sick Leave Claim – Provider not eligible for Sick Leave	When the batch job 800SINDN is executed  AND  The Process Status in the ProviderPayrollSLClaimData database table is FROMTPFPENDING or PENDING  AND  A Provider Sick Leave Eligibility Date is not indicated for the fiscal year associated with Pay Period Begin Date	Update the Process Status in the ProviderPayrollSLClaimData database table to FROMTPFEXCEPTION  AND  Generate Task in Sick Leave Claim Error Queue with Error: "Provider has not met Sick Leave eligibility criteria." (PMEC014)
17	21093 21094 <a href="#">21125</a>	<b>CI-822254 - DSD</b> BR TA SICK 17 <b>IMPLEMENTED</b>	Sick Leave Claim – Hours not claimed in 30 minute increments.	When the batch job 800SINDN is executed  AND  The Process Status in the ProviderPayrollSLClaimData database table is FROMTPFPENDING or PENDING  AND  The provider's Sick Leave Hours "Remaining Hours" for the fiscal year is less than 1:00  AND  The Total Hours entered is other than 30 minutes (0:30)	Update the Process Status in the ProviderPayrollSLClaimData database table to FROMTPFEXCEPTION  AND  Generate Task in Sick Leave Claim Error Queue with error: "Sick Leave Hours must be claimed in 30 minute increments when Remaining Hours are less than one (1:00)." (PMEC017)
18	21093 21094 21095 <a href="#">21125</a>	<b>CI-822255 - DSD</b> BR TA SICK 18 <b>IMPLEMENTED</b>	Sick Leave Claim – Provider has no remaining Sick Leave hours	When the batch job 800SINDN is executed  AND  The Process Status in the ProviderPayrollSLClaimData database table is FROMTPFPENDING or PENDING  AND  The Provider's Sick Leave Hours "Remaining Hours" are zero for the Fiscal Year	Update the Process Status in the ProviderPayrollSLClaimData database table to FROMTPFEXCEPTION  AND  Generate Task in Sick Leave Claim Error Queue with error: "The provider has no remaining sick leave hours for the fiscal year." (PMEC018)
19	21093 21094 <a href="#">21125</a>	<b>CI-822256 - DSD</b> BR TA SICK 19 <b>IMPLEMENTED</b>	Sick Leave Claim – All entries are zero.	When the batch job 800SINDN is executed  AND  The Process Status in the ProviderPayrollSLClaimData database table is FROMTPFPENDING or PENDING  AND  No entries greater than zero in any of the time entry fields	Update the Process Status in the ProviderPayrollSLClaimData database table to FROMTPFEXCEPTION  AND  Generate Task in Sick Leave Claim Error Queue with error: "Entry in at least one time entry field is required." (PMEC019)

20	21093 21094 <b>21125</b>	<b>CI-822257</b> - DSD BR TA SICK 20 <b>IMPLEMENTED</b>	Sick Leave Claim – Invalid time value	When the batch job 800SINDN is executed  AND  The Process Status in the ProviderPayrollSLClaimData database table is FROMTPFPENDING or PENDING  AND  Time entry has Negative or Invalid values	Update the Process Status in the ProviderPayrollSLClaimData database table to FROMTPFEXCEPTION  AND  Generate Task in Sick Leave Claim Error Queue with error: "Negative or Invalid values not allowed." (PMEC020)  Payroll: N/A
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No	Req ID	CI	Description	When	Action
21	21093 21094 <b>21125</b>	<b>CI-822258</b> - DSD BR TA SICK 21 <b>IMPLEMENTED</b>	Sick Leave Claim – Missing Provider Signature	When the batch job 800SINDN is executed  AND  The Process Status in the ProviderPayrollSLClaimData database table is FROMTPFPENDING or PENDING  AND  The form is Missing Provider Signature	TPF: Detects exception and sends an error to CM.  CM:  Update the Process Status in the ProviderPayrollSLClaimData database table to FROMTPFEXCEPTION  AND  Generate Task in Sick Leave Claim Error Queue with error: "Missing Provider Signature." (PMEC021)
22	21093 21094 <b>21125</b>	<b>CI-822259</b> - DSD BR TA SICK 22 <b>IMPLEMENTED</b>	Sick Leave Claim – Time entered beyond the pay period.	When the batch job 800SINDN is executed  AND  The Process Status in the ProviderPayrollSLClaimData database table is FROMTPFPENDING or PENDING  AND  Time is recorded beyond the pay period start date or end date.	Update the Process Status in the ProviderPayrollSLClaimData database table to FROMTPFEXCEPTION  AND  Generate Task in Sick Leave Claim Error Queue with error: "Time recorded beyond pay period start date or end date." (PMEC022)
23	21093 21094 21095 <b>21125</b> <b>16203</b>	<b>CI-822260</b> - DSD BR TA SICK 23 <b>IMPLEMENTED</b>	Sick Leave Claim – Provider does not have enough remaining Sick Leave hours	When the batch job 800SINDN is executed  AND  The Process Status in the ProviderPayrollSLClaimData database table is FROMTPFPENDING or PENDING  AND  The Claimed Hours exceed the Sick Leave Hours Remaining Hours for the Provider for the fiscal year in which the hours are claimed	Create History with a status of 'Prior to Cutback' (SLV005)  AND  Cutback excess sick leave hours  AND  Set Sick Leave Claim to Pending Payroll status  AND  Provide Sick Claim image link  AND  Generate cutback exception "Claimed Hours exceed providers Sick Leave Remaining Hours HH:MM* for fiscal year YYYY-YYYY" (PMEC015)  *HH:MM = Sick Leave Hours – Remaining Hours for fiscal year  ^YYYY – YYYY (Fiscal Year for which the sick hours are being claimed)  **Test Notes:  Sick Leave hours paid should be verified on Person Sick Leave Hours screen "Claimed Hours" and "Remaining Hours", both before and after, payment processing.  Cutback Hours should be verified on the View Payment Details screen as "Sick Leave Hours Not Paid"

24	21093 21094  <a href="#">21125</a> <a href="#">21149</a> <a href="#">16203</a>	 <b>CI-822261</b> - DSD BR TA SICK 24  <b>IMPLEMENTED</b>	Sick Leave Claim Processing	When the batch job 800SINDN is executed  AND  The Process Status in the ProviderPayrollSLClaimData database table is FROMTPFPENDING or PENDING	Validate Claimed Hours and Remaining Hour:  IF  Claimed Hours are equal to or less than Remaining hours  THEN  Increase the Sick Leave Claimed hours by the number of HH:MM to be paid  AND  Decrease the Sick Leave Remaining Hours by the number of HH:MM to be paid  AND  Funding Source should match recipient case Funding Source for the service month  AND  Provide Sick Claim image link  AND  Take a snapshot for Sick Leave Claim History  AND  SET Sick Leave claim to Pending Payroll status.   **Test Notes:  Sick Leave hours paid should be verified on Person Sick Leave Hours screen "Claimed Hours" and "Remaining Hours", both before and after, payment processing.  Cutback Hours should be verified on the View Payment Details screen as "Sick Leave Hours Not Paid"
25	21093 21094  <a href="#">21125</a> <a href="#">21149</a>	 <b>CI-822318</b> - DSD BR TA SICK 25  <b>IMPLEMENTED</b>	Sick Leave Claim – Pay Period date is not the 1 <sup>st</sup> or the 16 <sup>th</sup> of a month	When the batch job 800SINDN is executed  AND  The Process Status in the ProviderPayrollSLClaimData database table is FROMTPFPENDING or PENDING  AND  The Pay Period Begin Date is not the 1 <sup>st</sup>  OR  The Pay Period Begin Date is not the 16 <sup>th</sup>	Update the Process Status in the ProviderPayrollSLClaimData database table to FROMTPFEXCEPTION  AND  Generate Task in Sick Leave Claim Error Queue with error: "Service Period From Date must be the 1st or the 16th of a month." (PMEC016)
26	21093 21094  <a href="#">21125</a> <a href="#">21149</a>	 <b>CI-822319</b> - DSD BR TA SICK 26  <b>IMPLEMENTED</b>	Sick Leave Claims from TPF	When the batch job PRNR998D is executed  AND  Sick Claim records from TPF are available on ProcServer for processing	Write Sick Leave Claim details to the SickLeaveClaimData staging table  AND  Set the Process Status in the ProviderPayrollSLClaimData database table to FROMTPFPENDING  THEN  Trigger batch job 800SINDN

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Sick Leave (1-10)

No	Req ID	CI	Description	When	Action
1	21093	CI-790556 - DSD BR TA SICK 01 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Set Sick Leave Hours Accrued Date	<p>When a payment transaction* is processed</p> <p>AND the provider has been paid</p> <p>AND the pay period is on or after the Sick Leave Implementation Date (7/1/2018)</p> <p>*Payment transactions include timesheet (Advance Pay, Arrears, or WPCS) Payment Correction or Special Transaction</p>	<p>Track the service hours paid across all IHSS recipients for whom the provider works and set the Provider Sick Leave Accrued Date as follows:</p> <p>When the Sick Leave Hours Accrued Date is blank for the fiscal year (July 1 through June 30) for which the payment is being processed</p> <p>AND the 100<sup>th</sup> service hour has been worked set the Sick Leave Hours Accrued Date as the last date of the pay period in which the 100<sup>th</sup> hour was worked.</p> <ul style="list-style-type: none"> <li>When on a later calendar date, a payment is processed for a pay period prior to the Accrued Date, and that payment causes the accrual criteria (100<sup>th</sup> service hour) to be met in a pay period prior to the current Accrued Date, update the Accrued Date to the earliest date.</li> <li>IF the updated Accrued Date is in a prior Fiscal Year update any subsequent Fiscal Year Accrued Date(s) to 7/1 of the applicable Fiscal Year where the Provider has not had any period where the Provider Details Eligible field was N and the Ineligible Reason was Inactive /No Payroll for 1 Year</li> <li>ELSE, no action required.</li> </ul> <p><b>Testing Note:</b> Only payment transactions for IHSS service hours are considered toward the accrual and eligibility for a Provider's Sick Leave as of 7/1/2018 IHSS SickLeaveStartDate. When the WPCSSickLeaveStartDate is set, and the Provider serves WPCS service hours, then both IHSS and WPCS hours are considered toward the accrual and eligibility for a Provider's Sick Leave.</p>
2	21093	CI-790557 - DSD BR TA SICK 02 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Set Sick Leave Hours Eligibility Date	<p>Set or update the Provider Sick Leave Eligible Date when</p> <ul style="list-style-type: none"> <li>The current date is the first day of a pay period in which the 60<sup>th</sup> calendar day after the Provider Sick Leave Accrual Date falls</li> <li>Or the Provider has been paid an additional 200 service hours (total 300 service hours) across all IHSS or WPCS recipients for whom he/she works</li> </ul>	<p>IF the Provider Sick Leave Eligible Date is blank, set the Eligible Date to the first day of a pay period in which the qualifying event occurs</p> <p>ELSE set Eligible Date as follows:</p> <ul style="list-style-type: none"> <li>IF the 300<sup>th</sup> hour being worked is in a prior Fiscal Year and there <u>was no period</u> where the Provider Details Eligible field was No and the Ineligible reason was Inactive/No Payroll for 1 Year then set the Provider Sick Leave Eligible Date to the first day of the pay period where the 300<sup>th</sup> hour was worked and update all subsequent Fiscal Year Accrual and Eligible Dates to 7/1 of the associated Fiscal Year</li> <li>ELSE IF the 300<sup>th</sup> hour being worked is in a prior Fiscal Year, for a pay period prior to a <u>period</u> where the Provider Details Eligible field was No, and the Ineligible reason was Inactive/No Payroll for 1 Year then set the Provider Sick Leave Eligible Date to the first day of the pay period where the 300<sup>th</sup> hour was worked, for the prior fiscal year, and do not update any subsequent Fiscal Year(s)</li> <li>ELSE the 300<sup>th</sup> hour is being worked in the current Fiscal year, set the Provider Sick Leave Eligible Date to the first day of the pay period in which the 300<sup>th</sup> hour was worked.</li> </ul> <p>When on a later calendar date, a payment is processed for a pay period prior to the Eligible Date, and that payment causes the eligibility criteria (300<sup>th</sup> service hour) to be met in a pay period prior to the current Eligible Date, update the Eligible Date to the earliest date and follow the above rules.</p>
3	21093	CI-790558 - DSD BR TA SICK 03 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Provider Sick Leave Processing – Update Provider Sick Leave Accrual to Payroll	<p>When batch job (PRDS943B) processes</p> <p>AND</p> <p>the provider's Sick Leave Hours Eligibility Date for the fiscal year for which the timesheet was processed was previously blank and is now populated</p>	<p>CM:</p> <p>Send the following provider's fiscal year Sick Leave information to payroll:</p> <p>Accrued Hours Remaining Hours</p>
4	21093	CI-790559 - DSD BR TA SICK 04 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Provider Sick Leave Processing – send to Payroll	<p>When batch job (PRDS108A) processes and a Sick Leave Claim is paid*</p> <p>*Sick Leave Claim is paid means when the sick leave payment has been processed and interfaced with the payroll component for payment processing.</p>	<p>CM: All Sick Leave claims with Pending Payroll are interfaced to Payroll for processing</p> <p>**Test Notes: Sick Leave hours paid should be verified on Person Sick Leave Hours screen Paid Hours and Remaining Hours, both before and after payment processing.</p> <p>Cutback Hours should be verified on the View Payment Details screen as Sick Leave Hours Not Paid.</p>
5	21093 21094 21125	CI-822242 - DSD BR TA SICK 05 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Sick Leave Claim – Provider is not Active	<p>When the batch job 800SINDN is executed</p> <p>AND</p> <p>The Process Status in the ProviderPayrollISLClaimData database table is FROMTPFPENDING or PENDING</p> <p>AND</p> <p>The provider does not have an Active IHSS Provider Hours segment with the Recipient for the Pay Period Begin Date entered on the Sick Leave Claim</p> <p>OR</p> <p>The provider does not have an Active WPCS Hours segment with the Recipient for the Pay Period Begin Date entered on the Sick Leave Claim</p>	<p>Update the Process Status in the ProviderPayrollISLClaimData database table to FROMTPFEXCEPTION</p> <p>AND</p> <p>Generate Task in Sick Leave Claim Error Queue with error: Provider does not have an Active provider segment for the indicated pay period. (PMEC003)</p>

6	21093 21094 <a href="#">21125</a>	<a href="#"> CI-822243 - DSD BR TA SICK 06 IMPLEMENTED</a>	Sick Leave Claim – Provider does not exist	When the batch job 800SINDN is executed  AND  The Process Status in the ProviderPayrollISLClaimData database table is FROMTPFPENDING or PENDING  AND  The provider number entered does not exist	Update the Process Status in the ProviderPayrollISLClaimData database table to FROMTPFEXCEPTION  AND  Generate Task in Sick Leave Claim Error Queue with error: Provider Number does not exist. (PCME004)
7	21093 21094 <a href="#">21125</a>	<a href="#"> CI-822244 - DSD BR TA SICK 07 IMPLEMENTED</a>	Sick Leave Claim – Case does not exist	When the batch job 800SINDN is executed  AND  The Process Status in the ProviderPayrollISLClaimData database table is FROMTPFPENDING or PENDING  AND  The case number entered does not exist	Update the Process Status in the ProviderPayrollISLClaimData database table to FROMTPFEXCEPTION  AND  Generate Task in Sick Leave Claim Error Queue with error: Case Number does not exist. (PMEC005)
8	21093 21094 <a href="#">21125</a>	<a href="#"> CI-822245 - DSD BR TA SICK 08 IMPLEMENTED</a>	Sick Leave Claim – Hours exceed 24	When the batch job 800SINDN is executed  AND  The Process Status in the ProviderPayrollISLClaimData database table is FROMTPFPENDING or PENDING  AND  The hours/minutes entered on a single day exceed 24:00 hours	Update the Process Status in the ProviderPayrollISLClaimData database table to FROMTPFEXCEPTION  AND  Generate Task in Sick Leave Claim Error Queue with error: Sick Leave Hours may not exceed 24 hours per day. (PMEC006)
9	21093 21094 <a href="#">21125</a>	<a href="#"> CI-822246 - DSD BR TA SICK 09 IMPLEMENTED</a>	Sick Leave Claim – Hours entered for ineligible day	When the batch job 800SINDN is executed  AND  The Process Status in the ProviderPayrollISLClaimData database table is FROMTPFPENDING or PENDING  AND  Hours are entered for a day when the Provider or recipient is on Leave or otherwise ineligible  OR  Hours are entered for a day when the Recipient is on Leave or otherwise ineligible	Update the Process Status in the ProviderPayrollISLClaimData database table to FROMTPFEXCEPTION  AND  Generate Task in Sick Leave Claim Error Queue with error: [Provider/Recipient] on leave on date Sick Leave is claimed. (PMEC007)  *If the provider is On-Leave, then display Provider. If Recipient's case status is Leave, the provider is also On-Leave. Therefore, only display Recipient.
10	21093 21094 <a href="#">21125</a>	<a href="#"> CI-822247 - DSD BR TA SICK 10 IMPLEMENTED</a>	Sick Leave Claim – Hours not claimed in one hour increments.	When the batch job 800SINDN is executed  AND  The Process Status in the ProviderPayrollISLClaimData database table is FROMTPFPENDING or PENDING  AND  The Provider's Sick Leave Hours Remaining Hours for the fiscal year is greater than or equal to 1:00  AND  The Total Hours are less than the Provider's Remaining Hours  AND  The hours entered for any day are less than 1:00 hour	Update the Process Status in the ProviderPayrollISLClaimData database table to FROMTPFEXCEPTION  AND  Generate Task in Sick Leave Claim Error Queue with error: Sick Leave Hours must be claimed in at least one hour increments when provider's Sick Leave Hours Remaining Hours are greater than or equal to one (1:00) hour. (PMEC008)

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Sick Leave (11-20)

No	Req ID	CI	Description	When	Action
11	21093 21094 <a href="#">21125</a>	<a href="#"> CI-822248 - DSD BR TA SICK 11</a> <a href="#">IMPLEMENTED</a>	Sick Leave Claim – Hours not claimed in 30 minute increments.	When the batch job 800SINDN is executed  AND  The Process Status in the ProviderPayrollISLCClaimData database table is FROMTPFPENDING or PENDING  AND  The Provider's Sick Leave Hours "Remaining Hours" for the fiscal year is greater than 1:00  AND  The hours entered for any day are greater than one hour and the minutes are other than 30 minutes	Update the Process Status in the ProviderPayrollISLCClaimData database table to FROMTPFEXCEPTION  AND  Generate Task in Sick Leave Claim Error Queue with error: "Remaining Sick Leave Hours greater than one (1:00) hour must be claimed in 30 minute increments." (PMEC009)
12		<a href="#"> CI-822249 - DSD BR TA SICK 12</a> <a href="#">CANCELLED</a>	Cancelled by SCF 2		
13	21093 21094 <a href="#">21125</a>	<a href="#"> CI-822250 - DSD BR TA SICK 13</a> <a href="#">IMPLEMENTED</a>	Sick Leave Claim – Submitted for future pay period.	When the batch job 800SINDN is executed  AND  The Process Status in the ProviderPayrollISLCClaimData database table is FROMTPFPENDING or PENDING  AND  The Pay Period Begin is future to the current pay period Begin Date	Update the Process Status in the ProviderPayrollISLCClaimData database table to FROMTPFEXCEPTION  AND  Generate Task in Sick Leave Claim Error Queue with error: "Sick Leave claim may not be submitted for a future pay period." (PMEC011)
14	21093 21094 <a href="#">21125</a>	<a href="#"> CI-822251 - DSD BR TA SICK 14</a> <a href="#">IMPLEMENTED</a>	Sick Leave Claim – Hours entered for a future date	When the batch job 800SINDN is executed  AND  The Process Status in the ProviderPayrollISLCClaimData database table is FROMTPFPENDING or PENDING  AND  There are hours entered for a day (date) which is future to the current date	Update the Process Status in the ProviderPayrollISLCClaimData database table to FROMTPFEXCEPTION  AND  Generate Task in Sick Leave Claim Error Queue with Error: "Sick Leave may not be claimed for a future date." (PMEC012)
15	21093 21094 21095 <a href="#">21125</a>	<a href="#"> CI-822252 - DSD BR TA SICK 15</a> <a href="#">IMPLEMENTED</a>	Sick Leave Claim – Provider not eligible to claim sick leave	When the batch job 800SINDN is executed  AND  The Process Status in the ProviderPayrollISLCClaimData database table is FROMTPFPENDING or PENDING  AND  The Pay Period Begin Date is before the Provider's Sick Leave Eligibility Date for the fiscal year associated with Pay Period Begin Date	Update the Process Status in the ProviderPayrollISLCClaimData database table to FROMTPFEXCEPTION  AND  Generate Task in Sick Leave Claim Error Queue with error: "Provider not eligible to claim sick leave until [MM /DD/YYYY]." (PMEC013)

16	21093 21094 <b>21125</b>	<b>CI-822253 - DSD</b> BR TA SICK 16 <b>IMPLEMENTED</b>	Sick Leave Claim – Provider not eligible for Sick Leave	When the batch job 800SINDN is executed  AND  The Process Status in the ProviderPayrollSLClaimData database table is FROMTPFPENDING or PENDING  AND  A Provider Sick Leave Eligibility Date is not indicated for the fiscal year associated with Pay Period Begin Date	Update the Process Status in the ProviderPayrollSLClaimData database table to FROMTPFEXCEPTION  AND  Generate Task in Sick Leave Claim Error Queue with Error: "Provider has not met Sick Leave eligibility criteria." (PMEC014)
17	21093 21094 <b>21125</b>	<b>CI-822254 - DSD</b> BR TA SICK 17 <b>IMPLEMENTED</b>	Sick Leave Claim – Hours not claimed in 30 minute increments.	When the batch job 800SINDN is executed  AND  The Process Status in the ProviderPayrollSLClaimData database table is FROMTPFPENDING or PENDING  AND  The provider's Sick Leave Hours "Remaining Hours" for the fiscal year is less than 1:00  AND  The Total Hours entered is other than 30 minutes (0:30)	Update the Process Status in the ProviderPayrollSLClaimData database table to FROMTPFEXCEPTION  AND  Generate Task in Sick Leave Claim Error Queue with error: "Sick Leave Hours must be claimed in 30 minute increments when Remaining Hours are less than one (1:00)." (PMEC017)
18	21093 21094 21095 <b>21125</b>	<b>CI-822255 - DSD</b> BR TA SICK 18 <b>IMPLEMENTED</b>	Sick Leave Claim – Provider has no remaining Sick Leave hours	When the batch job 800SINDN is executed  AND  The Process Status in the ProviderPayrollSLClaimData database table is FROMTPFPENDING or PENDING  AND  The Provider's Sick Leave Hours "Remaining Hours" are zero for the Fiscal Year	Update the Process Status in the ProviderPayrollSLClaimData database table to FROMTPFEXCEPTION  AND  Generate Task in Sick Leave Claim Error Queue with error: "The provider has no remaining sick leave hours for the fiscal year." (PMEC018)
19	21093 21094 <b>21125</b>	<b>CI-822256 - DSD</b> BR TA SICK 19 <b>IMPLEMENTED</b>	Sick Leave Claim – All entries are zero.	When the batch job 800SINDN is executed  AND  The Process Status in the ProviderPayrollSLClaimData database table is FROMTPFPENDING or PENDING  AND  No entries greater than zero in any of the time entry fields	Update the Process Status in the ProviderPayrollSLClaimData database table to FROMTPFEXCEPTION  AND  Generate Task in Sick Leave Claim Error Queue with error: "Entry in at least one time entry field is required." (PMEC019)
20	21093 21094 <b>21125</b>	<b>CI-822257 - DSD</b> BR TA SICK 20 <b>IMPLEMENTED</b>	Sick Leave Claim – Invalid time value	When the batch job 800SINDN is executed  AND  The Process Status in the ProviderPayrollSLClaimData database table is FROMTPFPENDING or PENDING  AND  Time entry has Negative or Invalid values	Update the Process Status in the ProviderPayrollSLClaimData database table to FROMTPFEXCEPTION  AND  Generate Task in Sick Leave Claim Error Queue with error: "Negative or Invalid values not allowed." (PMEC020)  Payroll: N/A

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Sick Leave (21-30)

No	Req ID	CI	Description	When	Action
21	21093 21094 <a href="#">21125</a>	CI-822258 - DSD BR TA SICK 21 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Sick Leave Claim – Missing Provider Signature	When the batch job 800SINDN is executed  AND  The Process Status in the ProviderPayrollSLClaimData database table is FROMTPFPENDING or PENDING  AND  The form is Missing Provider Signature	TPF: Detects exception and sends an error to CM.  CM:  Update the Process Status in the ProviderPayrollSLClaimData database table to FROMTPFEXCEPTION  AND  Generate Task in Sick Leave Claim Error Queue with error: "Missing Provider Signature." (PMEC021)
22	21093 21094 <a href="#">21125</a>	CI-822259 - DSD BR TA SICK 22 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Sick Leave Claim – Time entered beyond the pay period.	When the batch job 800SINDN is executed  AND  The Process Status in the ProviderPayrollSLClaimData database table is FROMTPFPENDING or PENDING  AND  Time is recorded beyond the pay period start date or end date.	Update the Process Status in the ProviderPayrollSLClaimData database table to FROMTPFEXCEPTION  AND  Generate Task in Sick Leave Claim Error Queue with error: "Time recorded beyond pay period start date or end date." (PMEC022)
23	21093 21094 21095 <a href="#">21125</a> <a href="#">16203</a>	CI-822260 - DSD BR TA SICK 23 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Sick Leave Claim – Provider does not have enough remaining Sick Leave hours	When the batch job 800SINDN is executed  AND  The Process Status in the ProviderPayrollSLClaimData database table is FROMTPFPENDING or PENDING  AND  The Claimed Hours exceed the Sick Leave Hours Remaining Hours for the Provider for the fiscal year in which the hours are claimed	Create History with a status of 'Prior to Cutback' (SLV005)  AND  Cutback excess sick leave hours  AND  Set Sick Leave Claim to Pending Payroll status  AND  Provide Sick Claim image link  AND  Generate cutback exception "Claimed Hours exceed providers Sick Leave Remaining Hours HH:MM* for fiscal year YYYY-YYYY^" (PMEC015)  *HH:MM = Sick Leave Hours – Remaining Hours for fiscal year  ^YYYY – YYYY (Fiscal Year for which the sick hours are being claimed)  **Test Notes:  Sick Leave hours paid should be verified on Person Sick Leave Hours screen "Claimed Hours" and "Remaining Hours", both before and after, payment processing.  Cutback Hours should be verified on the View Payment Details screen as "Sick Leave Hours Not Paid"

24	21093 21094  <a href="#">21125</a> <a href="#">21149</a> <a href="#">16203</a>	 <b>CI-822261</b> - DSD BR TA SICK 24  <b>IMPLEMENTED</b>	Sick Leave Claim Processing	When the batch job 800SINDN is executed  AND  The Process Status in the ProviderPayrollSLClaimData database table is FROMTPFPENDING or PENDING	Validate Claimed Hours and Remaining Hour:  IF  Claimed Hours are equal to or less than Remaining hours  THEN  Increase the Sick Leave Claimed hours by the number of HH:MM to be paid  AND  Decrease the Sick Leave Remaining Hours by the number of HH:MM to be paid  AND  Funding Source should match recipient case Funding Source for the service month  AND  Provide Sick Claim image link  AND  Take a snapshot for Sick Leave Claim History  AND  SET Sick Leave claim to Pending Payroll status.   **Test Notes:  Sick Leave hours paid should be verified on Person Sick Leave Hours screen "Claimed Hours" and "Remaining Hours", both before and after, payment processing.  Cutback Hours should be verified on the View Payment Details screen as "Sick Leave Hours Not Paid"
25	21093 21094  <a href="#">21125</a> <a href="#">21149</a>	 <b>CI-822318</b> - DSD BR TA SICK 25  <b>IMPLEMENTED</b>	Sick Leave Claim – Pay Period date is not the 1 <sup>st</sup> or the 16 <sup>th</sup> of a month	When the batch job 800SINDN is executed  AND  The Process Status in the ProviderPayrollSLClaimData database table is FROMTPFPENDING or PENDING  AND  The Pay Period Begin Date is not the 1 <sup>st</sup>  OR  The Pay Period Begin Date is not the 16 <sup>th</sup>	Update the Process Status in the ProviderPayrollSLClaimData database table to FROMTPFEXCEPTION  AND  Generate Task in Sick Leave Claim Error Queue with error: "Service Period From Date must be the 1st or the 16th of a month." (PMEC016)
26	21093 21094  <a href="#">21125</a> <a href="#">21149</a>	 <b>CI-822319</b> - DSD BR TA SICK 26  <b>IMPLEMENTED</b>	Sick Leave Claims from TPF	When the batch job PRNR998D is executed  AND  Sick Claim records from TPF are available on ProcServer for processing	Write Sick Leave Claim details to the SickLeaveClaimData staging table  AND  Set the Process Status in the ProviderPayrollSLClaimData database table to FROMTPFPENDING  THEN  Trigger batch job 800SINDN

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Set EVV Timesheet Effective Date

The business rules in this section manage how the EVV Effective Date for a Recipient/Provider relationship is set if the Case EVV Effective Date is not the high end date.

- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Set EVV Timesheet Effective Date (1-10)

No	Req ID	CI	Description	When	Action
01	21158 21155	 CI-822383 - DSD BR TA EVV 01 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Set CaseProvider EVV Effective Date – Future Date – Provider Registration	WHEN The CaseProviderEVVDetails. EVVEffectiveDate = 12/31/999 AND The Provider Registers with the ESP AND The Recipient is Registered with the ESP OR The Recipient is Registered with the TTS AND The CaseEVVDetails. EVVEffectiveDate is a future date AND The Provider is not terminated	CM: Set CaseProviderEVVDetails. EVVEffectiveDate = CaseEVVDetails. EVVEffective Date AND IF The new CaseProviderEVVDetails. EVVEffectiveDate is the 1 <sup>st</sup> day of the upcoming pay period AND The batch job 800DINDS has already run to create Electronic timesheets for the upcoming pay period AND A timesheet record for this Recipient /Provider <b>does not</b> exist AND Eligibility for a timesheet exists THEN Generate Electronic timesheet for the upcoming pay period with isEVV indicator = True
02	21158 21155	 CI-822384 - DSD BR TA EVV 02 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Set CaseProvider EVV Effective Date – Equal or Prior to Current Date – Provider Registration	WHEN The CaseProviderEVVDetails. EVVEffectiveDate = 12/31/999 AND The Provider Registers with the TTS AND The Recipient is Registered with the ESP OR The Recipient is Registered with the TTS AND The CaseEVVDetails. EVVEffectiveDate is a equal to or prior to current date AND The Provider is not terminated	CM: Set CaseProviderEVVDetails. EVVEffectiveDate = 1 <sup>st</sup> day of the upcoming pay period AND IF The batch job 800DINDS has already run to create Electronic timesheets for the upcoming pay period AND A timesheet record for this Recipient /Provider <b>does not</b> exist AND Eligibility for a timesheet exists THEN Generate Electronic timesheet for the upcoming pay period with isEVV indicator = True

03	21158 21155	 CI-822385 - DSD BR TA EVV 03 <b>IMPLEMENTED</b>	Set CaseProvider EVV Effective Date – Future Date – Recipient Registration	<p>WHEN</p> <p>The CaseProviderEVVDetails. EVVEffectiveDate = 12/31/999</p> <p>AND</p> <p>The Recipient Registers with the ESP</p> <p>AND</p> <p>The Provider is Registered with the ESP</p> <p>OR</p> <p>The Provider is Registered with the TTS</p> <p>AND</p> <p>The CaseEVVDetails. EVVEffectiveDate is a future date</p> <p>AND</p> <p>The Provider is not terminated</p>	<p>CM:</p> <p>Set CaseProviderEVVDetails. EVVEffectiveDate = CaseEVVDetails. EVVEffective Date</p> <p>AND IF</p> <p>The new CaseProviderEVVDetails. EVVEffectiveDate is the 1<sup>st</sup> day of the upcoming pay period</p> <p>AND</p> <p>The batch job 800DINDS has already run to create Electronic timesheets for the upcoming pay period</p> <p>AND</p> <p>A timesheet record for this Recipient /Provider does not exist</p> <p>AND</p> <p>Eligibility for a timesheet exists</p> <p>THEN</p> <p>Generate Electronic timesheet for the upcoming pay period with isEVV indicator = True</p>
04	21158 21155	 CI-822386 - DSD BR TA EVV 04 <b>IMPLEMENTED</b>	Set CaseProvider EVV Effective Date – Equal or Prior to Current Date – Recipient Registration	<p>WHEN</p> <p>The CaseProviderEVVDetails. EVVEffectiveDate = 12/31/999</p> <p>AND</p> <p>The Recipient Registers with the TTS</p> <p>AND</p> <p>The Provider is Registered with the ESP</p> <p>OR</p> <p>The Provider is Registered with the TTS</p> <p>AND</p> <p>The CaseEVVDetails. EVVEffectiveDate is a equal to or prior to current date</p> <p>AND</p> <p>The Provider is not terminated</p>	<p>CM:</p> <p>Set CaseProviderEVVDetails. EVVEffectiveDate = 1<sup>st</sup> day of the upcoming pay period</p> <p>AND IF</p> <p>The batch job 800DINDS has already run to create Electronic timesheets for the upcoming pay period</p> <p>AND</p> <p>A timesheet record for this Recipient /Provider does not exist</p> <p>AND</p> <p>Eligibility for a timesheet exists</p> <p>THEN</p> <p>Generate Electronic timesheet for the upcoming pay period with isEVV indicator = True</p>

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Set EVV Timesheet Effective Date (1-10)

No	Req ID	CI	Description	When	Action
01	21158 21155	 CI-822383 - DSD BR TA EVV 01 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Set CaseProvider EVV Effective Date – Future Date – Provider Registration	WHEN The CaseProviderEVVDetails. EVVEffectiveDate = 12/31/999 AND The Provider Registers with the ESP AND The Recipient is Registered with the ESP OR The Recipient is Registered with the TTS AND The CaseEVVDetails. EVVEffectiveDate is a future date AND The Provider is not terminated	CM: Set CaseProviderEVVDetails. EVVEffectiveDate = CaseEVVDetails. EVVEffective Date AND IF The new CaseProviderEVVDetails. EVVEffectiveDate is the 1 <sup>st</sup> day of the upcoming pay period AND The batch job 800DINDS has already run to create Electronic timesheets for the upcoming pay period AND A timesheet record for this Recipient /Provider <b>does not</b> exist AND Eligibility for a timesheet exists THEN Generate Electronic timesheet for the upcoming pay period with isEVV indicator = True
02	21158 21155	 CI-822384 - DSD BR TA EVV 02 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Set CaseProvider EVV Effective Date – Equal or Prior to Current Date – Provider Registration	WHEN The CaseProviderEVVDetails. EVVEffectiveDate = 12/31/999 AND The Provider Registers with the TTS AND The Recipient is Registered with the ESP OR The Recipient is Registered with the TTS AND The CaseEVVDetails. EVVEffectiveDate is a equal to or prior to current date AND The Provider is not terminated	CM: Set CaseProviderEVVDetails. EVVEffectiveDate = 1 <sup>st</sup> day of the upcoming pay period AND IF The batch job 800DINDS has already run to create Electronic timesheets for the upcoming pay period AND A timesheet record for this Recipient /Provider <b>does not</b> exist AND Eligibility for a timesheet exists THEN Generate Electronic timesheet for the upcoming pay period with isEVV indicator = True

03	21158 21155	 CI-822385 - DSD BR TA EVV 03 <b>IMPLEMENTED</b>	Set CaseProvider EVV Effective Date – Future Date – Recipient Registration	<p>WHEN</p> <p>The CaseProviderEVVDetails. EVVEffectiveDate = 12/31/999</p> <p>AND</p> <p>The Recipient Registers with the ESP</p> <p>AND</p> <p>The Provider is Registered with the ESP</p> <p>OR</p> <p>The Provider is Registered with the TTS</p> <p>AND</p> <p>The CaseEVVDetails. EVVEffectiveDate is a future date</p> <p>AND</p> <p>The Provider is not terminated</p>	<p>CM:</p> <p>Set CaseProviderEVVDetails. EVVEffectiveDate = CaseEVVDetails. EVVEffective Date</p> <p>AND IF</p> <p>The new CaseProviderEVVDetails. EVVEffectiveDate is the 1<sup>st</sup> day of the upcoming pay period</p> <p>AND</p> <p>The batch job 800DINDS has already run to create Electronic timesheets for the upcoming pay period</p> <p>AND</p> <p>A timesheet record for this Recipient /Provider does not exist</p> <p>AND</p> <p>Eligibility for a timesheet exists</p> <p>THEN</p> <p>Generate Electronic timesheet for the upcoming pay period with isEVV indicator = True</p>
04	21158 21155	 CI-822386 - DSD BR TA EVV 04 <b>IMPLEMENTED</b>	Set CaseProvider EVV Effective Date – Equal or Prior to Current Date – Recipient Registration	<p>WHEN</p> <p>The CaseProviderEVVDetails. EVVEffectiveDate = 12/31/999</p> <p>AND</p> <p>The Recipient Registers with the TTS</p> <p>AND</p> <p>The Provider is Registered with the ESP</p> <p>OR</p> <p>The Provider is Registered with the TTS</p> <p>AND</p> <p>The CaseEVVDetails. EVVEffectiveDate is a equal to or prior to current date</p> <p>AND</p> <p>The Provider is not terminated</p>	<p>CM:</p> <p>Set CaseProviderEVVDetails. EVVEffectiveDate = 1<sup>st</sup> day of the upcoming pay period</p> <p>AND IF</p> <p>The batch job 800DINDS has already run to create Electronic timesheets for the upcoming pay period</p> <p>AND</p> <p>A timesheet record for this Recipient /Provider does not exist</p> <p>AND</p> <p>Eligibility for a timesheet exists</p> <p>THEN</p> <p>Generate Electronic timesheet for the upcoming pay period with isEVV indicator = True</p>

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Telephone Timesheet System

- DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Telephone Timesheet System (1-10)

No	Req ID	CI	Description	When	Action
1	50040	 <b>CI-822995</b> - DSD BR TA TTS 01 <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	GetIVRRecipientTSHistory (CMOE999B) Processing	When the GetIVRRecipientTSHistory (CMOE999B) interface is called given a specific pay period	<p>Return all timesheets (initial and supplemental/IHSS or WPCS or Advance Pay) for any Providers that served that Recipient for that pay period where the timesheets are in one of the following CMIPS timesheet statuses:</p> <ul style="list-style-type: none"> <li>• Processed (TATS04)</li> <li>• Exception - Paid (TATS16)</li> <li>• Pending Recipient Review (TATS21) with Recipient Signature</li> </ul>

# DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Telephone Timesheet System (1-10)

No	Req ID	CI	Description	When	Action
1	50040	 <b>CI-822995</b> - DSD BR TA TTS 01 <input type="button" value="IMPLEMENTED"/>	GetIVRRecipientTSHistory (CMOE999B) Processing	When the GetIVRRecipientTSHistory (CMOE999B) interface is called given a specific pay period	<p>Return all timesheets (initial and supplemental/IHSS or WPCS or Advance Pay) for any Providers that served that Recipient for that pay period where the timesheets are in one of the following CMIPS timesheet statuses:</p> <ul style="list-style-type: none"> <li>• Processed (TATS04)</li> <li>• Exception - Paid (TATS16)</li> <li>• Pending Recipient Review (TATS21) with Recipient Signature</li> </ul>

## **DSD 24/Recip CM & OS – Time and Attendance/Tasks /Notifications**

See DSD Section 30 for all CMIPS Tasks and Notifications.

# **DSD 24/Recip CM & OS – Time and Attendance/Internal Interfaces**

This section will describe the internal interfaces as follows:

- Send Timesheet Data to Payroll
- Share of Cost Spend-Down Request
- SOC Spend Down from Payroll Process
- SOC Spend Down to Payroll
- Send Manual Timesheet Data to Payroll
- Send Manual Travel Claim Data to Payroll

# DSD 24/Recip CM & OS – Time and Attendance/Internal Interfaces/Send Timesheet Data to Payroll (PRDS109A)

CI	Document Name
 CI-69668 - DSD INTF Send Timesheet Data to Payroll PRDS109A <b>IMPLEMENTED</b>	DSD_INTF_Send_Timesheet_Data_to_Payroll_PRDS109A.doc

When validated for payment, CM interfaces the timesheet data to Payroll for payment. This section provides the data elements that CM sends to Payroll to process the timesheet.

## Data Elements of Interface

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
employeed	String	10	CaseParticipantRole	employeeID	Required: Payroll assigned ID that is used when interfacing with payroll.
timesheetId	String	16	Timesheet	timesheetNumber	Required: Timesheet Number
program	String	4	N/A	N/A	Required: Program Type IHSS or WPCS
supplInd	Boolean	1	Timesheet	timesheetType	Required: If timesheetType = "Supplemental - IHSS Arrears" or "Supplemental - Advance Pay" or "Supplemental - WPCS" then "Y" else "N"
socInd	Boolean	1	ShareOfCostDetail	mediCalSocAmt	Required: Based on following logic: <ul style="list-style-type: none"><li>• Timesheet submitted on Recipient case with SOC and pay periods post implementation (socInd=N)</li><li>• Timesheet submitted on Recipient case with no SOC and pay periods post implementation and pre-implementation (socInd= N)</li><li>• Timesheet submitted on recipient case with SOC and pay periods pre implementation (socInd=Y)</li></ul>
reclnd	Boolean	1	Timesheet	timesheetType	Required: If timesheetType = "Advance Pay" then "Y" else "N"
cutbackHrs	Integer	4	Timesheet	cutbackHoursMin	Required: Total hours cutback for over provider assigned, case authorized hours and/or exemption cutback hours
overtimeHrs	Integer	4	Workweek	totalOverTimeHours	Required: Total Overtime hours if any.
traveltimeHrs	Integer	4	Workweek	totalTravelHours	Required: No Travel Time data will be provided on this interface.
traveltimeCutbackHrs	Integer	4	Timesheet	cutbackTrvlHrs	Required
payPeriodStDt	Date	4	Timesheet	fromDate	Required: The date that the service is from either the 1st or 16th of the month for arrears timesheets.
payPeriodEndDt	Date	4	Timesheet	toDate	Required: The date that the service is until either the 15th or the end of the month for arrears timesheets.
date	Date	4	Timesheet	startDate	Required: First eligible Day of the Month for the Provider and Recipient in the pay period.
hours	Integer	4	Timesheet	daysHours	Required: Total Paid Hours

## Triggering Events

Screen Name	Trigger Point	Web Service	Fields	Comments
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Process Timesheet from Timesheet Processing Facility (TPF) (Batch Process)	Batch	TADJ	<ul style="list-style-type: none"> <li>• Employee ID</li> <li>• Timesheet Number</li> <li>• Program</li> <li>• SOC Indicator</li> <li>• Advance Pay Indicator</li> <li>• Cutback Hours</li> <li>• Service Hours OT</li> <li>• Pay Period Start Date</li> <li>• Pay Period End Date</li> <li>• Day of the Month</li> <li>• Hours</li> </ul>	
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## Matching Criteria

CM Element Name	Payroll Element Name	Comments
CaseParticipantRole. employeeID	EMPL.EMPLOYEE_ID	

## Errors

Condition	Error Message
System Failure	Errors that occur during batch processing will be written to the batch error log.

## Edits and Audits

When transaction is sent to Payroll and logging is enabled; all timesheet data sent to Payroll will be logged.

## DSD 24/Recip CM & OS – Time and Attendance/Internal Interfaces/Share of Cost Spend Down Request (CMNR932A)

CI	Document Name
<p> CI-69669 - DSD INTF Share of Cost Spend Down Request CMNR932A CANCELLED</p>	DSD_INTF_Share_of_Cost_Spend_Down_Request_CMNR932A.doc

Cancelled by ASR Sprint 52 Team 1&2 - Feature [CAT-4187](#) retired the need for this web service interface by incorporating the Advance Pay with SOC TADJs into the hourly process.

# DSD 24/Recip CM & OS – Time and Attendance/Internal Interfaces/SOC Spend-Down from Payroll Process (800DPRDS)

CI	Document Name
 CI-480897 - DSD INTF Spend Down from Payroll Process 800DPRDS. <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_INTF_Spend_Down_from_Payroll_Process_800DPRDS.doc

For payments subject to SOC, Payroll will calculate the preliminary net pay and request that Case Management use this information to determine the appropriate SOC deduction. This section provides the data elements that Payroll sends to Case Management to begin SOC spend-down processing.

## Data Elements of Interface

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
spenddownId	BIGINT	NA	MEDSSPENDDOWN	SPENDDOWNID	Used to track the SpendDown
employeeId	BIGINT	NA	MEDSSPENDDOWN	EMPLOYEEID	Used to identify the Provider
transactionId	BIGINT	NA	MEDSSPENDDOWN	TRANSACTIONID	Used to track the Spenddown
transactionType	CHARACTER(6)	NA	MEDSSPENDDOWN	TRANSACTIONTYPE	Used to track the transaction type (IHSS)
caseNumber	CHARACTER(40)	NA	MEDSSPENDDOWN	CASENUMBER	Used to identify the Recipient
netAmount	DECIMAL(31, 2)	NA	MEDSSPENDDOWN	NETAMT	Used to track the Spenddown amount
PAYPERIODSTDT	DATE	NA	MEDSSPENDDOWN	PAYPERIODSTDT	Pay period start date
PAYPERIODENDdT	DATE	NA	MEDSSPENDDOWN	PAYPERIODENDdT	Pay period end date

## Triggering Events

Screen Name	Trigger Point	Web Service	Fields	Comments
Share of Cost Process (Batch Process)	Batch	Batch	<ul style="list-style-type: none"> <li>• SPENDDOWNID</li> <li>• EMPLOYEEID</li> <li>• TRANSACTIONID</li> <li>• TRANSACTIONTYPE</li> <li>• CASENUMBER</li> <li>• NETAMT</li> <li>• PAYPERIODSTDT</li> <li>• PAYPERIODENDdT</li> </ul>	

## Matching Criteria

CM Element Name	Payroll Element Name	Comments
Not Applicable	Not Applicable	

## Errors

Errors that occur during batch processing will be written to the batch error log.

## Edits and Audits

When spend-down transaction received, data will be logged into MedsSpendDown.

# DSD 24/Recip CM & OS – Time and Attendance/Internal Interfaces/SOC Spend-Down to Payroll (801DPRDS)

CI	Document Name
 CI-480898 - DSD INTF Spend Down to Payroll Process 801DPRDS <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_INTF_Spend_Down_to_Payroll_Process_801DPRDS.doc

For payments subject to SOC, Payroll will calculate the preliminary net pay and request that Case Management use this information to determine the appropriate SOC deduction. This section provides the data elements that Case Management sends to Payroll to continue SOC spend-down processing.

## Data Elements of Interface

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
transactionId	BIGINT	NA	MEDSSPENDDOWN	TRANSACTIONID	Used to track the Transaction
employeeId	BIGINT	NA	MEDSSPENDDOWN	EMPLOYEEID	Used to identify the Provider
program	BIGINT	NA	MEDSSPENDDOWN	ISIHSS	Used to track the transaction type
effectiveDate	DATE	NA	MEDSSPENDDOWN	TRANSACTIONTYPE	Pay period Start date
amount	DECIMAL	NA	MEDSSPENDDOWN	NETAMT	Spenddown amount

## Triggering Events

Screen Name	Trigger Point	Web Service	Fields	Comments
Share of Cost Process (Batch Process)	Batch	Batch	<ul style="list-style-type: none"> <li>• TRANSACTIONID</li> <li>• EMPLOYEEID</li> <li>• PROGRAM</li> <li>• EFFECTIVEDATE</li> <li>• AMOUNT</li> </ul>	

## Matching Criteria

CM Element Name	Payroll Element Name	Comments
Not Applicable	Not Applicable	

## Errors

Errors that occur during batch processing will be written to the batch error log.

## Edits and Audits

When spend-down transaction received, data will be logged into MedsSpendDown.

# DSD 24/Recip CM & OS – Time and Attendance/Internal Interfaces/Send Manual Timesheet Data to Payroll (PRDR942A)

CI	Document Name
 CI-480899 - DSD INTF Receive Manual TS Data from CM PRDR942A <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_INTF_Receive_Manual_TS_Data_from_CM_PRDR942A.doc

When validated for payment, CM interfaces the manual timesheet data to Payroll for payment. This section provides the data elements that CM sends to Payroll to process the manual timesheet.

## Data Elements of Interface

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
employeeId	String	10	CaseParticipantRole	employeeID	Required: Payroll assigned ID that is used when interfacing with payroll.
timesheetId	String	16	Timesheet	timesheetNumber	Required: Timesheet Number
program	String	4	N/A	N/A	Required: Program Type IHSS or WPCS
supplementId	Boolean	1	Timesheet	timesheetType	Required: If timesheetType = "Supplemental - IHSS Arrears" or "Supplemental - Advance Pay" or "Supplemental - WPCS" then "Y" else "N"
socInd	Boolean	1	ShareOfCostDetail	mediCalSocAmt	Required: Based on following logic: <ul style="list-style-type: none"> <li>Timesheet submitted on Recipient case with SOC and pay periods post implementation (socInd=N)</li> <li>Timesheet submitted on Recipient case with no SOC and pay periods post implementation and pre-implementation (socInd= N)</li> <li>Timesheet submitted on recipient case with SOC and pay periods pre implementation (socInd=Y)</li> </ul>
recInd	Boolean	1	Timesheet	timesheetType	Required: If timesheetType = "Advance Pay" then "Y" else "N"
cutbackHrs	Integer	4	Timesheet	cutbackHoursMin	Required: Total hours cutback for over provider assigned, case authorized hours and/or exemption cutback hours
overtimeHrs	Integer	4	Timesheet	totalOverTimeHours	Required: Total Overtime hours if any.
traveltimeHrs	Integer	4	Timesheet	totalTravelHours	Required: Total Travel hours if any.
traveltimeCutbackHrs	Integer	4	Timesheet	totalTravelcutbackHoursMin	Required: Total Travel cutback hours if any.
payPeriodStDt	Date	4	Timesheet	fromDate	Required: The date that the service is from either the 1st or 16th of the month for arrears timesheets.
payPeriodEndDt	Date	4	Timesheet	toDate	Required: The date that the service is until either the 15th or the end of the month for arrears timesheets.
date	Date	4	Timesheet	startDate	Required: First eligible Day of the Month for the Provider and Recipient in the pay period.
hours	Integer	4	Timesheet	daysHours	Required: Total Paid Hours

## Triggering Events

Screen Name	Trigger Point	Web Service	Fields	Comments
Process Timesheet from Timesheet Processing Facility (TPF) (Batch Process)	Batch	TADJ	<ul style="list-style-type: none"> <li>• Employee ID</li> <li>• Timesheet Number</li> <li>• Program</li> <li>• SOC Indicator</li> <li>• Advance Pay Indicator</li> <li>• Cutback Hours</li> <li>• Cutback Hours Travel</li> <li>• OT</li> <li>• Pay Period Start Date</li> <li>• Pay Period End Date Travel Time Hours</li> <li>• Day of the Month</li> <li>• Hours</li> </ul>	

## Matching Criteria

CM Element Name	Payroll Element Name	Comments
CaseParticipantRole. employeeID	EMPL.EMPLOYEE_ID	

## Errors

Condition	Error Message
System Failure	Errors that occur during batch processing will be written to the batch error log.

## Edits and Audits

When transaction is sent to Payroll and logging is enabled; all timesheet data sent to Payroll will be logged.

# DSD 24/Recip CM & OS – Time and Attendance/Internal Interfaces/Send Manual Travel Claim Data to Payroll (PRNS942B)

CI	Document Name
 CI-673783 - DSD INTF Send Manual Travel Claim Data to Payroll PRNS942B <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_INTF_Send_Manual_Travel_Claim_Data_to_Payroll_PRN S942B.docx

When validated for payment, CM interfaces the manual travel claim data to Payroll for payment. This section provides the data elements that CM sends to Payroll to process the manual travel claim.

## Data Elements of Interface

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
trav:employeedId	String	10	CaseParticipant	employeeID	Required: Payroll assigned ID that is used when interfacing with payroll.
trav:travelClaimId	String	16	TravelClaim	travelClaimNumber	Required: Travel Claim Number
trav:program	String	4	N/A	N/A	Required: Program Type IHSS or WPCS
trav:supplementId	Boolean	1	TravelClaim	travelClaimTypeCode	Required: If travelClaimTypeCode = "Supplemental - IHSS Travel Claim" or Supplemental – WPCS Travel Claim" then "Y" else "N"
trav:reclnd	Boolean	1	IhssAssesmentEvidenceE	advancePaylnd	Required: If Recipient = "Advance Pay" then "Y" else "N"
trav:payPeriodStdT	Date	4	travelClaim	fromDate	Required: The date that the service is from either the 1st or 16th of the month for travel claims.
trav:payPeriodEndDt	Date	4	travelClaim	toDate	Required: The date that the service is until either the 15th or the end of the month for travel claims.
trav:traveltimeHrs	Integer	4	travelClaim	totalHoursMin	Required: Total Travel hours if any.
trav:overtimeHrs	Integer	4	travelClaim	totalOverTimeHours	Optional: Total Overtime hours if any.
trav:traveltimeCutbackHrs	Integer	4	travelClaim	cutbackHoursMin	Optional: Total Travel cutback hours if any.
trav:providerEligibilityStartDt	Integer	4	travelClaim	daysHours	Required: First eligible Day of the Month for the Provider in the pay period.

## Triggering Events

Screen Name	Trigger Point	Web Service	Fields	Comments
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Process Travel Claim from Travel Claim Manual Entry	Batch	TADJ	<ul style="list-style-type: none"> <li>• Employee ID</li> <li>• Travel Claim Number</li> <li>• Program</li> <li>• Advance Pay Indicator</li> <li>• Cutback Hours Travel</li> <li>• OT</li> <li>• Pay Period Start Date</li> <li>• Pay Period End Date</li> <li>• Travel Time Hours</li> <li>• Day of the Month</li> <li>• Hours</li> </ul>	
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## Matching Criteria

CM Element Name	Payroll Element Name	Comments
CaseParticipantRole. employeeID	EMPL.EMPLOYEE_ID	

## Errors

Condition	Error Message
System Failure	Errors that occur during batch processing will be written to the batch error log.

## Edits and Audits

When transaction is sent to Payroll and logging is enabled; all timesheet data sent to Payroll will be logged.

# DSD 24/Recip CM & OS – Time and Attendance/Internal Interfaces/Send Sick Leave Data to Payroll (PRDS108A)

CI	Document Name
 CI-790581 - DSD INTF Send Sick Leave Data to Payroll PRDS108A <span style="background-color: #e0f2f1; border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_INTF_Send_Sick_Leave_Data_to_Payroll_PRDS108A.docx

When validated for payment, CM interfaces the sick leave claim data to Payroll for payment. This section providers the data elements that CM sends to Payroll to process the sick leave claim.

## Data Elements of Interface

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
employeed	String	10	CaseParticipantRole	employeed	Required. Payroll assigned ID that is used when interfacing with payroll.
sickClaimId	String	10	ProviderSickLeaveClaim	sickLeaveClaimNumber	Required Sick Leave Claim Number
program	String	6	ProviderSickLeaveClaim	programCode	Required IHSS or WPCS
recInd	String	1	N/A	N/A	Optional
payPeriodStartDt	String	10	ProviderSickLeaveClaim	payPeriodStartDate	Required The date is either the 1st or 16th of the month.
payPeriodEndDt	String	10	ProviderSickLeaveClaim	payPeriodEndDate	Required The date is either the 15th or the end of the month.
sickclaimCutbackHrs	String	10	ProviderSickLeaveClaim	cutbackHoursMin	Optional Total hours cutback for Exceeding the Sick leave Remaining mins.
hours	String	10	ProviderSickLeaveClaim	totalHoursMin - cutbackhoursmins	Required. Total Hours to be paid.
date	String	10	ProviderEnrollmentHours	startDate	Required

## Triggering Events

Screen Name	Trigger Point	Payroll Web service	Comments
Process Sick Leave Claim (Batch Process)	Batch	TADJ	<ul style="list-style-type: none"> <li>Employee ID</li> <li>Sick Claim Transaction Number</li> <li>RecInd</li> <li>Program</li> <li>Sick Leave Cutback Hours</li> <li>Pay Period Start Date</li> <li>Pay Period End Date</li> <li>Hours</li> <li>Date</li> </ul>

## Matching Criteria

CM Element Name	Payroll Element Name	Comments
CaseParticipantRole. employeed	EMPL.EMPLOYEE_ID	

## Errors

Condition	Error Message
System Failure	Errors that occur during batch processing will be written to the batch error log.

## Edits and Audits

When transaction is sent to Payroll and logging is enabled; all Sick Leave claim data sent to Payroll will be logged.

# DSD 24/Recip CM & OS – Time and Attendance/Internal Interfaces/Send Sick Leave Accrual to Payroll (PRDS943B)

CI	Document Name
 CI-790580 - DSD INTF Send Sick Leave Accrual to Payroll PRDS943B <span style="background-color: #e0f2f1; border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_INTF_Send_Sick_Leave_Accrual_to_Payroll_PRDS943B.docx

When validated for payment, CM interfaces the sick leave claim data to Payroll for payment. This section providers the data elements that CM sends to Payroll to process the sick leave claim.

## Data Elements of Interface

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
providerID	String	10	ProviderSickLeaveHours	provNumber	Required Provider Number
hoursPaid	String	10	ProviderSickLeaveHours	claimedMin	Required Sick Leave Hours Paid till date for the fiscal year
hoursAvailable	String	10	ProviderSickLeaveHours	remainingMin	Required Sick Leave Hours Available for the fiscal Year

## Triggering Events

Screen Name	Trigger Point	Payroll Web service	Comments
Process Sick Leave Claim (Batch Process)	Batch	TADJ	<ul style="list-style-type: none"> <li>• Provider ID</li> <li>• Hours Paid</li> <li>• Hours Available</li> </ul>

## Matching Criteria

CM Element Name	Payroll Element Name	Comments
ProviderSickLeaveHours. provNumber	Sick_Leave_Accrual. Provider_Id	

## Errors

Condition	Error Message
System Failure	Errors that occur during batch processing will be written to the batch error log.

## Edits and Audits

When transaction is sent to Payroll and logging is enabled; all Sick Leave claim data sent to Payroll will be logged.

## **DSD 24/Recip CM & OS – Time and Attendance/External Interfaces**

# DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Timesheet Process – PRNR998A

CI	Document Name
CI-116403 - DSD EINTF TPF to CMIPS Timesheet Data Receive PRNR998A IMPLEMENTED	DSD_EINTF_TPF_to_CMIPS_Timesheet_Data_Receive_PRN R998A.doc

## Internal Layout/System Mapping

### Data Elements – Inbound

Source: TPF – PRNR998A		Target: Case Management			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
	Header /DocumentCount	NA	INTEGER (2)	Used to track the number of timesheets received as part of this batch.	R
	Header/ExceptionCount	NA	INTERGER (2)	Used to track the number of exceptions captured at TPF	R
TPF_TPFR_XXXXXXXXXX X_YYYYMMDD_SSSSS. xml	Header/XMLGenDate Header/XMLGenTime	TIMESHEET /IMAGESSTORAGETIME	TIMESTAMP	Image Available Time	R
TPF_EVVEXP_XXXXXXXXXX XXX_YYYYMMDD_SSSSS. xml	TPF/FormType	NA	STRING (16)	Used by TPF to differentiate the various Timesheet Types TPF – Arrears Timesheet ADVANCED – Advance Pay Timesheets WPCS – WPCS Timesheets EXP – EVV Exception Timesheet	R
	TPF/HVDOCID	TIMESHEET /TIMESHEETEXTID	BIGINT (8)	The TPF Image ID of the timesheet. Used to fetch the scanned image of the timesheet.	R
	TPF/scanDate TPF/scanTime	TIMESHEET/SCANTIME	DATE (16)	The Date and Time when the timesheet was scanned at the TPF end	R
	TimesheetNumber/id	TIMESHEET /TIMESHEETNUMBER	STRING (16)	Timesheet Number of the Timesheet Data.	R
	ProviderNumber/id	CONCERNROLEALTERNA TEID/ALTERNATEID	STRING (18)	Provider Number	R
	RecipientNumber/id	CASEHEADER /CASEREference	STRING (18)	CM Case Number. This is a unique identifier for both systems. This must be provided by CM. Sample: "1234567"	R
	TimesheetType/id	TIMESHEET /TIMESHEETTYPECODE	STRING (10)	Timesheet Type	R
	CountyCode/id	IHSSCASE/COUNTYCODE	STRING (2)	County Code of the Case	R
	PayPeriod/Start	TIMESHEET/FROMDATE	DATE (8)	Service Period Start Date	R
	PayPeriod/End	TIMESHEET/TODATE	DATE (8)	Service Period To Date	R
	TravellLogging/TIME /DayNumber	TIMESHEET/DAYSHOURS	INTEGER (2)	Day of the Month Repeated	R
	TravellLogging/Time /HoursWorked /MinutesWorked	TIMESHEET/DAYSHOURS	STRING (5)	Daily Time entry Repeated  For Formtype="EXP", values will be always 0	R
	TravelHours /WorkweekNumber	TIMESHEET /TRAVELHOURS	STRING (2)	Travel Time Workweek number Repeated	O

	TravelHours/Hours /Minutes	TIMESHEET /TRAVELHOURS	STRING (4)	Travel Time for weeks Repeated  For Formtype="EXP", values will be always 0	O
	Signatures/Recipient /Provider	N/A	STRING (1)	Y/N  For Formtype="EXP", Provider Signature is always 'Y', CM will not be checking this flag	R
	Exceptions /ExceptionCode Signatures/Recipient /Provider	TIMESHEETEXCEPTION /TIMESHEETEXCEPTIONCODE	STRING (10)	The exception code will be populated in this column if the timesheet is exceptioned at the scanning facility.  For Formtype="EXP", won't be used, Missing Recipient Signature will be handled by signature field above.	R

## Trigger Events

In the CMIPS system, once the data and image are captured and validated by the processing facility, an XML file is generated and retrieved by interface processes for CM verification and authorization of timesheet.

## Processing Criteria

Matching is based on the following criteria:

- Timesheet Number
- Provider Number
- Recipient Number
- Timesheet Type
- Service Period From
- Service Period To

## Error Processing

All erroneous timesheet data is written to the Error directory in the ProcServer location. When timesheet data is received at CM and logging is enabled, all timesheet data received from TPF will be logged.

## Related Components

### Business Process Functions

[DSD 24/Recip CM & OS – Time and Attendance/Business Process Functions](#)

### Business Flows

[DSD 24/Recip CM & OS – Time and Attendance/Business Process Flow](#)

### Business Rules

[DSD 24/Recip CM & OS – Time and Attendance/Business Rules/Timesheet Validation and Processing](#)

### Tasks/Notifications

[DSD 30/Tasks and Notifications/Time and Attendance](#)

### Screens

[DSD 24/Recip CM & OS – Time and Attendance/Screen Designs](#)

### Reports

[DSD 28/CMIPS Reporting/Case Management – Payroll Within Case Management](#)

# DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/MEDS POS – 270 Transaction (Spend Down\_Reversal)

CI	Document Name
CI-116373 - DSD EINTF MEDS POS 270 Spend Down <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_EINTF_MEDS_POS_270_Spend_Down.doc
CI-116374 - DSD EINTF MEDS POS 270 Spend Down Reversal <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_EINTF_MEDS_POS_270_Spend_Down_Reversal.doc

This real-time transaction is used for spend down and reversal of spend down as needed.

Below are sample transactions:

#### 5010 Eligibility Check Request String:

```
ISA*03*MTDV003 01*600510 *ZZ*CMIPS02 *ZZ*610442EDSXXX* {}YYMMDD{}HHMM*|00501*123456789*0X>GS*HS*CMIPS02*610442CCYYMMDD{}  
HHMMSSDD({})123456789*X *005010X279A1-ST*270*123456789*005010X279A1-BHT*0022*13*ELIGIBILITY INQUIRY *{}CCYYMMDD{}HHMMSSDD~HL*1*20*1~NM1*PR*2*MEDI-CAL***46*610442-HL*2*1*21*1~NM1*1P*2*CMIPS02***SV*CMIPS02~HL*3*2*22*0~NM1*IL*1****MIXXXXXXXXXX~REF*3H*XXXXXXXXXX~DMG*D8*CCYYMMDD~DTP*102*D8*CCYYMMDD~DTP*291*D8*CCYYMMDD~EQ*30~SE*14*123456789~GE*1*123456789~IEA*1*123456789
```

#### 5010 Spend Down Request String:

```
ISA*03*MTDV003 01*600510 *ZZ*CMIPS02 *ZZ*610442EDSXXX* {}YYMMDD{}HHMM*|00501*123456789*0X>GS*HS*CMIPS02*610442CCYYMMDD{}  
HHMMSSDD({})123456789*X *005010X279A1-ST*270*123456789*005010X279A1-BHT*0022*13*SHARE OF COST SPENDDOWN *{}CCYYMMDD{}HHMMSSDDRT~HL*120*1~NM1*PR*2*MEDI-CAL***46*610442-HL*2*1*21*1~NM1*1P*2*CMIPS02***SV*CMIPS02~HL*3*2*22*0~NM1*IL*1****MIXXXXXXXXXX~DMG*D8*CCYYMMDD~DTP*102*D8*CCYYMMDD~DTP*291*D8*CCYYMMDD~EQ**HC>Z6902~AMT*R 000100.0~AMT*PB*000100.0~SE*15*123456789~GE*1*123456789~IEA*1*123456789
```

#### 5010 Reversal Request String:

```
ISA*03*MTDV003 01*600510 *ZZ*CMIPS02 *ZZ*610442EDSXXX* {}YYMMDD{}HHMM*|00501*123456789*0X>GS*HS*CMIPS02*610442CCYYMMDD{}  
HHMMSSDD({})123456789*X *005010X279A1-ST*270*123456789*005010X279A1-BHT*0022*01*SHARE OF COST REVERSAL *{}CCYYMMDD{}HHMMSSDDRT~HL*120*1~NM1*PR*2*MEDI-CAL***46*610442-HL*2*1*21*1~NM1*1P*2*CMIPS02***SV*CMIPS02~HL*3*2*22*0~NM1*IL*1****MIXXXXXXXXXX~DMG*D8*CCYYMMDD~DTP*102*D8*CCYYMMDD~DTP*291*D8*CCYYMMDD~EQ**HC>Z6902~AMT*R 000100.0~AMT*PB*000100.0~SE*15*123456789~GE*1*123456789~IEA*1*123456789
```

## CMIPS Delimiter Definitions

CHARACTER	NAME	DELIMITER
*	Asterisk	Data Element Separator
	Vertical Bar	Repetition Separator
>	Greater than sign	Component Separator
~	Tilde	Segment Terminator

## Internal Layout/System Mapping – ISA Interchange Control Header

Source: Case Management		Target: Interface Transaction				
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)	
ca_medical_pos.wsdl		ISA01 /I01	Value = 03 (2/)	Authorization Information Qualifier	R	
		ISA02 /I02	Value = "MTDV003" (10/10)	Authorization Information	R	

		ISA03 /I03	Value = 01 (2/2)	Security Information Qualifier	R
		ISA04 /I04	Value = "600510 " (10/10)	Security Information	R
		ISA05 /I05	Value = ZZ (2/2)	Interchange ID Qualifier	R
		ISA06 /I06	Value = "CMIPS02 " (15/15)	Interchange Sender ID	R
		ISA07 /I07	Value = ZZ (2/2)	Interchange ID Qualifier	R
		ISA08 /I08	"610442ED SXXX " (15/15)  Values for XXX are: 210 – Unit Test 211 – System Test 214 – Production	Interchange Receiver ID	R
	Dynamic	ISA09 /I08	CURRENT SYSTEM DATE (YYMMDD)  (6/6)	Interchange Date	R
	Dynamic	ISA10 /I09	CURRENT SYSTEM TIME (HHMM) (4/4)	Interchange Time	R
		ISA11 /I65	Value =	(1/1)	Repetition Separator (Type is not applicable; this is a delimiter and not a data element; this field provides the delimiter used to separate repeated occurrences of a simple data element or a composite data structure; this value must be different than the data element separator, component element separator and the segment terminator)
		ISA12 /I11	Value = 00501 (5/5)	Interchange Control Version Number	R
		ISA13 /I12	Value = 123456789 (9/9)	Interchange Control Number	R
		ISA14 /I13	Value = 0 (1/1)	Acknowledgment Requested	R
		ISA15 /I14	Values are: P = Production Data T = Test Data (1/1)	Usage Indicator	R
		ISA16 /I15	Value = > (1/1)	Component Element Separator	R

## Internal Layout/System Mapping – GS Functional Group Header

Source: Case Management		Target: Interface Transaction			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
ca_medi-cal_pos.wsdl		GS01/479	Value = HS (2/2)	Functional Identifier Code	R

		GS02/142	Value = CMIPS02 (2/15)	Application Sender's Code	R
		GS03/124	Value = 610442 (2/15)	Application Receiver's Code	R
	Dynamic	GS04/373	CURRENT SYSTEM DATE (CCYYMMDD) (8/8)	Date	R
	Dynamic	GS05/337	CURRENT SYSTEM TIME (HHMMSSDD) (4/8)	Time	R
		GS06/28	Value = 123456789 (1/9)	Group Control Number	R
		GS07/455	Value = X (1/2)	Responsible Agency Code	R
		GS08/480	Values are: Eligibility/ Spend Down/Reversal: 005010X279A1 (1/12)	Version / Release / Industry Identifier Code	R

### Internal Layout/System Mapping – ST Transaction Set Header

Source: Case Management		Target: Interface Transaction			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
ca_medi-cal_pos.wsdl		ST01/143	Value = 270 (3/3)	Transaction Set Identifier Code	R
		ST02/329	Value = 123456789 (4/9)	Transaction Set Control Number	R
		ST03/1705	Values are: Eligibility/ Spend Down /Reversal: 005010X279A1 (1/35)	Implementation Convention Reference	R

### Internal Layout/System Mapping – BHT Beginning of Hierarchical Transaction

Source: Case Management		Target: Interface Transaction			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
ca_medi-cal_pos.wsdl		BHT01/1005	Value = 0022 (4/4)	Hierarchical Structure Code	R
		BHT02/353	Values are: 01 = Cancellation 13 = Request (2/2)	Transaction Set Purpose Code	R
		BHT03/127	Values are: ELIGIBILITY INQUIRY SHARE OF COST SPEND DOWN SHARE OF COST REVERSAL (1/50)	Reference Identification	R
	Dynamic	BHT04/373	CURRENT SYSTEM DATE (CCYYMMDD) (8/8)	Date	R
	Dynamic	BHT05/337	CURRENT SYSTEM TIME (HHMMSSDD) (4/8)	Time	R

		BHT06/640	Values are: RT = Spend Down 01 = Cancel Spend Down (2/2)	Transaction Type Code Required for Spend Down or Cancel	O
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### Internal Layout/System Mapping – Loop 2000A – Information Source Level

Source: Case Management		Target: Interface Transaction			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
ca_medi-cal_pos.wsdl		HL01/628	Value = 1 (1/12)	Hierarchical ID Number	R
		HL02/734	N/A	Hierarchical Parent ID Number	R
		HL03/735	Value = 20 (1/2)	Hierarchical Level Code	R
		HL04/736	Value = 1 (1/1)	Hierarchical Child Code	R

### Internal Layout/System Mapping – Loop 2100A – Information Source Name

Source: Case Management		Target: Interface Transaction			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
ca_medi-cal_pos.wsdl		NM101/98	Value = PR (2/3)	Entity Identifier Code	R
		NM102/1065	Value = 2 (1/1)	Entity Type Qualifier	R
		NM103/1035	Value = MEDI-CAL (1/60)	Organization Name	R
		NM104/1036	N/A	Name First	R
		NM105/1037	N/A	Name or Initial Middle	R
		NM106/1038	N/A	Name Prefix	R
		NM107/1039	N/A	Name Suffix	R
		NM108/66	Value = 46 (1/2)	Identification Code Qualifier	R
		NM109/67	Value = 610442 (2/80)	Identification Code	R

### Internal Layout/System Mapping – Loop 2000B – Information Receiver Level

Source: Case Management		Target: Interface Transaction			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
ca_medi-cal_pos.wsdl		HL01/628	Value = 2 (1/12)	Hierarchical ID Number	R
		HL02/734	Value = 1 (1/12)	Hierarchical Parent ID Number	R
		HL03/735	Value = 21 (1/2)	Hierarchical Level Code	R
		HL04/736	Value = 1 (1/1)	Hierarchical Child Code	R

## Internal Layout/System Mapping – Loop 2100B – Information Receiver Name

Source: Case Management		Target: Interface Transaction			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
ca_medi-cal_pos.wsdl		NM101/98	Value = 1P (2/3)	Entity Identifier Code	R
		NM102/1065	Value = 2 (1/1)	Entity Type Qualifier	R
		NM103/1035	N/A	Name Last	R
		NM104/1036	N/A	Name First	R
		NM105/1037	N/A	Name or Initial Middle	R
		NM106/1038	N/A	Name Prefix	R
		NM107/1039	N/A	Name Suffix	R
		NM108/66	Value = SV (1/2)	Identification Code Qualifier	R
		NM109/67	Value = CMIPS02 (2/80)	Identification Code	R

## Internal Layout/System Mapping – Loop 2000C – Subscriber Level

Source: Case Management		Target: Interface Transaction			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
ca_medi-cal_pos.wsdl		HL01/628	Value = 3 (1/12)	Hierarchical ID Number	R
		HL02/734	Value = 2 (1/12)	Hierarchical Parent ID Number	R
		HL03/735	Value = 22 (1/2)	Hierarchical Level Code	R
		HL04/736	Value = 0 (1/1)	Hierarchical Child Code	R

## Internal Layout/System Mapping – Loop 2100C – Subscriber Name

Source: Case Management		Target: Interface Transaction			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
ca_medi-cal_pos.wsdl		NM101/98	Value = IL (2/3)	Entity Identifier Code	R
		NM102 /1065	Value = 1 (1/1)	Entity Type Qualifier	R
		NM103 /1035	N/A	Name Last	R
		NM104 /1036	N/A	Name First	R
		NM105 /1037	N/A	Name or Initial Middle	R

		NM106 /1038	N/A	Name Prefix	R
		NM107 /1039	N/A	Name Suffix	R
		NM108/66	Value = MI (1/2)	Identification Code Qualifier	R
	MediCalEligInfo. medsCIN	NM109/67	Recipient CIN (2/80)	Identification Code	R
		REF01/128	Value = 3H (2/3)	Reference Identification Qualifier	R
	MediCalEligInfo. mediCalCaseNumber	REF02/127	Recipient MEDS ID (1/50)	Reference Identification	R
		DMG01 /1250	Value = D8 (2/3)	Date Time Period Format Qualifier	R
	MediCalEligInfo. medsBirthDate	DMG02 /1251	Recipient MEDS DOB CCYYMMDD (1/35)	Date Time Period	R
		DTP01/374	Value = 102 (3/3)	Date/Time Qualifier	R
		DTP02 /1250	Value = D8 (2/3)	Date Time Period Format Qualifier	R
	Dynamic	DTP03 /1251	BIC Issue Date – CCYYMMDD (1/35)	Date Time Period	R
		DTP01/374	Value = 291 (3/3)	Date/Time Qualifier	R
		DTP02 /1250	Value = D8 (2/3)	Date Time Period Format Qualifier	R
	Dynamic	DTP03 /1251	Pay Period Start Date – CCYYMMDD (1/35)	Date Time Period	R

## Internal Layout/System Mapping – Loop 2110C – Subscriber Eligibility or Benefit Inquiry

Source: Case Management		Target: Interface Transaction			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
ca_medi-cal_pos.wsdl		EQ01/1365	N/A	Service Type Code	R
		EQ02/235	Value = HC>Z6902	Product/Service ID Qualifier /Service ID	R
		AMT01/522	Value is: R = Spend Down (1/3)	Amount Qualifier Code	R
	Dynamic	AMT02/782	Spend down (positive) or reversal amount (negative) (1/18)	Monetary Amount	R
		AMT01/522	Value is: PB = Billed Amount (Total amount due on the period billed) (1/3)	Amount Qualifier Code	R
	Dynamic	AMT02/782	Spend down (positive) or reversal amount (negative) (1/18)	Monetary Amount	R

## Internal Layout/System Mapping – Transaction Set Summary

Source: Case Management	Target: Interface Transaction
-------------------------	-------------------------------

Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
ca_medi-cal_pos.wsdl	Dynamic	SE01/96	Value = Segment Count	Number of Included Segments	R
		SE02/329	Must match ST02 Control Number	Transaction Set Control Number	R
		GE01/97	Value = 1 (1/6)	Number of Transaction Sets Included	R
		GE02/28	Same as GS06 (1/9)	Group Control Number	R
		IEA01/I16	Value = 1 (1/5)	Number of Included Functional Groups	R
		IEA02/I12	Value = 123456789 (9/9)	Interchange Control Number	R

## Trigger Events

Once In-Home Supportive Services (IHSS) arrears or Waiver Personal Care Services (WPCS) timesheet is determined to be payable or Advanced Pay is processed for issuance and the associated case has a non-certified Medi-Cal share of cost (SOC) for the service period, CM will make an inquiry to the Medi-Cal Eligibility Data System (MEDS) POS to validate eligibility and to determine and pass the information to Payroll that, spend down needs to be done.

## Processing Criteria

N/A

## Error Processing

Refer to MEDS POS – 271 Transaction (Eligibility and Benefit Response)

## Related Components

### Business Process Functions

Refer to Section 24.2.1.

### Business Flows

Refer to Section 24.2.1.19.

### Business Rules

Refer to Section 24.2.5.

### Tasks/Notifications

Refer to Section 24.2.6.

## Screens

N/A

## Reports

N/A

# DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/MEDS POS – 271 Transaction (Eligibility and Benefit Response)

CI	Document Name
CI-459910 - DSD EINTF MEDS POS 271 Response <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_EINTF_MEDS_POS_271_Response.doc

This transaction carries the error and/or response detail.

## Internal Layout/System Mapping – ISA Interchange Control Header

Source: Case Management		Target: Interface Transaction				
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)		R/O (Required or optional)
ca_medi-cal_pos.wsdl	N/A	ISA01 /I01	Value = 03	Authorization Information Qualifier		R
	N/A	ISA02 /I02	Value = "MTDV003" (must be 10 bytes)	Authorization Information		R
	N/A	ISA0/I03	Value = 01	Security Information Qualifier		R
	N/A	ISA04 /I04	Value = "600510 " (must be 10 bytes)	Security Information		R
	N/A	ISA05 /I05	Value = ZZ	Interchange ID Qualifier		R
	N/A	ISA06 /I06	Value = "CMIPS02" (must be 15 bytes)	Interchange Sender ID		R
	N/A	ISA07 /I07	Value = ZZ	Interchange ID Qualifier		R
	N/A	ISA08 /I08	"610442ED SXXX " (must be 15 bytes)  Values for XXX are: 210 – Unit Test 211 – System Test 214 - Production	Interchange Receiver ID		R
	N/A	ISA09 /I08	CURRENT SYSTEM DATE (YYMMDD)	Interchange Date		R
	N/A	ISA10 /I09	CURRENT SYSTEM TIME (HHMM)	Interchange Time		R

	N/A	ISA11 /I65	Value =	Repetition Separator (Type is not applicable; this is a delimiter and not a data element; this field provides the delimiter used to separate repeated occurrences of a simple data element or a composite data structure; this value must be different than the data element separator, component element separator and the segment terminator)	R
	N/A	ISA12 /I11	Value = 00501	Interchange Control Version Number	R
	N/A	ISA13 /I12	Value = 123456789	Interchange Control Number	R
	N/A	ISA14 /I13	Value = 0	Acknowledgment Requested	R
	N/A	ISA15 /I14	Values are: P = Production Data T = Test Data	Usage Indicator	R
	N/A	ISA16 /I15	>	Component Element Separator	R

### Internal Layout/System Mapping – GS Functional Group Header

Source: Case Management		Target: Interface Transaction			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
ca_medi-cal_pos.wsdl	N/A	GS01/479	Value = HS	Functional Identifier Code	R
	N/A	GS02/142	Value = CMIPS02	Application Sender's Code	R
	N/A	GS03/124	Value = 610442	Application Receiver's Code	R
	N/A	GS04/373	CURRENT SYSTEM DATE (CCYYMMDD)	Date	R
	N/A	GS05/337	CURRENT SYSTEM TIME (HHMMSSDD)	Time	R
	N/A	GS06/28	Value = 123456789	Group Control Number	R
	N/A	GS07/455	Value = X	Responsible Agency Code	R
	N/A	GS08/480	Value = 005010X279A1	Version / Release / Industry Identifier Code	R

### Internal Layout/System Mapping – ST Transaction Set Header

Source: Case Management		Target: Interface Transaction			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
ca_medi-cal_pos.wsdl	N/A	ST01/143	Value = 271	Transaction Set Identifier Code	R
	N/A	ST02/329	Value = 123456789	Transaction Set Control Number	R
	N/A	ST03/1705	Value = 005010X279A1	Implementation Convention Reference	R

### Internal Layout/System Mapping – BHT Beginning of Hierarchical Transaction

Source: Case Management	Target: Interface Transaction
-------------------------	-------------------------------

Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
ca_medi-cal_pos.wsdl	N/A	BHT01/1005	Value = 0022	Hierarchical Structure Code	R
	N/A	BHT02/353	Values are: 06 = Confirmation of Cancellation 11 = Response	Transaction Set Purpose Code	R
	N/A	BHT03/127	Values are: ELIGIBILITY INQUIRY SHARE OF COST SPEND DOWN SHARE OF COST REVERSAL	Reference Identification	R
	N/A	BHT04/373	CURRENT SYSTEM DATE (CCYYMMDD)	Date	R
	N/A	BHT05/337	CURRENT SYSTEM TIME (HHMMSSDD)	Time	R
	N/A	BHT06/640	Not Used	Transaction Type Code	N/A

### Internal Layout/System Mapping – Loop 2000A – Information Source Level

Source: Case Management		Target: Interface Transaction			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
ca_medi-cal_pos.wsdl	N/A	HL01/628	N	Hierarchical ID Number	R
	N/A	HL02/734	Value = 1	Hierarchical Parent ID Number	R
	N/A	HL03/735	Value = 20	Hierarchical Level Code	R
	N/A	HL04/736	Value = 1	Hierarchical Child Code	R
		AAA01/1073	Values are: N = No (Request not valid) Y = Yes (Request Valid see reject code)	Response Code	O
	N/A	AAA02/559	Not Used	Agency Qualifier Code	N/A
		AAA03/901	Values are: 04 = Authorized Quantity Exceeded 41 = Authorization/Access Restrictions 42 = Unable to Respond at Current Time 79 = Invalid Participant Identification	Reject Reason Code	O
		AAA04/889	Values are: C = Please Correct and Submit N = Resubmission Not Allowed P = Please Resubmit Original Transaction R = Resubmission Allowed S = Do Not Resubmit; Inquiry Initiated to a Third Party Y = Do Not Resubmit; We Will Hold Request and Respond Again Shortly	Follow-up Action Code	O

### Internal Layout/System Mapping – Loop 2100A – Information Source Name

Source: Case Management		Target: Interface Transaction			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
ca_medi-cal_pos.wsdl	N/A	NM101/98	Value = PR	Entity Identifier Code	R
	N/A	NM102/1065	Value = 2	Entity Type Qualifier	R

	N/A	NM103 /1035	Value = MEDI-CAL	Organization Name	R
	N/A	NM104 /1036	N/A	Name First	R
	N/A	NM105 /1037	N/A	Name or Initial Middle	R
	N/A	NM108/66	Value = 46	Identification Code Qualifier	R
	N/A	NM109/67	Value = 610442	Identification Code	R
		AAA01 /1073	Values are: N = No (Request not valid) Y = Yes (Request Valid see reject code)	Response Code	O
	N/A	AAA02/559	Not Used	Agency Qualifier Code	N/A
		AAA03/901	Values are: 04 = Authorized Quantity Exceeded 41 = Authorization/Access Restrictions 42 = Unable to Respond at Current Time 79 = Invalid Participant Identification 80 = No Response Received – Transaction Terminated T4 = Payer Name or Identifier Missing	Reject Reason Code	O
		AAA04/889	Values are: C = Please Correct and Submit N = Resubmission Not Allowed P = Please Resubmit Original Transaction R = Resubmission Allowed S = Do Not Resubmit; Inquiry Initiated to a Third Party W = Please Wait 30 Days and Resubmit X = Please Wait 10 Days and Resubmit Y = Do Not Resubmit; We Will Hold Request and Respond Again Shortly	Follow-up Action Code	O

### Internal Layout/System Mapping – Loop 2000B – Information Receiver Level

Source: Case Management		Target: Interface Transaction			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
ca_medi-cal_pos.wsdl	N/A	HL01/628	Value = 2	Hierarchical ID Number	R
	N/A	HL02/734	Value = 1	Hierarchical Parent ID Number	R
	N/A	HL03/735	Value = 21	Hierarchical Level Code	R
	N/A	HL04/736	Value = 1	Hierarchical Child Code	R

### Internal Layout/System Mapping – Loop 2100B – Information Receiver Name

Source: Case Management		Target: Interface Transaction			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
ca_medi-cal_pos.wsdl	N/A	NM101/98	Value = 1P	Entity Identifier Code	R
	N/A	NM102 /1065	Value = 2	Entity Type Qualifier	R
	N/A	NM103 /1035	N/A	Name Last	N/A
	N/A	NM104 /1036	N/A	Name First	N/A
	N/A	NM105 /1037	N/A	Name or Initial Middle	N/A

	N/A	NM108/66	Value = SV	Identification Code Qualifier	R
	N/A	NM109/67	Value = CMIPS02	Identification Code	R
		AAA01 /1073	Values are: N = No (Request not valid) Y = Yes (Request Valid see reject code)	Response Code	O
	N/A	AAA02/559	Not Used	Agency Qualifier Code	N/A
		AAA03/901	Values are: 15 = Required Application Data Missing 41 = Authorization/Access Restrictions 79 = Invalid Participant Identification T4 = Payer Name or Identifier Missing	Reject Reason Code	O
		AAA04/889	Values are: C = Please Correct and Submit N = Resubmission Not Allowed P = Please Resubmit Original Transaction R = Resubmission Allowed S = Do Not Resubmit; Inquiry Initiated to a Third Party W = Please Wait 30 Days and Resubmit X = Please Wait 10 Days and Resubmit Y = Do Not Resubmit; We Will Hold Request and Respond Again Shortly	Follow-up Action Code	O

### Internal Layout/System Mapping – Loop 2000C – Subscriber Level

Source: Case Management		Target: Interface Transaction			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
ca_medi-cal_pos.wsdl	N/A	HL01/628	Value = 3	Hierarchical ID Number	R
	N/A	HL02/734	Value = 1	Hierarchical Parent ID Number	R
	N/A	HL03/735	Value = 22	Hierarchical Level Code	R
	N/A	HL04/736	Value = 0	Hierarchical Child Code	R

### Internal Layout/System Mapping – Loop 2100C – Subscriber Name

Source: Case Management		Target: Interface Transaction			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
ca_medi-cal_pos.wsdl	N/A	NM101/98	Value = IL	Entity Identifier Code	R
	N/A	NM102 /1065	Value = 1	Entity Type Qualifier	R
	N/A	NM103 /1035	N/A	Name Last	R
	N/A	NM104 /1036	N/A	Name First	R
	N/A	NM105 /1037	N/A	Name or Initial Middle	R
	N/A	NM108/66	Value = MI	Identification Code Qualifier	R
	N/A	NM109/67	Recipient CIN	Identification Code	R
	N/A	REF01 /128	Value = 3H	Reference Identification Qualifier	R
	N/A	REF02 /127	Recipient MEDS ID	Reference Identification	R

		AAA01 /1073	Values are: N = No (Request not valid) Y = Yes (Request Valid see reject code)	Response Code	O
	N/A	AAA02 /559	Not Used	Agency Qualifier Code	N/A
		AAA03 /901	Values are: 15 = Required Application Data Missing 42 = Unable to Respond at Current Time 56 = Inappropriate Date 57 = Invalid/Missing Date(s) of Service 58 = Invalid/Missing DOB 60 = DOB follows Date of Service 61 = Date of Death Precedes Date(s) of Service 62 = Service Not Within Allowable Inquiry Period 63 = Service Date in Future 71 = Patient DOB Does Not Match Database 72 = Invalid/Missing Subscriber ID 75 = Subscriber/Insured Not Found	Reject Reason Code	O
		AAA04 /889	Values are: C = Please Correct and Submit N = Resubmission Not Allowed R = Resubmission Allowed S = Do Not Resubmit; Inquiry Initiated to a Third Party W = Please Wait 30 Days and Resubmit X = Please Wait 10 Days and Resubmit Y = Do Not Resubmit; We Will Hold Request and Respond Again Shortly	Follow-up Action Code	O
	N/A	DMG01 /1250	Value = D8	Date Time Period Format Qualifier	R
	N/A	DMG02 /1251	Recipient MEDS DOB CCYYMMDD	Date Time Period	R
	N/A	DTP01 /374	Value = 102	Date/Time Qualifier	R
	N/A	DTP02 /1250	Value = D8	Date Time Period Format Qualifier	R
	N/A	DTP03 /1251	BIC Issue Date – CCYYMMDD	Date Time Period	R
	N/A	DTP01 /374	Value = 291	Date/Time Qualifier	R
	N/A	DTP02 /1250	Value = D8	Date Time Period Format Qualifier	R
	N/A	DTP03 /1251	Pay Period Start Date – CCYYMMDD	Date Time Period	R

## Internal Layout/System Mapping – Loop 2110C – Subscriber Eligibility or Benefit Information

Source: Case Management		Target: Interface Transaction			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
ca_medi-cal_pos.wsdl	N/A	EB01/1390	Value are: V = Cannot Process Y = Spend Down	Eligibility or Information Code	R
	N/A	EB07/782	Spend down or reversal amount	Monetary Amount	R
		AAA01 /1073	Values are: N = No (Request not valid) Y = Yes (Request Valid see reject code)	Response Code	O
	N/A	AAA02/559	Not Used	Agency Qualifier Code	N/A

		AAA03/901	Values are: 15 = Required Application Data Missing 33 = Input Errors 56 = Inappropriate Date 57 = Invalid/Missing Date(s) of Service 60 = DOB follows Date(s) of Service 61 = Date of Death Precedes Date(s) of Service 62 = Service Not Within Allowable Inquiry Period 63 = Service Date in Future	Reject Reason Code	O
		AAA04/889	Values are: C = Please Correct and Submit N = Resubmission Not Allowed R = Resubmission Allowed W = Please Wait 30 Days and Resubmit X = Please Wait 10 Days and Resubmit Y = Do Not Resubmit; We Will Hold Request and Respond Again Shortly	Follow-up Action Code	O
		MSG01 /933	Text	Free-form Message Text	O

## Internal Layout/System Mapping – Transaction Set Summary

Source: Case Management		Target: Interface Transaction			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
ca_medi-cal_pos.wsdl	N/A	SE01/96	Value = Segment Count	Number of Included Segments	R
	N/A	SE02/329	Must match ST02 Control Number	Transaction Set Control Number	R
	N/A	GE01/97	1	Number of Transaction Sets Included	R
	N/A	GE02/28	Same as GS06	Group Control Number	R
	N/A	IEA01/I16	1	Number of Included Functional Groups	R
	N/A	IEA02/I12	Value = 123456789	Interchange Control Number	R

## Trigger Events

On the first day of the month for each case with a non-certified Medi-Cal share of cost (SOC) for the service period and where the Recipient has at least 1 day of eligible case status in the current month, CM will make an inquiry to the Medi-Cal Eligibility Data System (MEDS) POS to validate eligibility and to determine and pass the information to Payroll that spend down needs to be done.

## Processing Criteria

N/A

## Error Processing

If a MEDS POS error is encountered when attempting to process a Recipient for spend-down, the system captures the error message and stores the error on the SOCSpendDownTrigger table and leaves the trigger in 'Pending' status. This allows the system to attempt to do the spend-down again the next time the monthly spend down batch is run.

## Related Components

### Business Process Functions

Refer to Section 22

## Business Flows

Refer to Section 22

## **Business Rules**

Refer to Section 22

## **Tasks/Notifications**

N/A

## **Screens**

N/A

## **Reports**

N/A

# DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Timesheet Request – CMDS107Q

CI	Document Name
 CI-481132 - DSD EINTF TIMESHEET ONLY REQUEST CMDS107Q <b>IMPLEMENTED</b>	DSD_EINTF_TIMESHEET_ONLY_REQUEST_CMDS107Q.doc

This interface is used to trigger CMDS970A. It is not longer used to transmit Timesheet Data to an external partner.

## Internal Layout/System Mapping

Source: Case Management		Target: CMDS107Q Interface File						
Table Name/ File Name /WSDL Name	Field Name	Pos	Len	Field Name	Data Type (Format)	Description (Data Transformation rules)	R/O (Required or optional)	
		This file is created as positional, tilde (~) delimited and placed on ProcServer in corresponding folder  All positions are required however some data elements must be populated in order for timesheet to be correct. The R/O column indicates which data elements must have values in the files.						
ADDRESS	ADDRESSDATA	1	50	DISTRICT OFFICE – NAME	AN		R	
ADDRESS	ADDRESSDATA	52	40	DISTRICT OFFICE – STREET	AN		R	
ADDRESS	ADDRESSDATA	93	40	DISTRICT OFFICE – CITY	AN		R	
ADDRESS	ADDRESSDATA	134	2	DISTRICT OFFICE – STATE	AN		R	
ADDRESS	ADDRESSDATA	137	10	DISTRICT OFFICE – ZIP + 4	Numeric	Include hyphen ( - ) when plus 4 is provided	R (ZIP)	
ALTERNATENAME	FIRSTFORENAME	148	40	PROVIDER – FIRST NAME	AN		R	
ALTERNATENAME	OTHERFORENAME	189	1	PROVIDER – MIDDLE INITIAL	AN		O	
ALTERNATENAME	SURNAME	191	40	PROVIDER – LAST NAME	AN		R	
ADDRESS	ADDRESSDATA	232	40	MAILING ADDRESS PROVIDER – STREET	AN		R	
ADDRESS	ADDRESSDATA	273	40	MAILING ADDRESS PROVIDER – CITY	AN		R	
ADDRESS	ADDRESSDATA	314	2	MAILING ADDRESS PROVIDER – STATE	AN		R	
ADDRESS	ADDRESSDATA	317	10	MAILING ADDRESS PROVIDER – ZIP + 4	Numeric	Include hyphen ( - ) when plus 4 is provided	R (ZIP)	
CONCERNROLEALTERNATEID	ALTERNATEID	328	9	PROVIDER ID	Numeric		R	
IHSSCASE	COUNTYCODE	338	2	RECIPIENT COUNTY CODE	Numeric	Values = 01 – 58	R	
CASEHEADER	CASEREference	341	7	RECIPIENT CASE ID	Numeric		R	
LOCATION	LOCATIONNUMBER	349	2	DISTRICT OFFICE CODE	Numeric		O	
TIMESHEET	TIMESHEETTYPECODE	352	6	TIMESHEET TYPE	AN	Values for barcode are: TATT01 = IHSS Arrears TATT02 = IHSS Advance Pay TATT03 = WPCS TATT07 = Supplemental – IHSS Arrears TATT08 = Supplemental – IHSS Advance Pay TATT09 = Supplemental – WPCS  Values for Type field are: 'IHSS' (TATT01) 'Supp-IHSS' (TATT07) 'WPCS' (TATT03) 'Supp-WPCS' (TATT09) 'Advance Pay' (TATT02) 'Supp-Adv' (TATT08)	R	
ALTERNATENAME	FULLNAME	359	55	PROVIDER NAME	AN	Last, First MI	R	
ALTERNATENAME	FULLNAME	415	55	RECIPIENT NAME	AN	Last, First MI	R	
TIMESHEET	TIMESHEETNUMBER	471	16	TIMESHEET ID	Numeric		R	
TIMESHEET	FROMDATE	488	8	PAY PERIOD START DATE	CCYYMMDD		R	
TIMESHEET	TODATE	497	8	PAY PERIOD END DATE	CCYYMMDD		R	

N/A		506	4	FIRST DAY INDICATOR	AN	Values are: WXDX where: WX = W1 or W2 DX = D1 - D7	R
N/A		511	4	LAST DAY INDICATOR	AN	Values are: WXDX where: WX = W3 or W4 DX = D1 - D7	R
TIMESHEET	ISTRAVEL	516	1	TRAVEL CLAIM INDICATOR	Numeric	Value in CMDS107Q is: 0 = No Travel Claim Form	R
PROVWEEKLYHRS	WORKDAYSUNMIN WORKDAYMONMIN WORKDAYTUEMIN WORKDAYWEDMIN WORKDAYTHUMIN WORKDAYFRIMIN WORKDAYSATMIN	518	5	WORKWEEK 1 CLAIMED HOURS	HH:MM	If no claimed hours: Value = 00:00	R
N/A		524	5	N/A	Blank	CMDS107Q Value = blank	R
N/A		530	1	N/A	Blank	CMDS107Q Value = blank	R
N/A		532	4	SUNDAY – DAY AND DATE (DD)	AN	Value = 'S DD'	R
N/A		537	1	SU BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		539	4	MONDAY – DAY AND DATE (DD)	AN	Value = 'M DD'	R
N/A		544	1	MO BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		546	4	TUESDAY – DAY AND DATE (DD)	AN	Value = 'T DD'	R
N/A		551	1	TU BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		553	4	WEDNESDAY – DAY AND DATE (DD)	AN	Value = 'W DD'	R
N/A		558	1	WE BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		560	4	THURSDAY – DAY AND DATE (DD)	AN	Value = 'T DD'	R
N/A		565	1	TH BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		567	4	FRIDAY – DAY AND DATE (DD)	AN	Value = 'F DD'	R
N/A		572	1	FR BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		574	4	SATURDAY – DAY AND DATE (DD)	AN	Value = 'S DD'	R
N/A		579	1	SA BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
PROVWEEKLYHRS	WORKDAYSUNMIN WORKDAYMONMIN WORKDAYTUEMIN WORKDAYWEDMIN WORKDAYTHUMIN WORKDAYFRIMIN WORKDAYSATMIN	581	5	WORKWEEK 2 CLAIMED HOURS	HH:MM	If no claimed hours: Value = 00:00	R
N/A		587	5	N/A	Blank	CMDS107Q Value = blank	R
N/A		593	1	N/A	Blank	CMDS107Q Value = blank	R
N/A		595	4	SUNDAY – DAY AND DATE (DD)	AN	Value = 'S DD'	R
N/A		600	1	SU BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		602	4	MONDAY – DAY AND DATE (DD)	AN	Value = 'M DD'	R
N/A		607	1	MO BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		609	4	TUESDAY – DAY AND DATE (DD)	AN	Value = 'T DD'	R
N/A		614	1	TU BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		616	4	WEDNESDAY – DAY AND DATE (DD)	AN	Value = 'W DD'	R
N/A		621	1	WE BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		623	4	THURSDAY – DAY AND DATE (DD)	AN	Value = 'T DD'	R

N/A		628	1	TH BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		630	4	FRIDAY – DAY AND DATE (DD)	AN	Value = 'F DD'	R
N/A		635	1	FR BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		637	4	SATURDAY – DAY AND DATE (DD)	AN	Value = 'S DD'	R
N/A		642	1	SA BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
PROVWEEKLYHRS	WORKDAYSUNMIN WORKDAYMONMIN WORKDAYTUEMIN WORKDAYWEDMIN WORKDAYTHUMIN WORKDAYFRIMIN WORKDAYSATMIN	644	5	WORKWEEK 3 CLAIMED HOURS	HH:MM	If no claimed hours: Value = 00:00	R
N/A		650	5	N/A	Blank	CMDS107Q Value = blank	R
N/A		656	1	N/A	Blank	CMDS107Q Value = blank	R
N/A		658	4	SUNDAY – DAY AND DATE (DD)	AN	Value = 'S DD'	R
N/A		663	1	SU BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		665	4	MONDAY – DAY AND DATE (DD)	AN	Value = 'M DD'	R
N/A		670	1	MO BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		672	4	TUESDAY – DAY AND DATE (DD)	AN	Value = 'T DD'	R
N/A		677	1	TU BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		679	4	WEDNESDAY – DAY AND DATE (DD)	AN	Value = 'W DD'	R
N/A		684	1	WE BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		686	4	THURSDAY – DAY AND DATE (DD)	AN	Value = 'T DD'	R
N/A		691	1	TH BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		693	4	FRIDAY – DAY AND DATE (DD)	AN	Value = 'F DD'	R
N/A		698	1	FR BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		700	4	SATURDAY – DAY AND DATE (DD)	AN	Value = 'S DD'	R
N/A		705	1	SA BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
PROVWEEKLYHRS	WORKDAYSUNMIN WORKDAYMONMIN WORKDAYTUEMIN WORKDAYWEDMIN WORKDAYTHUMIN WORKDAYFRIMIN WORKDAYSATMIN	707	5	WORKWEEK 4 CLAIMED HOURS	HH:MM	If no claimed hours: Value = 00:00	R
N/A		713	5	N/A	Blank	CMDS107Q Value = blank	R
N/A		719	1	N/A	Blank	CMDS107Q Value = blank	R
N/A		721	4	SUNDAY – DAY AND DATE (DD)	AN	Value = 'S DD'	R
N/A		726	1	SU BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		728	4	MONDAY – DAY AND DATE (DD)	AN	Value = 'M DD'	R
N/A		733	1	MO BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		735	4	TUESDAY – DAY AND DATE (DD)	AN	Value = 'T DD'	R
N/A		740	1	TU BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		742	4	WEDNESDAY – DAY AND DATE (DD)	AN	Value = 'W DD'	R
N/A		747	1	WE BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R

N/A		749	4	THURSDAY – DAY AND DATE (DD)	AN	Value = 'T DD'	R
N/A		754	1	TH BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		756	4	FRIDAY – DAY AND DATE (DD)	AN	Value = 'F DD'	R
N/A		761	1	FR BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		763	4	SATURDAY – DAY AND DATE (DD)	AN	Value = 'S DD'	R
N/A		768	1	SA BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
CONCERNROLE	PREFERREDSECONDLANGUAGE	770	2	RECIPIENT LANGUAGE CODE + OT INDICATOR (Y)	AN	Values are: 7Y = English 1Y = Spanish EY = Armenian 2Y = Chinese BY = Chinese	R
TIMESHEET	remainingHoursMin	773	6	HOURS	HHH:MM	Value without leading zeros. Examples: '215:12' or '53:07' or '9:14'	R

## Transaction Trigger Events

Triggers are set based on business rules executed by PRNR998A, PRDS942A and by selecting or routing timesheet requests from Issue Timesheet and Assign Case Provider to a drop-down print selection of "Print at Centralized Print Center" as the print method where a travel claim form was not requested or appropriate.

Transaction creation jobs (CMDS107Q, CMDS107R and CMDS107S) are scheduled in AutoSys.

CMDS970A is triggered by CMDS107Q to generate PDF Timesheets.

## Processing Criteria

Process	Criteria
CMDS107Q	Trigger set by business rules for issuing standard timesheet for a provider that is not eligible to travel.

## Error Processing

All erroneous timesheet data will be written to the "error" directory in the ProcServer location.

## Related Components

### Business Process Functions

N/A

## Business Flows

[CI-67615](#) - DSD BF Submit Timesheet to Payroll  
[CI-67622](#) - DSD BF Key Timesheet  
[CI-67610](#) - DSD BF Issue Timesheet

## Business Rules

DSD Section 24 – Generate Next Arrears Timesheet #5, 6, 9, 10, 13, 14, 16, 19, 27, 28, 29, 30, and 41.

## Tasks/Notifications

N/A

## Screens

N/A

## **Interfaces**

[CI-822650](#) - DSD EINTF Generate PDF Standard Timesheet CMDS970A

## **Batch**

[CI-822608](#) - CMIPS2 BTCH pro crm CMDS970A

[CI-481133](#) - CMIPS2 BTCH pro crm cmds107q

## **Reports**

N/A

# DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Timesheet/Travel Claim Request – CMDS107R

CI	Document Name
 CI-481131 - DSD EINTF TIMESHEET TRAVEL CLAIM REQUEST CMDS107R <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_EINTF_TIMESHEET_TRAVEL_CLAIM_REQUEST_CMDS107R.doc

This interface is used to trigger CMDS971A. It is not longer used to transmit Timesheet Data to an external partner.

## Internal Layout/System Mapping

Source: Case Management		Target: CMDS107R Interface File					
Table Name/ File Name /WSDL Name	Field Name	Pos	Len	Field Name	Data Type (Format)	Description (Data Transformation rules)	R/O (Required or optional)
		This file is created as positional, tilde (~) delimited and placed on ProcServer in corresponding folder  All positions are required however some data elements must be populated in order for timesheet to be correct. The R/O column indicates which data elements must have values in the files.					
ADDRESS	ADDRESSDATA	1	50	DISTRICT OFFICE – NAME	AN		R
ADDRESS	ADDRESSDATA	52	40	DISTRICT OFFICE – STREET	AN		R
ADDRESS	ADDRESSDATA	93	40	DISTRICT OFFICE – CITY	AN		R
ADDRESS	ADDRESSDATA	134	2	DISTRICT OFFICE – STATE	AN		R
ADDRESS	ADDRESSDATA	137	10	DISTRICT OFFICE – ZIP + 4	Numeric	Include hyphen ( - ) when plus 4 is provided	R (ZIP)
ALTERNATENAME	FIRSTFORENAME	148	40	PROVIDER – FIRST NAME	AN		R
ALTERNATENAME	OTHERFORENAME	189	1	PROVIDER – MIDDLE INITIAL	AN		O
ALTERNATENAME	SURNAME	191	40	PROVIDER – LAST NAME	AN		R
ADDRESS	ADDRESSDATA	232	40	MAILING ADDRESS PROVIDER – STREET	AN		R
ADDRESS	ADDRESSDATA	273	40	MAILING ADDRESS PROVIDER – CITY	AN		R
ADDRESS	ADDRESSDATA	314	2	MAILING ADDRESS PROVIDER – STATE	AN		R
ADDRESS	ADDRESSDATA	317	10	MAILING ADDRESS PROVIDER – ZIP + 4	Numeric	Include hyphen ( - ) when plus 4 is provided	R (ZIP)
CONCERNROLEALTERNATEID	ALTERNATEID	328	9	PROVIDER ID	Numeric		R
IHSSCASE	COUNTYCODE	338	2	RECIPIENT COUNTY CODE	Numeric	Values = 01 – 58	R
CASEHEADER	CASEREference	341	7	RECIPIENT CASE ID	Numeric		R
LOCATION	LOCATIONNUMBER	349	2	DISTRICT OFFICE CODE	Numeric		O
TIMESHEET	TIMESHEETTYPECODE	352	6	TIMESHEET TYPE	AN	Values for barcode are: TATT01 = IHSS Arrears TATT02 = IHSS Advance Pay TATT03 = WPCS TATT07 = Supplemental – IHSS Arrears TATT08 = Supplemental – IHSS Advance Pay TATT09 = Supplemental – WPCS  Values for Type field are: 'IHSS' (TATT01) 'Supp-IHSS' (TATT07) 'WPCS' (TATT03) 'Supp-WPCS' (TATT09) 'Advance Pay' (TATT02) 'Supp-Adv' (TATT08)	R
ALTERNATENAME	FULLNAME	359	55	PROVIDER NAME	AN	Last, First MI	R
ALTERNATENAME	FULLNAME	415	55	RECIPIENT NAME	AN	Last, First MI	R
TIMESHEET	TIMESHEETNUMBER	471	16	TIMESHEET ID	Numeric		R
TIMESHEET	FROMDATE	488	8	PAY PERIOD START DATE	CCYYMMDD		R
TIMESHEET	TODATE	497	8	PAY PERIOD END DATE	CCYYMMDD		R

N/A		506	4	FIRST DAY INDICATOR	AN	Values are: WXDX where: WX = W1 or W2 DX = D1 - D7	R
N/A		511	4	LAST DAY INDICATOR	AN	Values are: WXDX where: WX = W3 or W4 DX = D1 - D7	R
TIMESHEET	ISTRAVEL	516	1	TRAVEL CLAIM INDICATOR	Numeric	Value in CMDS107R is: 2 = Travel Claim Form and Timesheet	R
PROVWEEKLYHRS	WORKDAYSUNMIN WORKDAYMONMIN WORKDAYTUEMIN WORKDAYWEDMIN WORKDAYTHUMIN WORKDAYFRIMIN WORKDAYSATMIN	518	5	WORKWEEK 1 CLAIMED HOURS	HH:MM	If no claimed hours: Value = 00:00  *Will be blank if TRAVEL CLAIM INDICATOR = 1	R
PROVWEEKLYHRS	TRAVELTIME	524	5	WK1 TRAVEL CLAIMED HOURS	HH:MM	CMDS107R if no claimed hours Value = 00:00	R
N/A		530	1	N/A	Blank	CMDS107R Value = Blank	R
N/A		532	4	SUNDAY – DAY AND DATE (DD)	AN	Value = 'S DD'	R
N/A		537	1	SU BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		539	4	MONDAY – DAY AND DATE (DD)	AN	Value = 'M DD'	R
N/A		544	1	MO BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		546	4	TUESDAY – DAY AND DATE (DD)	AN	Value = 'T DD'	R
N/A		551	1	TU BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		553	4	WEDNESDAY – DAY AND DATE (DD)	AN	Value = 'W DD'	R
N/A		558	1	WE BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		560	4	THURSDAY – DAY AND DATE (DD)	AN	Value = 'T DD'	R
N/A		565	1	TH BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		567	4	FRIDAY – DAY AND DATE (DD)	AN	Value = 'F DD'	R
N/A		572	1	FR BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		574	4	SATURDAY – DAY AND DATE (DD)	AN	Value = 'S DD'	R
N/A		579	1	SA BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
PROVWEEKLYHRS	WORKDAYSUNMIN WORKDAYMONMIN WORKDAYTUEMIN WORKDAYWEDMIN WORKDAYTHUMIN WORKDAYFRIMIN WORKDAYSATMIN	581	5	WORKWEEK 2 CLAIMED HOURS	HH:MM	If no claimed hours: Value = 00:00  *Will be blank if TRAVEL CLAIM INDICATOR = 1	R
PROVWEEKLYHRS	TRAVELTIME	587	5	WK2 TRAVEL CLAIMED HOURS	HH:MM	CMDS107R if no claimed hours Value = 00:00	R
N/A		593	1	N/A	Blank	CMDS107R Value = Blank	R
N/A		595	4	SUNDAY – DAY AND DATE (DD)	AN	Value = 'S DD'	R
N/A		600	1	SU BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		602	4	MONDAY – DAY AND DATE (DD)	AN	Value = 'M DD'	R
N/A		607	1	MO BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		609	4	TUESDAY – DAY AND DATE (DD)	AN	Value = 'T DD'	R
N/A		614	1	TU BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		616	4	WEDNESDAY – DAY AND DATE (DD)	AN	Value = 'W DD'	R
N/A		621	1	WE BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R

N/A		623	4	THURSDAY – DAY AND DATE (DD)	AN	Value = 'T DD'	R
N/A		628	1	TH BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		630	4	FRIDAY – DAY AND DATE (DD)	AN	Value = 'F DD'	R
N/A		635	1	FR BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		637	4	SATURDAY – DAY AND DATE (DD)	AN	Value = 'S DD'	R
N/A		642	1	SA BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
PROVWEEKLYHRS	WORKDAYSUNMIN WORKDAYMONMIN WORKDAYTUEMIN WORKDAYWEDMIN WORKDAYTHUMIN WORKDAYFRIMIN WORKDAYSATMIN	644	5	WORKWEEK 3 CLAIMED HOURS	HH:MM	If no claimed hours: Value = 00:00  *Will be blank if TRAVEL CLAIM INDICATOR = 1	R
PROVWEEKLYHRS	TRAVELTIME	650	5	WK3 TRAVEL CLAIMED HOURS	HH:MM	CMDS107R if no claimed hours Value = 00:00	R
N/A		656	1	N/A	Blank	CMDS107R Value = Blank	R
N/A		658	4	SUNDAY – DAY AND DATE (DD)	AN	Value = 'S DD'	R
N/A		663	1	SU BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		665	4	MONDAY – DAY AND DATE (DD)	AN	Value = 'M DD'	R
N/A		670	1	MO BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		672	4	TUESDAY – DAY AND DATE (DD)	AN	Value = 'T DD'	R
N/A		677	1	TU BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		679	4	WEDNESDAY – DAY AND DATE (DD)	AN	Value = 'W DD'	R
N/A		684	1	WE BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		686	4	THURSDAY – DAY AND DATE (DD)	AN	Value = 'T DD'	R
N/A		691	1	TH BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		693	4	FRIDAY – DAY AND DATE (DD)	AN	Value = 'F DD'	R
N/A		698	1	FR BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		700	4	SATURDAY – DAY AND DATE (DD)	AN	Value = 'S DD'	R
N/A		705	1	SA BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
PROVWEEKLYHRS	WORKDAYSUNMIN WORKDAYMONMIN WORKDAYTUEMIN WORKDAYWEDMIN WORKDAYTHUMIN WORKDAYFRIMIN WORKDAYSATMIN	707	5	WORKWEEK 4 CLAIMED HOURS	HH:MM	If no claimed hours: Value = 00:00  *Will be blank if TRAVEL CLAIM INDICATOR = 1	R
PROVWEEKLYHRS	TRAVELTIME	713	5	WK4 TRAVEL CLAIMED HOURS	HH:MM	CMDS107R if no claimed hours Value = 00:00	R
N/A		719	1	N/A	Blank	CMDS107R Value = Blank	R
N/A		721	4	SUNDAY – DAY AND DATE (DD)	AN	Value = 'S DD'	R
N/A		726	1	SU BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		728	4	MONDAY – DAY AND DATE (DD)	AN	Value = 'M DD'	R
N/A		733	1	MO BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		735	4	TUESDAY – DAY AND DATE (DD)	AN	Value = 'T DD'	R
N/A		740	1	TU BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		742	4	WEDNESDAY – DAY AND DATE (DD)	AN	Value = 'W DD'	R

N/A		747	1	WE BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		749	4	THURSDAY – DAY AND DATE (DD)	AN	Value = 'T DD'	R
N/A		754	1	TH BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		756	4	FRIDAY – DAY AND DATE (DD)	AN	Value = 'F DD'	R
N/A		761	1	FR BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		763	4	SATURDAY – DAY AND DATE (DD)	AN	Value = 'S DD'	R
N/A		768	1	SA BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
CONCERNROLE	PREFERREDSECOND LANGUAGE	770	2	RECIPIENT LANGUAGE CODE + OT INDICATOR (Y)	AN	Values are: 7Y = English 1Y = Spanish EY = Armenian 2Y = Chinese BY = Chinese	R
TIMESHEET	remainingHoursMin	773	6	HOURS	HHH:MM	Value without leading zeros. Examples: '215:12' or ' 53:07' or '9:14'  *Will be blank if TRAVEL CLAIM INDICATOR = 1	R
		780	6	TRAVEL CLAIM TYPE	AN	Values for barcode are: TTCF01 = IHSS Travel Claim TTCF02 = WPCS Travel Claim TTCF03 = Supplemental – IHSS Travel Claim TTCF04 = Supplemental – WPCS Travel Claim  Values for Type field are: 'IHSS' (TTCF01) 'Supp-IHSS' (TTCF03) 'WPCS' (TTCF02) 'Supp-WPCS' (TTCF04)	R
		787	16	TRAVEL CLAIM ID	Numeric	Travel Claim Number	R
N/A		804	1	WORKWEEK 1 TRAVEL CLAIM SU BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		806	1	MO BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		808	1	TU BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		810	1	WE BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		812	1	TH BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		814	1	FR BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		816	1	SA BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		818	1	WORKWEEK 2 TRAVEL CLAIM SU BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		820	1	MO BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		822	1	TU BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		824	1	WE BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		826	1	TH BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		828	1	FR BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R

N/A		830	1	SA BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		832	1	WORKWEEK 3 TRAVEL CLAIM SU BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		834	1	MO BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		836	1	TU BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		838	1	WE BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		840	1	TH BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		842	1	FR BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		844	1	SA BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		846	1	WORKWEEK 4 TRAVEL CLAIM SU BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		848	1	MO BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		850	1	TU BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		852	1	WE BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		854	1	TH BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		856	1	FR BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		858	1	SA BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R

## Transaction Trigger Events

Triggers are set based on business rules executed by PRNR998A, PRDS942A for next timesheet with a travel claim and by selecting or routing timesheet requests from Issue Timesheet and Assign Case Provider to a drop-down print selection of "Print at Centralized Print Center" as the print method and the user has indicated that a travel claim form is requested/appropriate and those business rules are met.

Transaction creation jobs (CMDS107Q, CMDS107R and CMDS107S) are scheduled in AutoSys.

CMDS971A is triggered by CMDS107R to generate PDF Timesheet and Travel Claims.

## Processing Criteria

Process	Criteria
CMDS107R	Trigger set by business rules for issuing timesheets with an accompanying travel claim form.

## Error Processing

All erroneous transaction data will be written to the "error" directory in the ProcServer location.

## Related Components

## **Business Process Functions**

N/A

## **Business Flows**

[CI-67615](#) - DSD BF Submit Timesheet to Payroll

[CI-67622](#) - DSD BF Key Timesheet

[CI-67610](#) - DSD BF Issue Timesheet

## **Business Rules**

DSD Section 24 – Generate Next Arrears Timesheet #5, 6, 9, 10, 13, 14, 16, 19, and 42.

## **Tasks/Notifications**

N/A

## **Screens**

N/A

## **Interfaces**

[CI-822651](#) - DSD EINTF Generate PDF Timesheet Travel Claim CMDS971A

## **Batch**

[CI-822609](#) - CMIPS2 BTCH pro crm CMDS971A

[CI-481134](#) - CMIPS2 BTCH pro crm cmds107r

## **Reports**

N/A

# DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Travel Claim Request – CMDS107S

CI	Document Name
CI-514067 - DSD EINTF TRAVEL CLAIM REQUEST CMDS107S <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_EINTF_TRAVEL_CLAIM_REQUEST_CMDS107S.docx

This interface is used to trigger CMDS972A. It is not longer used to transmit Timesheet Data to an external partner.

## Internal Layout/System Mapping

Source: Case Management		Target: CMDS107S Interface File						
Table Name/ File Name /WSDL Name	Field Name	Pos		Len	Field Name	Data Type (Format)	Description (Data Transformation rules)	R/O (Required or optional)
		This file is created as positional, tilde (~) delimited and placed on ProcServer in corresponding folder  All positions are required however some data elements must be populated in order for timesheet to be correct. The R/O column indicates which data elements must have values in the files.						
ADDRESS	ADDRESSDATA	1		50	DISTRICT OFFICE – NAME	AN		R
ADDRESS	ADDRESSDATA	52		40	DISTRICT OFFICE – STREET	AN		R
ADDRESS	ADDRESSDATA	93		40	DISTRICT OFFICE – CITY	AN		R
ADDRESS	ADDRESSDATA	134		2	DISTRICT OFFICE – STATE	AN		R
ADDRESS	ADDRESSDATA	137		10	DISTRICT OFFICE – ZIP + 4	Numeric	Include hyphen (-) when plus 4 is provided	R (ZIP)
ALTERNATENAME	FIRSTFORENAME	148		40	PROVIDER – FIRST NAME	AN		R
ALTERNATENAME	OTHERFORENAME	189		1	PROVIDER – MIDDLE INITIAL	AN		O
ALTERNATENAME	SURNAME	191		40	PROVIDER – LAST NAME	AN		R
ADDRESS	ADDRESSDATA	232		40	MAILING ADDRESS PROVIDER – STREET	AN		R
ADDRESS	ADDRESSDATA	273		40	MAILING ADDRESS PROVIDER – CITY	AN		R
ADDRESS	ADDRESSDATA	314		2	MAILING ADDRESS PROVIDER – STATE	AN		R
ADDRESS	ADDRESSDATA	317		10	MAILING ADDRESS PROVIDER – ZIP + 4	Numeric	Include hyphen (-) when plus 4 is provided	R (ZIP)
CONCERNROLEALTERNATEID	ALTERNATEID	328		9	PROVIDER ID	Numeric		R
IHSSCASE	COUNTYCODE	338		2	RECIPIENT COUNTY CODE	Numeric	Values = 01 – 58	R
CASEHEADER	CASEREference	341		7	RECIPIENT CASE ID	Numeric		R
LOCATION	LOCATIONNUMBER	349		2	DISTRICT OFFICE CODE	Numeric		O
TRAVELCLAIM	TRAVELCLAIMTYPECODE	352		6	TRAVEL CLAIM TYPE	AN	Values for barcode are: TTCF01 = IHSS Travel Claim TTCF02 = WPCS Travel Claim TTCF03 = Supplemental – IHSS Travel Claim TTCF04 = Supplemental – WPCS Travel Claim  Values for Type field are: 'IHSS' (TTCF01) 'Supp-IHSS' (TTCF03) 'WPCS' (TTCF02) 'Supp-WPCS' (TTCF04)	R
ALTERNATENAME	FULLNAME	359		55	PROVIDER NAME	AN	Last, First MI	R
ALTERNATENAME	FULLNAME	415		55	RECIPIENT NAME	AN	Last, First MI	R
TRAVELCLAIM	TRAVELCLAIMNUMBER	471		16	TRAVEL CLAIM ID	Numeric		R
TRAVELCLAIM	FROMDATE	488		8	PAY PERIOD START DATE	CCYYMMDD		R
TRAVELCLAIM	TODATE	497		8	PAY PERIOD END DATE	CCYYMMDD		R

N/A		506		4	FIRST DAY INDICATOR	AN	Values are: WXDX where: WX = W1 or W2 DX = D1 - D7	R
N/A		511		4	LAST DAY INDICATOR	AN	Values are: WXDX where: WX = W3 or W4 DX = D1 - D7	R
TRAVELCLAIM	INDICATOR	516		1	TRAVEL CLAIM INDICATOR	Numeric	Value in CMDS107S is: 1 = Travel Claim Form Only	R
N/A		518		5	N/A	Blank	CMDS107S Value = blank	R
PROVWEEKLYHRS	WORKDAYSUNMIN WORKDAYMONMIN WORKDAYTUEMIN WORKDAYWEDMIN WORKDAYTHUMIN WORKDAYFRIMIN WORKDAYSATMIN	524		5	WK1 TRAVEL CLAIMED HOURS	HH:MM	If no claimed hours: Value = 00:00	R
N/A		530		1	N/A	Blank	CMDS107S Value = blank	R
N/A		532		4	SUNDAY – DAY AND DATE (DD)	AN	Value = 'S DD'	R
N/A		537		1	SU BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		539		4	MONDAY – DAY AND DATE (DD)	AN	Value = 'M DD'	R
N/A		544		1	MO BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		546		4	TUESDAY – DAY AND DATE (DD)	AN	Value = 'T DD'	R
N/A		551		1	TU BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		553		4	WEDNESDAY – DAY AND DATE (DD)	AN	Value = 'W DD'	R
N/A		558		1	WE BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		560		4	THURSDAY – DAY AND DATE (DD)	AN	Value = 'T DD'	R
N/A		565		1	TH BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		567		4	FRIDAY – DAY AND DATE (DD)	AN	Value = 'F DD'	R
N/A		572		1	FR BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		574		4	SATURDAY – DAY AND DATE (DD)	AN	Value = 'S DD'	R
N/A		579		1	SA BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		581		5	N/A	Blank	CMDS107S Value = blank	R
PROVWEEKLYHRS	WORKDAYSUNMIN WORKDAYMONMIN WORKDAYTUEMIN WORKDAYWEDMIN WORKDAYTHUMIN WORKDAYFRIMIN WORKDAYSATMIN	587		5	WK2 TRAVEL CLAIMED HOURS	HH:MM	If no claimed hours: Value = 00:00	R
N/A		593		1	N/A	Blank	CMDS107S Value = blank	R
N/A		595		4	SUNDAY – DAY AND DATE (DD)	AN	Value = 'S DD'	R
N/A		600		1	SU BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		602		4	MONDAY – DAY AND DATE (DD)	AN	Value = 'M DD'	R

N/A		607		1	MO BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		609		4	TUESDAY – DAY AND DATE (DD)	AN	Value = 'T DD'	R
N/A		614		1	TU BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		616		4	WEDNESDAY – DAY AND DATE (DD)	AN	Value = 'W DD'	R
N/A		621		1	WE BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		623		4	THURSDAY – DAY AND DATE (DD)	AN	Value = 'T DD'	R
N/A		628		1	TH BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		630		4	FRIDAY – DAY AND DATE (DD)	AN	Value = 'F DD'	R
N/A		635		1	FR BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		637		4	SATURDAY – DAY AND DATE (DD)	AN	Value = 'S DD'	R
N/A		642		1	SA BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		644		5	N/A	Blank	CMDS107S Value = blank	R
PROVWEEKLYHRS	WORKDAYSUNMIN WORKDAYMONMIN WORKDAYTUEMIN WORKDAYWEDMIN WORKDAYTHUMIN WORKDAYFRIMIN WORKDAYSATMIN	650		5	WK3 TRAVEL CLAIMED HOURS	HH:MM	If no claimed hours: Value = 00:00	R
N/A		656		1	N/A	Blank	CMDS107S Value = blank	R
N/A		658		4	SUNDAY – DAY AND DATE (DD)	AN	Value = 'S DD'	R
N/A		663		1	SU BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		665		4	MONDAY – DAY AND DATE (DD)	AN	Value = 'M DD'	R
N/A		670		1	MO BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		672		4	TUESDAY – DAY AND DATE (DD)	AN	Value = 'T DD'	R
N/A		677		1	TU BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		679		4	WEDNESDAY – DAY AND DATE (DD)	AN	Value = 'W DD'	R
N/A		684		1	WE BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		686		4	THURSDAY – DAY AND DATE (DD)	AN	Value = 'T DD'	R
N/A		691		1	TH BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		693		4	FRIDAY – DAY AND DATE (DD)	AN	Value = 'F DD'	R
N/A		698		1	FR BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		700		4	SATURDAY – DAY AND DATE (DD)	AN	Value = 'S DD'	R
N/A		705		1	SA BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		707		5	N/A	Blank	CMDS107S Value = blank	R

PROVWEEKLYHRS	WORKDAYSUNMIN N WORKDAYMONMIN N WORKDAYTUEMIN N WORKDAYWEDMIN N WORKDAYTHUMIN N WORKDAYFRIMIN N WORKDAYSATMIN	713		5	WK4 TRAVEL CLAIMED HOURS	HH:MM	If no claimed hours: Value = 00:00	R
N/A		719		1	N/A	Blank	CMDS107S Value = blank	R
N/A		721		4	SUNDAY – DAY AND DATE (DD)	AN	Value = 'S DD'	R
N/A		726		1	SU BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		728		4	MONDAY – DAY AND DATE (DD)	AN	Value = 'M DD'	R
N/A		733		1	MO BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		735		4	TUESDAY – DAY AND DATE (DD)	AN	Value = 'T DD'	R
N/A		740		1	TU BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		742		4	WEDNESDAY – DAY AND DATE (DD)	AN	Value = 'W DD'	R
N/A		747		1	WE BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		749		4	THURSDAY – DAY AND DATE (DD)	AN	Value = 'T DD'	R
N/A		754		1	TH BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		756		4	FRIDAY – DAY AND DATE (DD)	AN	Value = 'F DD'	R
N/A		761		1	FR BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R
N/A		763		4	SATURDAY – DAY AND DATE (DD)	AN	Value = 'S DD'	R
N/A		768		1	SA BOX INDICATOR	AN	Values are: 0 = zeros Blank = no zeros	R

## Transaction Trigger Events

Triggers are set based on business rules executed by PRNR998A, PRDS942A related to large font timesheets. Triggers are also set based on system and user generated requests for issuance of replacement and supplemental travel claim forms or upon creation of a Travel Time record for the provider.

Transaction creation jobs (CMDS107Q, CMDS107R and CMDS107S) are scheduled in AutoSys.

CMDS972A is triggered by CMDS107S to generate PDF Travel Claims.

## Processing Criteria

Process	Criteria
CMDS107S	Trigger set by business rules for issuing travel claim form requests that will not be mailed with a timesheet.

## Error Processing

All erroneous transaction data will be written to the "error" directory in the ProcServer location.

## Related Components

## **Business Process Functions**

N/A

## **Business Flows**

[CI-67622](#) - DSD BF Key Timesheet

[CI-67610](#) - DSD BF Issue Timesheet

## **Business Rules**

DSD Section 24 – Generate Next Arrears Timesheet #20, 21, 22, 23, 35, 37, 38, and 43.

## **Tasks/Notifications**

N/A

## **Screens**

N/A

## **Interfaces**

[CI-822652](#) - DSD EINTF Generate PDF Travel Claim CMDS972A

## **Batch**

[CI-822610](#) - CMIPS2 BTCH pro crm CMDS972A

[CI-514068](#) - CMIPS2 BTCH pro crm cmds107s

## **Reports**

N/A

# DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/TTS Recipient Outbound Campaign (CMNS999A)

CI	Document Name
 CI-489935 - DSD EINTF TTS Recipient Outbound Campaign CMNS999A <span style="background-color: #e0f2f1; border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD EINTF TTS Recipient Outbound Campaign CMNS999A

The CMIPS TTS Timesheet Recipient Outbound Campaign File Extract batch program will extract case information related to BVI Timesheets or Electronic Timesheets that require Recipient contact be initiated by the telephonic system. The batch process generates a comma delimited file that is placed on ProcServer in the appropriate cmns999a folder.

## Internal Layout/System Mapping

Source: Case Management		Target: CMNS999A Interface File				
Table Name/ File Name /WSDL Name	Field Name	Field Name	Len	Data Type (Format)	Description (Data Transformation rules)	R/O (Required or optional)
N/A	N/A	The File created is positional, comma (,) delimited and placed on ProcServer in corresponding folder.  All positions are required, however some data elements must be populated in order for timesheet to be correct. The R/O column indicates which data elements must have values in the files.				
uuid	N/A	UUID	40	String		R
recipientPhoneNumber	phoneAreaCode phoneNumber	PHONE NUMBER	20	Numeric	Primary Phone Number of the Recipient or the Authorized Rep/Timesheet Signatory	R
caseHeader	caseReference	RECIPIENT CASE ID	7	Numeric	Recipient Case Number	R
CODETABLEITEM		PREFERRED LANGUAGE	10	String	Spoken Language of the Recipient or English for Auth Rep /Timesheet Signatory	R
isBVI	N/A	IS BVI	1	Boolean	Indicates if Recipient is authorized to use the Press or Say TTS	R
timesheetnumber	Timesheet	TIMESHEET NUMBER	10	String	Timesheet Number of the timesheet for review	R
ALTERNATENAME	FIRSTFORENAME	RECIPIENT FIRST NAME	25	String	Recipient First Name	R
ALTERNATENAME	SURNAME	RECIPIENT LAST NAME	30	String	Recipient Last Name	R
isRecipient	N/A	IS RECIPIENT	1	Boolean	Indicates if this is a Recipient	R

## Transaction Trigger Events

Transactions are created based on business rules for PRNR998A related to timesheets with a status of Pending Recipient Electronic Review that have a Timesheet Communication Preference of Telephone OR when a timesheet was submitted through TPF with no Recipient signature and the Recipient has a BVI record with an indication of 'Blind' and is registered with TTS.

## Processing Criteria

If a pending trigger exists in the outbound campaign table and the corresponding timesheet record is not in a Pending Recipient Review status, the trigger is updated to processed.

## Error Processing

All erroneous transactions will be written to the "error" directory in the ProcServer location.

## **Related Components**

### **Business Process Functions**

N/A

### **Business Flows**

N/A

### **Business Rules**

N/A

### **Tasks/Notifications**

N/A

### **Screens**

N/A

### **Reports**

N/A

# DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/TTS Provider Outbound Campaign (CMNS999C)

CI
 CI-819015 - DSD EINTF TTS Provider Outbound Campaign CMNS999C <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>

The CMIPS TTS Timesheet Provider Outbound Campaign File Extract batch program will extract case information related to Electronic Timesheets that require Provider contact be initiated by the telephonic system. The batch process generates a comma delimited file that is placed on ProcServer in the appropriate cmns999c folder.

Source: Case Management		Target: CMNS999A Interface File				
Table Name/ File Name/WSDL Name	Field Name	Field Name	Len	Data Type (Format)	Description (Data Transformation rules)	R/O (Required or optional)
		The File created is positional, comma (,) delimited and placed on ProcServer in corresponding folder All positions are required however some data elements must be populated in order for timesheet to be correct. The R/O column indicates which data elements must have values in the files.				
uuid		UUID	40	String		R
phoneNumber	phoneArea Code phoneNum ber	PHONE NUMBER	20	Numeric		R
CONCERNROLEALTERNATEID	ALTERNATEID	PROVIDER ID	7	Numeric		R
CODETABLEITEM		PREFERRED LANGUAGE	10	String		R
timesheetnumber	Timesheet	TIMESHEETNUMBER	10	String		R
ALTERNATENAME	FIRSTFOR ENAME	PROVIDER FIRST NAME	25	String		R
ALTERNATENAME	SURNAME	PROVIDER LAST NAME	30	String		R

## Transaction Trigger Events

Transactions are created based on business rules for PRNE800P related to timesheet rejection.

## Processing Criteria

N/A

## Error Processing

All erroneous transactions will be written to the "error" directory in the ProcServer location.

## Related Components

### Business Process Functions

N/A

### Business Flows

N/A

### Business Rules

N/A

## **Tasks/Notifications**

N/A

## **Screens**

N/A

## **Reports**

N/A

# DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Travel Claim Processing – PRNR998C

CI	Document Name
 CI-822311 - DSD EINTF TPF to CMIPS Travel Claim Data Processing PRNR998C <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD EINTF TPF to CMIPS Travel Claim Data Processing PRNR998C

## Internal Layout/System Mapping

### Data Elements – Inbound - TPF

The following is information received from TPF:

Source: TPF – PRNR998C	Target: Cúram				
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
TPF_TRVLR_XXXXXXXXXXXX_X_YYYYMMDD_SSSSSS.xml	Header/XMLGenDate Header/XMLGenTime	TIMESHEET. IMAGESTORAGETIME	TIMESTAMP	Image Available Time	R
	TPF/FormType	NA	STRING(16)	Used by TPF to differentiate the various Travel Claim Types  TCF – Travel Claim	R
	TPF/HVDOCID	TIMESHEET. TIMESHEETEXTID	BIGINT(8)	The TPF Image ID of the travel claim. Used to fetch the scanned image of the travel claim.	R
	TPF/scanDate TPF/scanTime	TIMESHEET.SCANTIME	DATE(16)	The Date and Time when the travel claim was actually scanned at the TPF	R
	TravelClaimNumber/id	TRAVELCLAIM. TRAVELCLAIMNUMBER	STRING(16)	Travel Claim Number of the Travel Claim Data.	R
	ProviderNumber/id	CONCERNROLEALTERNATEID.ALTERNATEID	STRING(18)	Provider Number	R
	RecipientNumber/id	CASEHEADER. CASEREference	STRING(18)	CM Case Number. This is a unique identifier for both systems. This must be provided by CM.  Sample: "1234567"	R
	TimesheetType/id	TRAVELCLAIM. TRAVELCLAIMTYPECODE	STRING(10)	Travel Claim Type. Values are:  TTCF01 = IHSS Travel Claim  TTCF02 = WPCS Travel Claim  TTCF03 = Supplemental – IHSS Travel Claim  TTCF04 = Supplemental – WPCS Travel Claim	R
	CountyCode/id	IHSSCASE.COUNTYCODE	STRING(2)	County Code of the Case	R
	PayPeriod/Start	TRAVELCLAIM.FROMDATE	DATE	Service Period Start Date	R
	PayPeriod/End	TRAVELCLAIM.TODATE	DATE	Service Period To Date	R
	TravelLogging/TIME/DayNumber	TRAVELCLAIM. DAYSHOURS	INTEGER(2)	Day of the Month  Repeated	R

	TravelLogging/Time /HoursWorked /MinutesWorked	TRAVELCLAIM. DAYSHOURS	STRIN G(5)	Daily Time entry  Repeated	R
	Signature/Provider	N/A	STRIN G(1)	Y/N	R
	Exceptions /ExceptionCode	TIMESHEETEXCEPTION. TIMESHEETEXCEPTIONCO DE	STRIN G(10)	The exception code is populated in this column if the timesheet is exceptioned at the scanning facility.	R

## Data Elements – Inbound - ESP

The following is information received from ESP:

Source: IHSS ESP – PRNR998C		Target: Cúram			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format- length)	Description (Data Transformation rules)	R/O (Required or optional)
	uuid	N/A	STRING (40)	Unique Identifier for the request	R
	travelclaim number	TRAVELCLAIM.TRAVELCLAI MNUMBER	STRING (16)	Travel Claim Number	R
	payperiods tardate	TRAVELCLAIM.FROMDATE	STRING (10)	Pay Period Start Date	R
	payperiod enddate	TRAVELCLAIM.TODATE	STRING (10)	Pay Period End Date	R
	travelclaim type	CODETABLEITEM.CODE	STRING (10)	Codable value	R
	providerid	CONCERNROLEALTERNAT EID.ALTERNATEID	STRING (18)	Provider Number	R
	recipientid	CASEHEADER. CASEREference	STRING (40)	Case Number	R
	requests enfrom	N/A	STRING (10)	Captures the name of the system from which the request was sent. From SourceSystem code table.  Two values: IVR or ESP	R
	hours	N/A	LIST	Listing of hours details	R
	hours.date	TRAVELCLAIM.DAYSHOURS	STRING (10)	The date the hours are claimed	R
	hours. minutes	TRAVELCLAIM.DAYSHOURS	INT	The number of minutes claimed	R

## Trigger Events

In the Case Management, Information and Payrolling System (CMIPS), once the Travel Claim is received by the Electronic Services Portal (ESP) or Timesheet Processing Facility (TPF).

- TPF: Once the data and image are captured and validated by the processing facility, and an XML file is generated and retrieved by interface processes for Case Management (CM) verification and travel claim authorization.
- ESP: Once the data in the ESP is captured and the Travel Claim is validated and submitted via Submit Travel Claim interface (CMNE882N).

## Processing Criteria

Matching is based on the following criteria:

- Travel Claim Number
- Provider Number
- Recipient Number
- Travel Claim Type
- Service Period From
- Service Period To

## Error Processing

All erroneous travel claim data is written to the Error directory in the ProcServer location. When travel claim data is received by CM and logging is enabled, all travel claim data received is logged.

## Related Components

### Business Process Functions

DSD Section 24 – Time and Attendance – [Timesheet Architecture](#) and [Travel Claim Processing](#)

### Business Flows

None

### Business Rules

DSD Section 24 – Time and Attendance – Business Rules – Travel Claim Validation and Processing

### Tasks/Notifications

[CI-822312](#) DSD TSK TN IO 01

### Screens

DSD Section 24 – Time and Attendance

- [Search Travel Claim](#)
- [View Travel Claim](#)

DSD Section 32 – Internal Operations

- [Search Travel Claim – Internal Operations](#)
- [View Travel Claim – Internal Operations](#)
- [Review Travel Claim](#)

### Reports

[DSD Section 28](#) – Reports – Travel Claim and Travel Claim Exception report

### Interfaces

[CI-822727](#) - DSD EINTF Submit Travel Claim CMNE882N

[CI-822179](#) - IDD EINTF TPF to CMIPS Travel Claim Data Processing PRNR998C

# DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Sick Leave Claim Receive – PRNR998D

CI	Document Name
CI-822320 - DSD EINTF TPF to CMIPS Sick Leave Claim Data Processing PRNR998D <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD EINTF TPF to CMIPS Sick Leave Claim Data Processing PRNR998D

## Internal Layout/System Mapping

### Data Elements – Inbound

Source: TPF – PRNR998D		Target: Case Management			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Form at-length)	Description (Data Transformation rules)	R/O (Required or optional)
	Header /DocumentCount	NA	INTEG ER (2)	Used to track the number of sick leave claims received as part of this batch.	R
	Header /ExceptionCount	NA	INTER GER (2)	Used to track the number of exceptions captured at TPF	R
TPF_SCKR_XXXXXXXXXX XX_CCYYMMDD_HHMMSS. xml	Header/XMLGenDate Header/XMLGenTime	TIMESHEET /IMAGESSTORAGETIME	TIMESTAMP	Image Available Time	R
	TPF/FormType	NA	STRING(16)	Used by TPF to differentiate the various Sick Leave Claim Types	R
	TPF/HVDOCID	TIMESHEET /TIMESHEETEXTID	BIGIN T (8)	The TPF Image ID of the sick leave claim. Used to fetch the scanned image of the travel claim.	R
	TPF/scanDate TPF/scanTime	TIMESHEET/SCANTIME	DATE (16)	The Date and Time when the sick leave claim was actually scanned at the TPF	R
	N/A	SICKLEAVECLAIMDATA /sickLeaveClaimNumber	STRING(16)	Sick Leave Claim ID Number assigned to the Sick Leave Claim Data by CM	O
	ProviderNumber/id	CONCERNROLEALTERNATEID/ALTERNATEID	STRING(18)	Provider Number	R
	RecipientNumber/id	CASEHEADER /CASEREference	STRING(18)	CM Case Number. This is a unique identifier for both systems. This must be provided by CM.  Sample: "1234567"	R
	N/A	IHSSCASE/COUNTYCODE	STRING(2)	County Code of the Case	O
	PayPeriod/Start	SICKLEAVECLAIM /FROMDATE	DATE	Service Period Start Date	R
	SickLogging/TIME /DayNumber	SICKLEAVECLAIM /DAYSHOURS	INTEG ER(2)	Day of the Month Sick Leave is Claimed  Repeated as needed (max 3)	O
	SickLogging/Time /HoursWorked /MinutesWorked	SICKLEAVECLAIM /DAYSHOURS	STRING(5)	Daily Time entry  Repeated as needed (max 3)	O
	Signature/Provider	N/A	STRING(1)	Y/N	R
	Exceptions /ExceptionCode	SICKLEAVECLAIMEXCEPTION /TIMESHEETEXCEPTIONCODE	STRING(10)	The exception code will be populated in this column if the sick leave claim is exceptioned at the scanning facility.	R

### Trigger Events

In the CMIPS system, once the data and image have been captured and validated by the processing facility, an XML file is generated and retrieved by interface processes for CM verification and authorization of the sick leave claim.

## Processing Criteria

N/A

## Error Processing

All erroneous sick leave claim data will be written to the "error" directory in the ProcServer location. When sick leave claim data is received at CM and logging is enabled; all sick leave claim data received from TPF will be logged.

## Related Components

### Business Process Functions

DSD Section 24 – Time and Attendance – [Timesheet Architecture and Travel Claim Processing](#)

### Business Flows

None

### Business Rules

None

### Tasks/Notifications

None

### Screens

None

### Reports

None

## DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Recipient TTS (CMOE999B)

CI	Document Name
 CI-489936 - DSD EINTF Recipient TTS CMOE999B <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD EINTF Recipient TTS CMOE999B

CMIPS uses a real-time interface with the Telephone Timesheet System (TTS) to process a series of independent event/response transactions generated by Recipient initiated option selection during outbound or inbound calls for timesheet review. These transactions confirm Recipient identity, allow a high level or detailed review of timesheet entries and allow the Recipient to approve or reject the held timesheets for processing in Case Management.

# DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Recipient TTS (CMOE999B)/Internal Layout /System Mapping – Authenticate TTS Recipient Set

CI	Document Name
 CI-489917 - DSD EINTF CMOE999B Authenticate TTS Recipient Set <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_EINTF_CMOE999B_Authenticate_TTS_Recipient_Set.docx

The Telephonic System will use this transaction set to authenticate Recipient entered Case Number and Recipient Authentication Number against Case Management data to validate that the Recipient calling in is eligible to utilize TTS. Once authenticated this web service call transaction set will provide case management information on the Recipient's selected BVI Timesheet Accommodation and a list of timesheets available for review.

## Event Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
bviCaseNumber	String	10	CaseBVI	caseBVIID	Required: Case Number that is used to authenticate Recipient
bviRecipientAuthenticationNumber	String	4	CaseBVI	recipAuthNumber	Required: Recipient Authentication Number
bviTransactionID	String	16	N/A	N/A	Required: Transaction Identifier

## Response Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
bviResponseCode	String	10	BVIResponse Codes	BVIRESPONSECODE	Required: Response code for the web service 100 - RAN locked 102 - Authentication Failed 201- Failure – Invalid Request 202 – Failure - Processing Error 203 – CMIPSII Unavailable
bviTimesheetOption	String	10	CaseBVI	DELIVERYOPTIONCODE	Required: bviTimesheetOption OR eTimesheetOption is Telephonic System

## Trigger Events

Web Service Call initiated when Recipient enters Case Number and Recipient Authentication Number to verify identity.

## Processing Criteria

Matching is based on the following criteria:

- Case Number
- Recipient Authentication Number

## Error Processing

When transaction is sent to Case Management and logging is enabled, transaction data is logged in the Case Management log file.

# DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Recipient TTS (CMOE999B)/Internal Layout /System Mapping – Check Timesheet Status Set

CI
CI-819018 - DSD EINTF CMOE999B Check Timesheet Status Set <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>

## Event Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
uuid	String	40	N/A	N/A	Required: Unique identifier for the request
recipientid	String	40	CASEHEADER	CASEREFERER ENCE	Required: Case Number
providerid	String	18	CONCERNROLEALT ERNATEID	ALTERNATEID	Required: Provider ID
timesheetnumber	String	16	TIMESHEET	TIMESHEETNUMBER	Required: Provider Timesheet Number
requestsentfrom	String	10	N/A	N/A	Optional: Captures the name of the system from which the request was sent. From SourceSystem code table. Two values: IVR or ESP

## Response Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
success	String	Unbounded String	N/A	N/A	Required: Response Code, includes True or False. Example: "success": "true"
errors	String	Unbounded String	N/A	N/A	Required: Response Code based on Processing. Example: [{"errors": "codevalue": "200", "codedescription": "success"}]
logistics	String	Unbounded String	N/A	N/A	Required: Additional Logistic Information which includes elapsed time, operation name, Start and End Time. { "time": "701", "operation": "checkTimesheetStatus ", "starttime": "2017-04-13T09:35:42.481Z", "endtime": "2017-04-13T09:35:43.167Z" }
outboundcall	String	5	N/A	N/A	Required: A true or false value of whether or not to make the outbound call.

## Trigger Events

This transaction occurs before every call made by AT&T to inform the recipient of timesheets to review to ensure that the timesheet has not been approved or rejected between the time the system inserts a pending trigger on the IVRCAMPAIGNDETAILS table and the call being made.

## Processing Criteria

This transaction returns a true value if the call should be made and a false value if the call should not be made. The call should not be made if the recipient has approved or rejected the timesheet between the time the system inserts a pending trigger on the IVRCAMPAIGNDETAILS table and the call being made. This is done as to not send a campaign call to the recipient informing them they have timesheets to review when the timesheet was already signed by the recipient or rejected by the recipient or county.

## Error Processing

When the transaction is sent to Case Management and logging is enabled, the transaction data is logged in the Case Management log file.

# DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Recipient TTS (CMOE999B)/Internal Layout /System Mapping – Get IVR Recipient Timesheet History Set

CI
CI-819011 - DSD EINTF CMOE999B GET IVR Recipient TS History Set <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>

## Event Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
uuid	String	40	N/A	N/A	Require: Unique Identifier for the request
recipientid	String	40	CASEHEADER	CASEREFERENCE	Required: Case number
requestsentfrom	String	10	N/A	N/A	Optional: Captures the name of the system from which the request was sent. From SourceSystem code table. Two values: IVR or ESP
payperiodstartdate	String	10	TIMESHEET	FROMDATE	Required: From Date On the Timesheet

## Response Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
success	String	5	N/A	N/A	Required: Response Code, includes True or False. Example: "success": "true"
errors	String	Unbounded String	N/A	N/A	Required: Response Code based on Processing. Example: [{"errors": "codevalue": "200", "codedescription": "success"}]
logistics	String	Unbounded String	N/A	N/A	Required: Additional Logistic Information, which includes elapsed time, operation name, Start and End Time. Example: "logistics": { "time": "250", "operation": "getIVRRecipientTSHistory", "starttime": new Date(), "endtime": new Date() }
timesheets.timesheetnumber	String	16	TIMESHEET	TIMESHEET NUMBER	Required: Provider Timesheet Number
timesheets.payperiodstartdate	Date	4	TIMESHEET	FROMDATE	Required: From Date On the Timesheet
timesheets.payperiodenddate	Date	4	TIMESHEET	TODATE	Required: To Date On the Timesheet
timesheets.timesheettype	String	10	CODETABLEITEM	CODE	Required: The timesheet type. Code table value.
timesheets.programtype	String	10	CODETABLEITEM	CODE	Required: The program type. Codetable value
timesheets.statuscode	String	10	ETIMESHEETSUBMITTEDDETAILS	STATUSCODE	Required: Code table for E-Timesheet Status
timesheets.provfirstname	String	25	ALTERNATENAME	FIRSTFORENAME	Required: Provider's first name
timesheets.provlastname	String	30	ALTERNATENAME	SURNAME	Required: Provider's last name
timesheets.providerid	String	40	CONCERNROLEALTERNATEID	ALTERNATE ID	Required: Provider Number
timesheets.eligtorequesthardcopy	String	5	N/A	N/A	Required: Eligible to request hard copy. (Values: true or false)

## Trigger Events

The service call is made when the recipient selects to review Timesheet History in the IVR.

## Processing Criteria

This interface will return all processed Provider timesheets for the Recipient based on the selected pay period start date. The data returned includes– list of timesheets (timesheetnumber, timesheettype, programtype, statuscode), the Provider (Provider firstname, lastname, providernumber), and payperiod startdate and payperiod enddate.

If a timesheet has a mode of entry of Electronic or Telephonic and is in a Processed or Exception Paid status (eligtorequesthardcopy = true), then the user will also have the ability to request a copy of the timesheet.

## Error Processing

When the transaction is sent to Case Management and logging is enabled, the transaction data is logged in the Case Management log file and ETimesheetTransactionLog table.

## Related Components

N/A

## Business Process Functions

N/A

## Business Flows

N/A

## Business Rules

[CI-822995 - DSD BR TA TTS 01](#)

## Tasks/Notifications

N/A

## Screens

N/A

## Reports

N/A

# DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Recipient TTS (CMOE999B)/Internal Layout /System Mapping – Get Timesheet Daily Details Set

CI
 CI-819007 - DSD EINTF CMOE999B Get Timesheet Daily Details Set <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>

Web service to retrieve all the daily hours & EVV data for a timesheet number from Case Management for the recipient using IVR.

## Event Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
uuid	String	40	N/A	N/A	Required: Unique Identifier for the request
recipientid	String	40	CASEHEADER	CASEREFERENCE	Required if isrecipient is true: Case Number
timesheetnumber	String	16	TIMESHEET	TIMESHEETNUMBER	Required: Timesheet Number From Timesheet table.
requestsentfrom	String	10	N/A	N/A	Optional: Captures the name of the system from which the request was sent. From SourceSystem code table. Two values: IVR or ESP

## Response Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
success	String	5	N/A	N/A	Required: Response Code, includes True or False. Success = true if there are no processing /request data errors and call was completed successfully. Success = false if there is a processing /request data error or the call was not completed successfully Example: "success": "true"
errors	String	Unbounded String	N/A	N/A	Required: Response Code based on Processing. Example: [{"errors": "codevalue": "200", "codedescription": "success"}]
logistics	String	Unbounded String	N/A	N/A	Required: Additional Logistic Information, which includes elapsed time, operation name, Start and End Time. Example: "logistics": { "time": "77", "operation": "getTimesheetDailyDetails", "starttime": "2017-04-12T11:47:45.394Z", "endtime": "2017-04-12T11:47:45.470Z" }
evvindicator	String	1	N/A	N/A	Required: isEVVIndicator is used to determine if the timesheet is EVV or non EVV based on the pay-period of the timesheet. If the effective date (the EVV effective date) of the case provider relationship in CM is after timesheet payperiod start date, the evvIndicator will be 0 since it will be a non-EVV timesheet, else it will be a EVV timesheet and evvIndicator will be 1.
workweeks.workweeknumber	String	1	N/A	N/A	Required: The workweek number of the pay period.
workweeks.hours.date	String	10	N/A	N/A	Required: Date of the work
workweeks.hours.dayofweek	String	3	N/A	N/A	Required: Day of the week of the work
workweeks.hours.minutes	String	155	TIMESHET	DAYSHOURS	Required: How many minutes were worked
workweeks.hours.evvstarttime	String	10	EVVDETALS	EVVSTAR TTIME	Required: The start time of the work recorded for EVV purposes

workweeks.hours.evndtime	String	10	EVVDE TAILS	EVVENDTIME	Required: The end time of the work recorded for EVV purposes
workweeks.hours.evvloc	String	10	EVVDE TAILS	EVVLOC	Optional: The location of the work recorded. This will only be populated for timesheets with the timesheets:payperiodstartdate prior to "evvlocationservicesstartdate"  See code table: EVV Location
workweeks.hours.evccheckinlocation	String	10	EVVDE TAILS	EVVCHECKINLOCATION	Optional: The location of the work recorded for checkin EVV purposes. This will only be populated for timesheets with the timesheets:payperiodstartdate on or after "evvlocationservicesstartdate"  See code table: EVV Location
workweeks.hours.evccheckoutlocation	String	10	EVVDE TAILS	EVVCHECKOUTLOCATION	Optional: The location of the work recorded for checkout EVV purposes. This will only be populated for timesheets with the timesheets:payperiodstartdate on or after "evvlocationservicesstartdate"  See code table: EVV Location

## Transaction Trigger Events

This interface is called when a recipient selects review timesheets in the IVR and selects a single timesheet to review the daily details.

## Processing Criteria

The interface will return - Date, day of the week, Claimed Hours & Minutes, Start Time, End Time, Check In Location, Check Out Location, and IsEVVTimesheet indicator.

## Error Processing

If one of the request fields is empty, it will throw an error IVRException with a code description describing which field is empty, and the code value will be set as ets\_203 (request data error). Regardless of error or not, this IVR call is tracked. ETimesheetTransactionLog in CM Database is updated to - "IVR" (code table code for SourceSystem). ETimesheetTransactionLog will contain the details of request and response.

# DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Recipient TTS (CMOE999B)/Internal Layout /System Mapping – Get Timesheets Pending Review Set

CI
CI-819008 - DSD EINTF CMOE999B Get Timesheets Pending Review Set <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>

Web service to retrieve from Case Management all the provider timesheets pending review for the recipient when the recipient logs into IVR and reviews his or her timesheets pending review.

## Event Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
uuid	String	40	N/A	N/A	Required: Unique Identifier for the request
recipientid	String	40	CASEHE ADER	CASEREFER ENCE	Required: Case Number
requestsentfrom	String	10	N/A	N/A	Optional: Captures the name of the system from which the request was sent. From SourceSystem code table. Two values: IVR or ESP

## Response Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
success	String	5	N/A	N/A	Required: Response Code, includes True or False. Example: "success": "true"
logistics	String	Unbounded String	N/A	N/A	Required: Additional Logistic Information, which includes elapsed time, operation name, Start and End Time. Example: "logistics": { "time": "250", "operation": "getTimesheetsPendingReview", "starttime": new Date(), "endtime": new Date() }
errors	String	Unbounded String	N/A	N/A	Required: Response Code based on Processing. Example: [{"errors": "codevalue": "200", "codedescription": "success"}]
evvindicator	String	1	N/A	N/A	Required: isEVVIndicator is used to determine if the timesheet is EVV or non EVV based on the pay-period of the timesheet. If the effectiveDateBL: Should this be "EVV effective date"? Sean: effectiveDate is the variable representation of EVV effective date. I have included this to be more clear. (the EVV effective date) of the case provider relationship in CM is after timesheet payPeriod start date, the evvIndicator will be 0 since it will be a non-EVV timesheet, else it will be a EVV timesheet and evvIndicator will be 1.
timesheets.timesheetnumber	String	16	TIMESH EET	TIMESHE ETNUMBER	Required: Provider Timesheet Number
timesheets.payperiodstartdate	Date	4	TIMESH EET	FROMDATE	Required: From Date On the Timesheet
timesheets.payperiodenddate	Date	4	TIMESH EET	TODATE	Required: To Date On the Timesheet
timesheets.providerid	String	40	CONCE RNROL EALTER NATEID	ALTERNA TEID	Required: Case Number
timesheets.providerfirstname	String	25	ALTER NATEN AME	FIRSTFOR ENAME	Required: Provider's first name

timesheets.providerlast name	String	30	ALTER NATE NAME	SURNAME	Required: Provider's last name
timesheets.programtype	String	10	CODET ABLEIT EM	Code	Required: Program type. Codetable value
timesheets.timesheettype	String	10	CODET ABLEIT EM	Code	Required: The timesheet type. Code table value.
timesheets.statuscode	String	10	ETIMES HEETS UBMITT EDDET AILS	STATUSCODE	Required: Code table For E-Timesheet Status
timesheets.totalclaimed hoursmin	String	10	TIMESH EET	TOTALCL AIMEDHO URSMIN	Required: Total Claimed Hours in Minutes
timesheets.workweeks.workweektotal	String	10	N/A	N/A	Required: Workweek Total Hours in Minutes
timesheets.workweeks.workweeknumber	String	1	N/A	N/A	Required: Workweek Number
timesheets.evvcheckinlocation	String	10	EVVDE TAILS	EVVCHEC KINLOCATION	Optional: The location of the work recorded for checkin EVV purposes. This will only be populated for timesheets with the timesheets:payperiodstartdate on or after "evvlocationservicesstartdate" See code table: EVV Location
timesheets.evvcheckoutlocation	String	10	EVVDE TAILS	EVVCHEC KOUTLOCATION	Optional: The location of the work recorded for checkout EVV purposes. This will only be populated for timesheets with the timesheets:payperiodstartdate on or after "evvlocationservicesstartdate" See code table: EVV Location

## Transaction Trigger Events

This interface is called when a recipient selects review timesheets in the TTS.

## Processing Criteria

This interface will return whether the timesheet is EVV or not, the Timesheet #, Pay Period Start & End, Provider ID & Name, Recipient ID, Program Type, Hours Claimed, Work Week Total Hours, and the EVV Check In and Check Out locations. The timesheets will be returned in sorted order: Ascending by Pay-Period, Date Submitted (date/time stamp).

## Error Processing

If one of the request fields is empty, it will throw an error IVRException with a code description describing which field is empty, and the code value will be set as ets\_203 (request data error). Regardless of error or not, this IVR call is tracked. ETimesheetTransactionLog in CM Database is updated to - "IVR" (code table code for SourceSystem). ETimesheetTransactionLog will contain the details of request and response.

# DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Recipient TTS (CMOE999B)/Internal Layout /System Mapping – Lock TTS Recipient Authentication Number Set

CI	Document Name
 CI-489918 - DSD EINTF CMOE999B Lock TTS Recipient Authentication Number Set <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_EINTF_CMOE999B_Lock_TTS_Recipient_Authentication_Number_Set.docx

The Lock TTS Recipient Account web service call transaction set will send a trigger to Case Management to lock the Recipient Authentication Number of the TTS Case associated with the Case Number used in three failed authentication attempts.

## Event Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
bviCaseNumber	String	7	CASEHEADER	CASEREFERENCE	Required: CaseNumber of the Recipient
bviTransactionID	String	16	N/A	N/A	Required: Transaction ID – Transaction Identifier

## Response Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
bviResponseCode	String	10	BVIREPONSECODES	BVIREPONSECODE	Required: Response code for the web service 200- Success 201- Failure – Invalid Request 202 – Failure - Processing Error 203 – CMIPS Unavailable

## Trigger Events

Web Service Call initiated after three failed authentication attempts using the same Case Number in the Telephonic System. Recipient Authentication Number will be locked.

## Processing Criteria

Matching is based on the following criteria:

- Case Number

## Error Processing

When transaction is sent to Case Management and logging is enabled, transaction data is logged in the Case Management log file.

## Related Components

### Tasks/Notifications

CI	Document Name
 CI-489934 - DSD TSK TN CM 67 <span style="border: 1px solid black; padding: 2px;">CANCELLED</span>	DSD_TSK_TN_CM_67.doc

CMIPS shall trigger a Task to the Timesheet Eligibility Errors work queue when Case Management receives notice that the RAN number should be locked for the TTS Recipient. RAN value is set to 0000 and task is assigned to the Social Worker associated with the case that a call should be made to Recipient's Telephone Number and a new Recipient Authentication Number needs to be created.

# DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Recipient TTS (CMOE999B)/Internal Layout /System Mapping – Retrieve TTS Timesheet Details Set

CI	Document Name
 CI-489919 - DSD EINTF CMOE999B Retrieve TTS Timesheets Details Set <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_EINTF_CMOE999B_Retrieve_TTS_Timesheets_Details_Set.docx

This web service call transaction set is initiated with time sheet ID when Recipient selects timesheet details option on the Telephonic System.

## Event Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
bviTimesheetID	String	7	Timesheet	timesheetID	Required To uniquely identify the timesheet
bviTransactionID	String	16	N/A	N/A	Required: Transaction Identifier – Uniquely identify the transaction

## Response Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
bviResponseCode	String	10	BviResponseCodes	bviResponseCode	Required: Response code for the web service 201 - Failure – Invalid Request 202 – Failure - Processing Error 203 – CMIPSII Unavailable 301 –Duplicate Response
bviTimesheetPayPeriodFrom	String	17	Timesheet	fromDate	Required This is the Pay Period from date of the Timesheet
bviTimesheetPayPeriodTo	String	17	Timesheet	toDate	Required This is the Pay Period to date of the Timesheet
bviTimesheetType	String	50	Timesheet	timesheetType	Required The timesheet type code associated with the timesheet.
bviProviderName	String	56	ConcernRole	concernRoleName	Required The Provider Name associated with the Timesheet
bviTotalServiceHoursClaimed	String	4	Timesheet	totalHoursMin	Required Total service hours claimed by the Provider on the Timesheet for the Pay Period
bviWorkWeekStartDate	Date	4	Timesheet	N/A	Required Work week start date for the timesheet.
workweekDate	Date	4	Timesheet	N/A	Required: Date for each day of the week claimed on the timesheet
workweekDayHours	String	10	Timesheet	dayhours	Required: Service Hours claimed for each day of the week on the timesheet.

## Trigger Events

Web Service Call initiated with time sheet ID when Recipient selects timesheet details option on the Telephonic System.

## Processing Criteria

Matching is based on the following criteria:

- TimesheetID

## Error Processing

When transaction is sent to Case Management and logging is enabled, transaction data is logged in the Case Management log file.

## Related Components

### Business Process Functions

Case Management will implement a Work in Progress process that will be used to maintain concurrency. When timesheet information is read to the end user the timesheet that is being read will automatically go in Work in Progress state that will prevent any other user taking action on the timesheet.

# DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Recipient TTS (CMOE999B)/Internal Layout /System Mapping – Retrieve TTS Timesheet ID Set

CI	Document Name
 CI-489920 - DSD EINTF CMOE999B Retrieve TTS Timesheets Set <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_EINTF_CMOE999B_Retrieve_TTS_Timesheets_Set.docx

The Retrieve TTS Timesheet ID web service call transaction set will send provide the Authenticated Recipient all pending timesheet IDs which have a timesheet status TATS13 (Held - BVI Recipient Review Required) or TATS19 (Held – TTS Recipient Review Required) as comma separated timesheet IDs. The timesheets first received by Case Management will be the first ones retrieved for BVI Recipient review.

## Event Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
bviCaseNumber	String	7	Caseheader	caseReference	Required: Case Reference for which the timesheet information is requested
bviTransactionID	String	16	N/A	N/A	Required: Transaction Identifier – Uniquely identify the transaction

## Response Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
bviTimesheetIDString	Character	Unbounded String	Timesheet	timeSheetID	List of comma separated time sheet IDS.
bviResponseCode	String	10	BviResponsecodes	bviResponseCode	Required: Response code for the web service 201 – Failure – Invalid Request 202 – Failure - Processing Error 203 – CMIPS Unavailable 301 – Duplicate Response

## Trigger Events

Web Service Call initiated by Telephonic Timesheet System when Recipient wants to review the summary of claimed hours or review hours claimed for each day. The Telephonic Timesheet System sends case number as part of the request.

## Processing Criteria

Matching is based on the following criteria:

- bviCaseNumber

## Error Processing

When transaction is sent to Case Management and logging is enabled, transaction data is logged in the Case Management log file.

## Related Components

### Business Process Functions

When a Recipient wants to review the summary of claimed hours or review hours claimed for each day. Web Service Call initiated by the Telephonic Timesheet System. The TTS sends case number as part of the request.

# DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Recipient TTS (CMOE999B)/Internal Layout /System Mapping – Retrieve TTS Timesheet Summary Set

CI	Document Name
 CI-489921 - DSD EINTF CMOE999B Retrieve TTS Timesheets Summary Set <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_EINTF_CMOE999B_Retrieve_TTS_Timesheets_Summary_Set.docx

This web service call transaction set is initiated with TimesheetID when the Recipient selects the timesheet review summary option on the Telephonic System.

## Event Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
bviTimesheetID	String	7	Timesheet	timesheetID	Required To uniquely identify the timesheet
bviTransactionID	String	16	N/A	N/A	Required: Transaction Identifier – Uniquely identify the transaction

## Response Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
bviResponseCode	String	10	BviResponseCodes	bviResponseCode	Required: Response code for the web service 201- Failure – Invalid Request 202 – Failure - Processing Error 203 – CMIPS Unavailable 301 –Duplicate Response
bviTimesheetPayPeriodFrom	String	17	Timesheet	fromDate	Required This is the Pay Period from date of the Timesheet
bviTimesheetPayPeriodTo	String	17	Timesheet	toDate	Required This is the Pay Period to date of the Timesheet
bviTimesheetType	String	50	Timesheet	timesheetType	Required The timesheet type code associated with the timesheet.
bviProviderName	String	56	ConcernRole	concernRoleName	Required The Provider Name associated with the Timesheet
bviTotalServiceHoursClaimed	String	4	Timesheet	totalHoursMin	Required Total service hours claimed by the Provider on the Timesheet for the Pay Period

## Trigger Events

Web Service Call initiated with time sheet ID when Recipient selects timesheet review summary option on the TTS.

## Processing Criteria

Matching is based on the following criteria:

- TimesheetID

## Error Processing

When transaction is sent to Case Management and logging is enabled, transaction data is logged in the Case Management log file.

## Related Components

### Business Process Functions

Case Management will implement a Work in Progress process that will be used to maintain concurrency. When timesheet information is read to the end user the timesheet that is being read will automatically go in Work in Progress state that will prevent any other user taking action on the timesheet.

# DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Recipient TTS (CMOE999B)/Internal Layout /System Mapping – Stop Outbound Call to Incorrect Telephone Number Set

CI	Document Name
 CI-489922 - DSD EINTF CMOE999B Stop Outbound Call to Incorrect Telephone Number Set <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_EINTF_CMOE999B_Stop_Outbound_Call_to_Incorrect_Tel ephone_Number_Set.docx

The Stop Outbound Call to Telephone Number Web Service Call will send a trigger to Case Management to generate a task to the Social Worker to correct the Recipient's telephone number associated to the Case Number for which the call was placed.

## Event Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
caseNumber	String	10	BVISTOP OBCASES	CASEID	Required This will trigger a task to the Social Worker associated to the Case Number for which the call was placed to confirm the Recipient's correct telephone number.
BVITransactio nID	String	36	N/A	N/A	Required Transaction ID from Telephonic Timesheet Solution

## Response Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
bviResponseCode	String	10	BVIRESPONSECODES	BVIRESPONSECODE	Required: Response code for the web service  200- Success 201- Failure – Invalid Request 202 – Failure - Processing Error 203 – CMIPS Unavailable

## Trigger Events

Web Service Call initiated to trigger a task to the Social Worker associated to the Case Number for which the call was placed to confirm the Recipient's correct telephone number.

## Processing Criteria

Matching is based on the following criteria:

- Case Number

## Error Processing

When transaction is sent to Case Management and logging is enabled, transaction data is logged in the Case Management log file.

## Related Components

### Tasks/Notifications

CI	Document Name
489,933	DSD_TSK_TN_CM_66.doc

## Other Related Components

This validates that the following components have no direct associations with this event/response interface. For impacted components you will find those impacts as related to each transaction set.

### Business Rules

N/A

### Screens

N/A

### Reports

N/A

# DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Recipient TTS (CMOE999B)/Internal Layout /System Mapping – Timesheet Approval/Denial Action Set

CI	Document Name
 CI-489923 - DSD EINTF CMOE999B Timesheet Approval Denial Action Set <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	DSD_EINTF_CMOE999B_Timesheet_Approval_Denial_Action_Set.docx

The Timesheet Approval/Denial Action web service call transaction set will send the Authenticated Recipient's approval or denial action for a specific timesheet to Case Management for continued processing.

## Event Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
bviTimesheetID	String		Timesheet	TIMESHEETID	Required: TimesheetID of the timesheet with status Held - BVI Recipient Review Required
bviActionType	String	10	Codetableitem /BVITimesheetAction	CODETABLE_CODE	Required: Action type Approval /Denial Action done by the user BVITA01 – Released BVITA02 – Rejected
bviDenialReason	String	10	Codetableitem /BviTsRejectionReason	CODETABLE_CODE	Optional: Denial Reason selected when the Rejection action is taken BVITRR01 - Hours claimed were not correct BVITRR02 - This was not my Provider BVITRR03 - Other Reason
bviTransactionID	String	16	N/A	N/A	Required: Transaction Identifier – Uniquely identify the transaction

## Response Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
bviResponseCode	String	10	BVIREPONSECODES	BVIRESPONSECODE	Required: Response code for the web service  200- Success 201- Failure – Invalid Request 202 – Failure - Processing Error 203 – CMIPSII Unavailable

## Trigger Events

Web Service Call initiated when Recipient selects approve or deny timesheet option on the Telephonic System

## Processing Criteria

Matching is based on the following criteria:

- TimesheetID

## Error Processing

When transaction is sent to Case Management and logging is enabled, transaction data is logged in the Case Management log file.

## Related Components

### Business Process Functions

With the time limit set for the Telephonic Timesheet System call duration, the timesheet release and reject process is implemented as a delayed processing; The CM application will send response message back to the TTS after processing the request, but the actual release of held timesheets after approval is done with Cúram Deferred processing. Deferred Processing is accomplished in part, by configuring queues in the middleware.

# DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Recipient TTS (CMOE999B)/Internal Layout /System Mapping – Timesheet History Request Set

CI	Document Name
 CI-489924 - DSD EINTF CMOE999B Timesheet History Request Set <span style="border: 1px solid black; padding: 2px;">IMPLEMENTED</span>	DSD_EINTF_CMOE999B_Timesheet_History_Request_Set.docx

The Timesheet History Request web service call transaction set will retrieve records for the timesheet approval or denial actions taken by the Authenticated Recipient for the previous 3 months, along with pay period information, Provider name, and timesheet type for each timesheet.

## Event Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
bviTransactionID	String	16	N/A	N/A	Required: Transaction identifier
bviCaseNumber	String	7	CASEHEADER	CASEREFERENCE	Required: Case Number for retrieving timesheets action history for the specified duration

## Response Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
bviTimesheetNumber	String	10	TIMESHEET	TIMESHEETNUMBER	Required: Used to uniquely identify the timesheet and any approval or denial actions taken against it
bviAction	String	10	CodableItem /BVITimesheetAction	CODETABLE_CODE	Required: Action taken by the user
bviDenialReason	String	10	CodableItem /BviTsRejectionReason	CODETABLE_CODE	Denial Action Reason
bviPayPeriodFrom	Date	4	TIMESHEET	FROMDATE	Required: The date that the service is from either the 1st or 16th of the month for arrears timesheets.
bviPayPeriodTo	Date	4	TIMESHEET	TODATE	Required: The date that the service is from either the 15th or the 28th, 29th, 30th, or 31st of the month for arrears timesheets.
bviTimesheetType	String	10	TIMESHEET	TIMESHEETTYPECODE	Required: Timesheet Type. Values from "Timesheet Type" Code table.
bviProviderName	String	56	CONCERNROLE	CONCERNROLENAME	Required: Name of the Provider associated to the timesheet in Last Name, First Name order.
bviResponseCode	String	10	BVIREPONSECODES	BVIRESPONSECODE	Required: Response codes for the web service 200-Success 201-Failure - Invalid Request 202-Failure - Processing Error 203-CMIPSII Unavailable

## Trigger Events

Web Service Call initiated when Recipient selects timesheet history review option on the TTS

## Processing Criteria

Matching is based on the following criteria:

- Case Number
- Timesheet Number

## Error Processing

When transaction is sent to Case Management and logging is enabled, transaction data is logged in the Case Management log file.

# DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Recipient TTS (CMOE999B)/Internal Layout /System Mapping – Update TS Communication Preference Set

CI					
CI-819037 - DSD EINTF CMOE999B Update TS Communication Preference Set					IMPLEMENTED

Web service that is called when a recipient who is registered for both the ESP and the TTS updates their Timesheet Communication Preferences. The service saves the selected communication preference in Case Management.

## Event Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
uuid	String	40	N/A	N/A	Required: Unique Identifier for the request
tscommunication preference	String	10	TTSPERSONS TATUS	COMMUNICATIONP REFERENCE	Required: Code for recipient communication preference
recipientid	String	40	CASEHEADER	CASEREference	Required if isrecipient is true: Case Number
requestsentfrom	String	10	N/A	N/A	Optional: Captures the name of the system from which the request was sent. From SourceSystem code table. Two values: IVR or ESP
notificationPreference	String	10	RECIPIENTHE ADERINFO	NOTIFICATIONPRE FERENCE	Required: Notification delivery preference

## Response Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
success	String	5	N/A	N/A	Required: Response Code, includes True or False. Example: "success": "true"
errors	String	Unbounded String	N/A	N/A	Required: Response Code based on Processing. Example: [{"errors": "codevalue": "200", "codedescription": "success"}]
logistics	String	Unbounded String	N/A	N/A	Required: Additional Logistic Information, which includes elapsed time, operation name, Start and End Time. Example: "logistics": { "time": "701", "operation": "updateTSCommunicationPreference", "starttime": "2017-04-13T09:35:42.481Z", "endtime": "2017-04-13T09:35:43.167Z" }
errormessages	String	Unbounded String	N/A	N/A	CM Application Validation Error Messages

## Transaction Trigger Events

This interface is called when a recipient who is registered for both the ESP and the TTS updates their Timesheet Communication Preferences.

## Processing Criteria

- The web service returns an error if the recipient is trying to change their preference to Email and they are not a registered user of ESP or if their ESP account is Inactivated.
- The preferences is set to Telephone on the database where the timesheet communication preferences is stored, when the service is called with Telephone as the chosen value.

- The preferences is set to Email on the database where the timesheet communication preferences is stored, when the service is called with Email as the chosen value.
- The prior TTSPersonStatus record is saved as a snapshot in the TTSPersonStatusHistory table.

When the Recipient's Timesheet Communication Preferences is updated when this web service is called via a menu in TTS or when a county, CDSS, or help desk user updates a recipient's communication preference in Case Management, the E-timesheet Option on the Recipient's CaseETSEnrolment record is set accordingly:

- Communication Preference of 'Telephone' (TSCP01) = E-Timesheet Option = 'Telephonic System' (ETSO02)
- Communication Preference of 'Email' (TSCP02) = E-Timesheet Option 'IHSS Website' (ETSO01)

## Error Processing

When the transaction is sent to Case Management and logging is enabled, the transaction data is logged in the Case Management log file.

## DSD 24/Recip CM & OS - Time and Attendance/External Interfaces/Provider TTS (CMOE999D)

CI
<a href="#"> CI-819021 - DSD EINTF Provider TTS CMOE999D</a> IMPLEMENTED

CMIPS will use a real-time interface with TTS to process a series of independent event/response transactions generated by Provider initiated option selection during outbound or inbound calls for timesheet submission. These transactions will confirm provider identity and allow high level or detailed review and submission of timesheet entries.

# DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Provider TTS (CMOE999D)/Internal Layout /System Mapping – Get Eligible Recipients for Provider Set

CI
CI-819010 - DSD EINTF CMOE999D Get Eligible Recipients For Provider Set <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>

## Event Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
uuid	String	40	N/A	N/A	Require: Unique Identifier for the request
providerid	String	18	CONCERNROLEALT ERNATEID	ALTERNATEID	Required: Provider number
payperiod	String	10	TIMESHEET	FROMDATE	Required: From Date On the Timesheet.
requestsentfrom	String	10	N/A	N/A	Optional: Captures the name of the system from which the request was sent. From SourceSystem code table. Two values: IVR or ESP

## Response Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
success	String	5	N/A	N/A	Required: Response Code, includes True or False. Example: "success": "true"
errors	String	Unbounded String	N/A	N/A	Required: Response Code based on Processing. Example: {"errors": "codevalue": "200", "codedescription": "success"}
logistics	String	Unbounded String	N/A	N/A	Required: Additional Logistic Information, which includes elapsed time, operation name, Start and End Time. Example: "logistics": { "time": "250", "operation": "getEligibleRecipientsForProvider", "starttime": new Date(), "endtime": new Date() }
disablemodifyduetobatch	String	5	N/A	N/A	Not Used: Batch Indicator to enable modify function
recipients.recipientid	String	40	CASEHEADER	CASEREERENCE	Required: Case Number
recipients.firstname	String	25	ALTERNATENAME	FIRSTFORENAME	Required: Recipient First Name
recipients.lastname	String	30	ALTERNATENAME	SURNAME	Required: Recipient Last Name
recipients.isihss	String	5	N/A	N/A	Required: True/false indicator if the recipient is IHSS
recipients.iswpcs	String	5	N/A	N/A	Required: True/false indicator if the recipient is WPCS
recipients.recipienthomephone	String	10	N/A	N/A	Required: recipient home phone number
recipients.timesheetdetails.isevvtimesheet	String	5	N/A	N/A	Required: To support Live in providers and provider that answer the live in question yes, isEVVTimesheet=FALSE timesheets/recipients will not be returned by this service.
recipients.timesheetdetails.timesheetid	String	50	N/A	N/A	Required: Timesheet ID – Timesheet unique Identifier
recipients.timesheetdetails.programtype	String	10	N/A	N/A	Required: program type of the timesheet

## Trigger Events

When time is entered on a timesheet, the service call is made to retrieve a list of the names and case numbers of all active or on leave Recipients or any Recipients where the Provider is terminated but has outstanding (issued, pending issuance, county rejected, or Recipient rejected) timesheets for the Provider from Case Management.

## Processing Criteria

This interface will retrieve Recipient's data (first name, last name, case number, isIHSS indicator, isWPCS indicator, recipient home phone, isevvtimesheet indicator, timesheet ID, and program type) with draft timesheets, alphabetically by last name, first name.

## Error Processing

When the transaction is sent to Case Management and logging is enabled, the transaction data is logged in the Case Management log file and ETimesheetTransactionLog table.

# DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Provider TTS (CMOE999D)/Internal Layout /System Mapping – Get IVR Provider Timesheet History Set

CI
 CI-819017 - DSD EINTF CMOE999D Get IVR Provider Timesheet History Set <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>

## Event Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
uuid	String	40	N/A	N/A	Required: Unique identifier for the request
providerid	String	40	CONCERNROLEALTERNATEID	ALTERNATEID	Required: Provider Number
payperiodstartdate	String	10	TIMESHEET	FROMDATE	Required: From Date On the Timesheet
requestsentfrom	String	10	N/A	N/A	Optional: Captures the name of the system from which the request was sent. From SourceSystem code table. Two values: IVR or ESP

## Response Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
success	String	Unbounded String	N/A	N/A	Required: Response Code, includes True or False. Example: "success": "true"
errors	String	Unbounded String	N/A	N/A	Required: Response Code based on Processing. Example: [{"errors": "codevalue": "200", "codedescription": "success"}]
logistics	String	Unbounded String	N/A	N/A	Required: Additional Logistic Information which includes elapsed time, operation name, Start and End Time.
timesheets.recipientid	String	40	CASEHEADER	CASEREFERENCE	Required: Case Number
timesheets.firstname	String	25	ALTERNATENAME	FIRSTFORENAME	Required: Recipient first name
timesheets.lastname	String	30	ALTERNATENAME	SURNAME	Required: Recipient last name
timesheets.timesheetnumber	String	16	TIMESHEET	TIMESHEETNUMBER	Required: Provider timesheet number
timesheets.programtype	String	10	CODETABLEITEM	CODE	Required: The program type
timesheets.timesheettype	String	10	CODETABLEITEM	CODE	Required: The timesheet type
timesheets.statuscode	String	10	ETIMESHEETSUBMITTEDDETAILS	STATUSCODE	Required: The status of the provider's timesheet  See Codetable TTSPROVTSHistStatus
timesheets.eligorequesthardcopy	String	5	N/A	N/A	Required: Eligible to request hard copy. (Values: true or false)

## Trigger Events

This transaction is triggered after the provider calls in and logs into the TTS system and reviews his or her submitted timesheets.

## **Processing Criteria**

This transaction will return to the provider, a list the timesheets including the timesheet number, program type, timesheet type, status code, recipient first name, recipient last name, & recipient id. This list shall be sorted in descending order by submission date. Timesheets that have not been submitted or have been rejected or are in exception status have been excluded from this web service. Timesheets that are currently in Pending Recipient Exception review will return the status of waiting recipient review.

## **Error Processing**

When the transaction is sent to Case Management and logging is enabled, the transaction data is logged in the Case Management log file.

# DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Provider TTS (CMOE999D)/Internal Layout /System Mapping – Get Provider Rejected Timesheets Set

CI
 CI-819025 - DSD EINTF CMOE999D Get Provider Rejected Timesheets Set <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>

Web service to retrieve from Case Management a list of timesheets that the provider has submitted which have been rejected by any of that provider's recipients, or the county, within the last 14 calendar days. The most recently rejected timesheet are listed first.

## Event Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
uuid	String	40	N/A	N/A	Required: Unique Identifier for the request
providerid	String	18	CONCERNROLEAL TERNATEID	ALTERNATE ID	Required: Provider number
requestsentfrom	String	10	N/A	N/A	Optional: Captures the name of the system from which the request was sent. From SourceSystem code table. Two values: IVR or ESP

## Response Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
success	String	5	N/A	N/A	Required: Response Code, includes True or False. Example: "success": "true"
disablemodifyduetobatch	String	5	N/A	N/A	Required: Batch Indicator to enable modify function
errors	String	Unbounded String	N/A	N/A	Required: Response Code based on Processing. Example: [{"errors": "codedescription": "success"}]
logistics	String	Unbounded String	N/A	N/A	Required: Additional Logistic Information, which includes elapsed time, operation name, Start and End Time.Example: { "time": "701", "operation": "getProviderRejectedTimesheets", "starttime": "2017-04-13T09:35:42.481Z", "endtime": "2017-04-13T09:35:43.167Z" }
timesheets: timesheetnumber	String	16	TIMESHEET	TIMESHEET NUMBER	Required: Provider Timesheet Number
timesheets: payperiodstartdate	String	10	TIMESHEET	FROMDATE	Required: From Date On the Timesheet
timesheets: payperiodenddate	String	10	TIMESHEET	TODATE	Required: To Date On the Timesheet
timesheets: recipientid	String	40	CASEHEADER	CASEREFERENCE	Required: Case Number
timesheets: recipientfirstname	String	25	ALTERNATENAME	FIRSTFORENAME	Required: Recipient First Name
timesheets: recipientlastname	String	30	ALTERNATENAME	SURNAME	Required: Recipient Last Name
timesheets: timesheettype	String	10	CODETABLEITEM	CODE	Required: Timesheet type
timesheets: statuscode	String	10	CODETABLEITEM	DESCRIPTION	Required: Status code

timesheets: programtype	String	10	CODETABLEITEM	CODE	Optional: Program type
timesheets: lastupdatedon	String	30	N/A	N/A	Required: The record modified time stamp.

## Transaction Trigger Events

When a Provider logs in to the TTS, one of their menu options is to list rejected timesheets so they can edit & resubmit them. Selecting this initiates this web service call to Case Management.

## Processing Criteria

This interface receives a providerid and returns from Case Management, a list of all rejected timesheets in the past 14 days. The data included with each timesheet is: timesheet number, pay period start date, pay period end date, recipient id, recipient first and last name, timesheet type, status code, program type, and last updated on.

## Error Processing

When this transaction is sent to Case Management and logging is enabled, the transaction data is logged in the Case Management log file and ETimesheetTransactionLog table.

# DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Provider TTS (CMOE999D)/Internal Layout /System Mapping – Perform Check In Out

CI
 CI-823211 - DSD EINTF CMOE999D Perform Check In Out <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>

This is the interface that will be called to save the check-in and check-out details

Error messages are referred from Code table - ETimesheetErrorMessages

## Event Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
uuid	String	40	N/A	N/A	Required: Unique Identifier for the request
requestsentfrom	String	10	CONCERNROL EALTERNATEID	ALTERNA TEID	Optional: Captures the name of the system from which the request was sent. From SourceSystem code table. Three values: IVR or ESP or mobile
locationphonenum ber	String	16	EVVLOCATION DATA	TTSPHON ENUMBER	Optional: locationphonenumber will only be populated if the inhomeservice = true.
ischeckedin	String	10	N/A	N/A	Required: True/false indicator. If the event is a check-in, this value will be true. If it is a check-out, this field will be False.
isihss	String	10	N/A	N/A	Required: True/false indicator if the recipient is IHSS
iswpcs	String	10	N/A	N/A	Required: True/false indicator if the recipient is WPCS
providerid	String	18	EVVLOCATION DATA	PROVIDE RNUMBER	Required: Provider number
recipientid	String	40	EVVLOCATION DATA	CASEREF ERENCE	Required: Case number
inhomeservice	String	10	N/A	N/A	Required: True/false indicator. If the recipient is in home, this value will be true. If community, this value will be false.
checkinoutdatetime	String	10	N/A	N/A	Required: Check in or check out date time. Format: milliseconds timestamp
timeworked	String	5	EVVLOCATION DATA	HOURSWE ORKEDMIN	Optional: Time worked
timesheetid	String	50	EVVLOCATION DATA	TIMESHE ETID	Required: Indicator to identify timesheet ID
geopositionlocatio n.latitude	String	10	N/A	N/A	Optional: Will always be empty
geopositionlocatio n.longitude	String	10	N/A	N/A	Optional: Will always be empty
geopositionlocatio n.accuracy	String	10	N/A	N/A	Optional: Will always be empty
geopositionlocatio n.altitudeaccuracy	String	10	N/A	N/A	Optional: Will always be empty
geopositionlocatio n.heading	String	10	N/A	N/A	Optional: Will always be empty
geopositionlocatio n.speed	String	10	N/A	N/A	Optional: Will always be empty
geopositionlocatio n.timestamp	String	10	N/A	N/A	Optional: Will always be empty

## Response Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
status	String	5	N/A		<p>Required: Response Code as below:</p> <p>200 - success</p> <p>401 - Unauthorized</p> <p>500 - Application Error</p> <p>503 - Service Unavailable</p>

## Transaction Trigger Events

When a Provider checks in or checks out for a Recipient, this service will run.

## Processing Criteria

This interface sends all data related to the check in or check out event to Case Management.

## Error Processing

N/A

## DSD 24/Recip CM & OS - Time and Attendance/External Interfaces/Common TTS (CMOE999E)

CI
<a href="#"> CI-819020 - DSD EINTF Common TTS CMOE999E</a> IMPLEMENTED

CMIPS will use a real-time interface with TTS to process a series of independent event/response transactions generated by a recipient or provider initiated option selection during outbound or inbound calls. These specific transactions are common between providers and recipients and include login/registration functionality including the verification of recipient/provider identity and information.

# DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Common TTS (CMOE999E)/Internal Layout /System Mapping – IVR Validate User Set

CI	
 CI-819013 - DSD EINTF CMOE999E IVR Validate User Set	IMPLEMENTED

IVRValidateUser will be called to validate Recipient/Provider identity. (Registration code, case number/provider number and DOB). The service will also check to see if they have a timesheet communication preference. If they do, then the call tree can ask an additional question to determine if the recipient wants to update the preference to Telephone.

## Event Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
uuid	String	40	N/A	N/A	Required: Unique Identifier for the request
isProvider	String	5	N/A	N/A	Required: If user is Provider, this field is sent as true. Example: "isprovider": "true"
isRecipient	String	5	N/A	N/A	Required: If user is Recipient, this field is sent as true.Example: "isrecipient": "true"
recipientid	String	40	CASEHEADER	CASEREFER ENCE	Required if isrecipient is true: Case Number
providerid	String	18	CONCERNROLEAL TERNATEID	ALTERNATEID	Required if isprovider is true: Provider Number
dob	String	10	PERSON	DATEOFBIRTH	Required: Date of Birth for the individual
registrationCode	String	6	PERSON	IVRRegistratio nNumber	Required: IVR Registration Code for the individual
requestsentfrom	String	10	N/A	N/A	Optional: Captures the name of the system from which the request was sent. From SourceSystem code table. Two values: IVR or ESP

## Response Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
success	String	5	N/A	N/A	Required: Response Code, includes True or False.Example: "success": "true"
errors	String	Unbounded String	N/A	N/A	Required: Response Code based on Processing. Example: "errors": [{"codevalue": "200", "codedescription": "success"}]
logistics	String	Unbounded String	N/A	N/A	Required: Additional Logistic Information, which includes elapsed time, operation name, Start and End Time. Example: "logistics": { "time": "171", "operation": " IVRValidateUser ", "starttime": new Date(), "endtime": new Date() }
errormessages	String	Unbounded String	N/A	N/A	CM Application Validation Error Messages
tscommunication preference	String	10	TTSPERSON STATUS	COMMUNICATIONP REFERENCE	Optional: Code for recipient communication preference
pressorsayauthorized	String	5	N/A	N/A	Required: An indicator of whether the user is authorized to use the Press or Say IVR.

## Transaction Trigger Events

This interface is called when a user is attempting to log into the Telephone Timesheet System (TTS) including the Press or Say system.

## Processing Criteria

Provider Criteria for 'True':

IF

- Exact Match On
  - Provider Number
  - Date of Birth
  - Registration Code

AND

- Person Type = Provider

THEN

- Respond with 'True'

ELSE

- Recipient Criteria for 'True':

IF

- Exact Match On
  - Case Number
  - Date of Birth
  - Registration Code

AND

- Person Type = Recipient

THEN

- Respond with 'True'

ELSE

- Respond with 'False'

## Error Processing

When the transaction is sent to Case Management and logging is enabled, the transaction data is logged in the Case Management log file.

# DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Common TTS (CMOE999E)/Internal Layout /System Mapping – Lock TTS Person Account

CI
 CI-819040 - DSD EINTF CMOE999E Lock TTS Person Account Set <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>

A web service to pass the case number or provider number of a person whose account should be locked. This is usually invoked when a user of the Telephone Timesheet System has 3 failed login attempts.

## Event Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
uuid	String	40	N/A	N/A	Required: Unique Identifier for the request
providerid	String	18	CONCERNROLEAL TERNATEID	ALTERNATEID	Required if recipientid is blank: Provider Number
recipientid	String	40	CASEHEADER	CASEREFERENCE	Required if providerid is blank: Case Number
requestsentfrom	String	10	N/A	N/A	Optional: Captures the name of the system from which the request was sent. From SourceSystem code table. Two values: IVR or ESP

## Response Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
success	String	5	N/A	N/A	Required: Response Code, includes True or False.Example: "success": "true"
errors	String	Unbounded String	N/A	N/A	Required: Response Code based on Processing.Example: [{"errors": "codedescription":"success"}]
logistics	String	Unbounded String	N/A	N/A	Required: Additional Logistic Information, which includes elapsed time, operation name, Start and End Time. Example: { "time": "701", "operation": "lockTTSPersonAccount", "starttime": "2017-04-13T09:35:42.481Z", "endtime": "2017-04-13T09:35:43.167Z" }

## Transaction Trigger Events

This web service is called when a user enters the wrong passcode 3 times while attempting to log into the Telephone Timesheet System

## Processing Criteria

If the call is made for a recipient

- The case number provided is registered as a user of TTS (the registrationDate column of the TTSPersonStatus table is populated)
- Update the isLocked column of the TTSPersonStatus table to true.

If the call is made for a provider

- The provider number provided is registered as a user of TTS (the registrationDate column of the TTSPersonStatus table is populated)
- Update the isLocked column of the TTSPersonStatus table to true.

If the case number or provider number is not a registered user of TTS, no indication is returned.  
Web Service shall return a successful return code regardless of whether a matching case/provider was updated in CMIPS, and only return a failure code if there was failure in invoking the service.

## Error Processing

When the transaction is sent to Case Management and logging is enabled, the transaction data is logged in the Case Management log file. The prior TTSPersonStatus record is saved as a snapshot in the TTSPersonStatusHistory table.

# DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Common TTS (CMOE999E)/Internal Layout /System Mapping – Print Timesheet Set

CI
CI-819085 - DSD EINTF CMOE999E Print Timesheet Set <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>

Web service that allows Recipients and Providers request a hardcopy of an electronic timesheet be mailed to them. This web service sets the print triggers to be picked up by batch.

## Data Elements – Event

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
uuid	String	40	N/A	N/A	Required: Unique Identifier for the request
timesheetnumber	String	10	TIMESHEET	TIMESHEET NUMBER	Required: Used to uniquely identify the timesheet and any approval or denial actions taken against it
providerid	String	18	CONCERNROLEALTERNATEID	ALTERNATE ID	Required if recipientid is blank: Provider Number
recipientid	String	40	CASEHEADER	CASEREFERENCE	Required if providerid is blank: Case Number
timesheettype	String	10	CODETABLEITEM	CODE	Required: The timesheet type. Code table value
payperiodstartdate	String	12	TIMESHEET	FROMDATE	Required: From Date On the Timesheet
payperiodenddate	String	12	TIMESHEET	TODATE	Required: To Date On the Timesheet
persontype	String	10	TTSPERSONSTATUS	PERSONTYPE	Required: A code that identifies the type of person as a Provider or Recipient. See code table IHSSPersonType.
requestsentfrom	String	10	N/A	N/A	Optional: Captures the name of the system from which the request was sent. From SourceSystem code table. Two values: IVR or ESP

## Data Elements – Response

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
success	String	5	N/A	N/A	Required: Response Code, includes True or False. Example: "success": "true"
errors	String	Unbounded String	N/A	N/A	Required: Response Code based on Processing.Example: [{"errors": "codevalue": "200", "codedescription": "success"}]
logistics	String	Unbounded String	N/A	N/A	Required: Additional Logistic Information, which includes elapsed time, operation name, Start and End Time. Example: { "time": "701", "operation": "printTimesheet", "starttime": "2017-04-13T09:35:42.481Z", "endtime": "2017-04-13T09:35:43.167Z" }
errormessages	String	Unbounded String	N/A	N/A	CM Application Validation Error Messages

## Trigger Events

This web service is triggered when:

A Provider or Recipient requests a printed copy of the timesheet on the TTS.  
OR  
A Provider or Recipient requests a soft copy of a processed timesheet on the ESP.

## Processing Criteria

TTS:

Provider: A trigger is set so the printed copy will be generated and mailed once the Recipient approves the timesheet and CMIPS processes it. If the Recipient rejected the timesheet and a Provider had already requested a hardcopy of the timesheet, the Provider can request another hard copy when they resubmit the timesheet. This second request does not set a second trigger as the original trigger remains in place until the hardcopy is produced.

Recipient: A trigger is set so the printed copy will be generated and mailed once CMIPS has processed the timesheet.

ESP:

Multiple unique timesheet triggers are allowed:

- Request for different pay periods
- Request for same pay period separately from Recipient and Provider

Only a single trigger is allowed per timesheet per print cycle. (**Note:** This trigger does not interfere with Case Management online timesheet print request.)

If the timesheet is an EVV timesheet, SOC 2261EVV will be produced with the EVV data elements. If the timesheet is not an EVV timesheet, SOC 2261EXCEPT will be produced instead.

## Error Processing

When the transaction is sent to Case Management and logging is enabled, the transaction data is logged in the Case Management log file.

## Related Components

### Screens

[CI-766470 - DSD SC Timesheet History Recipient View](#)  
[CI-766471 - DSD SC Timesheet History Detail Recipient View](#)  
[CI-801514 - DSD SC Recent Payments](#)  
[CI-822230 - DSD SC EVV Payment History Detail Provider View](#)  
[CI-822434 - DSD SC ESP Payment Search](#)  
[CI-822435 - DSD SC ESP Payment Search Detail](#)

### Batch Processing

[CI-822166 - CMIPS BTCH PRO CRM 700SINDN](#)

### Forms

[CI-819077 - DSD FORM E EVV Timesheet Printed Copy SOC 2261EVV](#)  
[CI-822907 - DSD FORM Non-EVV Timesheet Printed Copy SOC 2261Except](#)  
[CI-822487 - DSD Form Receive Timesheet Copy](#)

# DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Common TTS (CMOE999E)/Internal Layout /System Mapping – Reset Passcode Set

CI
CI-819038 - DSD EINTF CMOE999E Reset Passcode Set <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>

Web service that is called when a user is resetting their passcode via the TTS. The web service saves the passcode into CMIPS.

## Event Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
uuid	String	40	N/A	N/A	Required: Unique Identifier for the request
providerid	String	18	CONCERNROLEALTERNATEID	ALTERNATEID	Required if recipientid is blank: Provider Number
recipientid	String	40	CASEHEADER	CASEREFERENCE	Required if providerid is blank: Case Number
passcode	String	4	TTSPERSONSTATUS	PASSCODE	Required: User's passcode
requestsentfrom	String	10	N/A	N/A	Optional: Captures the name of the system from which the request was sent. From SourceSystem code table. Two values: IVR or ESP

## Response Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
success	String	5	N/A	N/A	Required: Response Code, includes True or False.Example: "success": "true"
errors	String	Unbounded String	N/A	N/A	Required: Response Code based on Processing.Example: [{"errors": "codevalue": "200", "codedescription": "success"}]
logistics	String	Unbounded String	N/A	N/A	Required: Additional Logistic Information, which includes elapsed time, operation name, Start and End Time. Example: { "time": "701", "operation": "resetPasscode", "starttime": "2017-04-13T09:35:42.481Z", "endtime": "2017-04-13T09:35:43.167Z" }
errormessages	String	Unbounded String	N/A	N/A	CM Application Validation Error Messages

## Transaction Trigger Events

This interface is called when a user is resetting their passcode via the Telephone Timesheet System.

## Processing Criteria

If the caller is a recipient:

If the isLocked indicator in TTSPersonStatus is false,

- The newly entered passCode saves in the TTSPersonStatus table.
- Recipient Authorization Number is set as the passcode in the CaseETSEnrollment table if a record exists.
- Recipient Authorization Number is set as the passcode in the CaseBVI table if a record exists.

Else

- Return an error indicating that the recipient account is locked.

If the caller is a provider:

- The newly entered passCode saves in the TTSPersonStatus table.
- The isLocked indicator is updated to false if it was previously true.

## Error Processing

When the transaction is sent to Case Management and logging is enabled, the transaction data is logged in the Case Management log file. The prior TTSPersonStatus record is saved as a snapshot in the TTSPersonStatusHistory table.

# DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Common TTS (CMOE999E)/Internal Layout /System Mapping – Stop Outbound Call to Incorrect Telephone Number Set

CI
CI-819087 - DSD EINTF CMOE999E Stop Outbound Call to Incorrect Telephone Number Set <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>

The Stop Outbound Call to Telephone Number Web Service Call will send a trigger to Case Management to generate a task to the Social Worker to correct the Recipient's telephone number associated to the Case Number for which the call was placed.

## Event Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
uuid	String	40	N/A	N/A	Required: Unique Identifier for the request
providerid	String	18	CONCERNROLEAL TERNATEID	ALTERNATE ID	Required if recipientid is blank: Provider Number
recipientid	String	40	CASEHEADER	CASEREFE RENCE	Required if providerid is blank: Case Number
requestsentfrom	String	10	N/A	N/A	Optional: Captures the name of the system from which the request was sent. From SourceSystem code table. Two values: IVR or ESP

## Response Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
success	String	5	N/A	N/A	Required: Response Code, includes True or False.Example: "success": "true"
errors	String	Unbounded String	N/A	N/A	Required: Response Code based on Processing.Example: [{"errors": "codevalue": "200", "codedescription": "success"}]
logistics	String	Unbounded String	N/A	N/A	Required: Additional Logistic Information, which includes elapsed time, operation name, Start and End Time. Example: { "time": "701", "operation": "stopOutboundCall", "starttime": "2017-04-13T09:35:42.481Z", "endtime": "2017-04-13T09:35:43.167Z" }
errormessages	String	Unbounded String	N/A	N/A	CM Application Validation Error Messages

## Trigger Events

Web Service Call initiated to trigger a task to the Social Worker associated to the case number for which the call was placed to confirm the Recipient's correct telephone number.

## Processing Criteria

Matching is based on the following criteria:

- Case Number
- Provider Number

When the service is called and the person being reported is a provider, the web service call is logged in ETimesheetTransactionLog, but no other action is taken.

## Error Processing

When the transaction is sent to Case Management and logging is enabled, the transaction data is logged in the Case Management log file.

## Related Components

### Tasks/Notifications

CI	Document Name
489,933	DSD_TSK_TN_CM_66.doc

## Other Related Components

This validates that the following components have no direct associations with this event/response interface. For impacted components, you will find those impacts as related to each transaction set.

### Business Rules

N/A

### Screens

N/A

### Reports

N/A

# DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Common TTS (CMOE999E)/Internal Layout /System Mapping – TTS User Login Set

CI
CI-819039 - DSD EINTF CMOE999E TTS User Login Set <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>

A web service to pass the user entered case number or provider number and the 4-digit passcode to CMIPS to verify that the credentials match the records in CMIPS.

## Event Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
uuid	String	40	N/A	N/A	Required: Unique Identifier for the request
providerid	String	18	CONCERNROLEAL TERNATEID	ALTERNATE ID	Required if recipientid is blank: Provider Number
recipientid	String	40	CASEHEADER	CASEREFERENCE	Required if providerid is blank: Case Number
passcode	String	4	TTSPERSONSTATUS	PASSCODE	Required: User's passcode
requestsentfrom	String	10	N/A	N/A	Optional: Captures the name of the system from which the request was sent. From SourceSystem code table. Two values: IVR or ESP

## Response Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
success	String	5	N/A	N/A	Required: Response Code, includes True or False. Example: "success": "true"
errors	String	Unbounded String	N/A	N/A	Required: Response Code based on Processing. Example: [{"errors": "codevalue": "200", "codedescription": "success"}]
logistics	String	Unbounded String	N/A	N/A	Required: Additional Logistic Information, which includes elapsed time, operation name, Start and End Time. Example: { "time": "701", "operation": "ttsUserLogin", "starttime": "2017-04-13T09:35:42.481Z", "endtime": "2017-04-13T09:35:43.167Z" }
allowaccess	String	5	N/A	N/A	Required: True/false indicator of whether the caller may or may not access the account.
evveffectivedate	String	10	CASEPROVIDEREVVDETAILS	EVVEFFECTIVEDATE	Required: The earliest EVVEffectiveDate for the provider from the CaseProviderEVVDetails table.
evvlocationservicesstartdate	String	10	N/A	N/A	Required: The date the EVV Location Services goes Live There are potentially two values allowed for this attribute:  1. 12/31/9999 – All the services like, getEligibleRecipientsForProvider, providerTimesheets, getTimesheetDailyDetails, saveProviderHours, validateTimesheet, submitTimesheet will still use the old call flow with "evvloc" attribute  2. Go-live date: On or after this date, the Evv Location Services will go live and the new implementation as documented with evvcheckinlocation, evvcheckoutlocation, incompleteentryind, recipienthomephone will be populated in the response from CMIPS.  See Code Table: FLSA Configuration Values
errormessages	String	Unbounded String	N/A	N/A	CM Application Validation Error Messages

pressorsaya uthorized	String	5	N/A	N/A	Required: An indicator of whether the user is an authorized user of the press or say TTS.
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## Transaction Trigger Events

This interface is called when a user attempts to log into the Telephone Timesheet System.

## Processing Criteria

If the call is made for a recipient

- To return the value indicating the credentials match and access should be granted:
  - The case number provided is registered as a user of TTS (the registrationDate column of the TTSPersonStatus is populated)
  - The passcode matches the passCode column of the TTSPersonStatus table.
  - The isLocked column of the TTSPersonStatus table is not true.
- To return the value indicating the credentials didn't match:
  - The case number provided is registered as a user of TTS (the registrationDate column of the TTSPersonStatus is populated)
  - The passcode doesn't match the passcode column of the TTSPersonStatus table.
  - The isLocked column of the TTSPersonStatus table is not true.
- To return the value indicating the requested account is locked:
  - The case number provided is registered as a user of TTS (the registrationDate column of the TTSPersonStatus is populated)
  - The isLocked column of the TTSPersonStatus table is true.
- To return the value indicating the account is not registered with TTS:
  - The case number provided is present in the TTSPersonStatus table and the registrationDate column is not populated.

OR

- The case number provided is not present in the TTSPersonStatus table and an error is returned that no details exist for this case.

If the call is made for a provider

- To return the value indicating the credentials match and access should be granted:
  - The provider number provided is registered as a user of TTS (the registrationDate column of the TTSPersonStatus is populated)
  - The passcode matches the passCode column of the TTSPersonStatus table.
  - The isLocked column of the TTSPersonStatus table is not true.
- To return the value indicating the credentials didn't match:
  - The provider number provided is registered as a user of TTS (the registrationDate column of the TTSPersonStatus is populated)
  - The passcode doesn't match the passCode column of the TTSPersonStatus table.
  - The isLocked column of the TTSPersonStatus table is not true.
- To return the value indicating the requested account is locked:
  - The provider number provided is registered as a user of TTS (the registrationDate column of the TTSPersonStatus is populated)
  - The isLocked column of the TTSPersonStatus table is true.
- To return the value indicating the account is not registered with TTS:
  - The provider number provided is present in the TTSPersonStatus table and the registrationDate column is not populated

OR

- The provider number provided is not present in the TTSPersonStatus table and an error is returned that no details exist for this provider.

## Error Processing

When the transaction is sent to Case Management and logging is enabled, the transaction data is logged in the Case Management log file.

# DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Common TTS (CMOE999E)/Internal Layout /System Mapping – Validate Caller Details For Passcode Reset Set

CI
CI-819024 - DSD EINTF CMOE999E Validate Caller Details For Passcode Reset Set <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>

Web service to validate a caller's details with Case Management before resetting the caller's Passcode. When the Case Number/Provider Number, last four digits of the user's SSN, and Birth Date entered by the user match those in Case Management and the phone number the user called into the TTS with, as identified by AT&T, match the Primary Phone Number within Case Management for that user, indication is returned which is used to allow the user to continue to the Passcode reset process through the call tree.

## Event Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
dateofbirth	String	10	PERSON	DATEOFBIRTH	Required: Date of Birth for the individual
isprovider	String	5	N/A	N/A	Required: True/False indicator of whether the user is a provider
providerid	String	18	CONCERNROLEAL TERNATEID	ALTERNATEID	Required if isprovider is true: Provider Number
isrecipient	String	5	N/A	N/A	Required: True/False indicator of whether the user is a recipient
recipientid	String	40	CASEHEADER	CASEREFERENCE	Required if isrecipient is true: Case Number
requestsentfrom	String	10	N/A	N/A	Optional: Captures the name of the system from which the request was sent. From SourceSystem code table. Two values: IVR or ESP
uuid	String	40	N/A	N/A	Required: Unique Identifier for the request
ssn	String	4	PERSON	PRIMARYALT ERNATEID	Required: The last 4 digits of the social security number
phonenumber. number	String	20	PHONENUMBER	PHONENUMBER	Required: The 7 digit phone number that the user called in on
phonenumber. areacode	String	8	PHONENUMBER	PHONEAREACODE	Required: The area code of the phone number the user called in on
phonenumber. countryCode	String	5	PHONENUMBER	PHONECOUNTRYCODE	Required: The country code of the phone number the user called in on

## Response Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
success	String	5	N/A	N/A	Required: Response Code, includes True or False. Example: "success": "true"
errormessages	String	Unbounded String	N/A	N/A	CM Application Validation Error Messages See TTSErrorMessages Code Table
errors	String	Unbounded String	N/A	N/A	Required: Response Code based on Processing. Example: [{"errors": "codevalue": "200", "codedescription": "success"}]

logistics	String	Unbounded String	N/A	N/A	Required: Additional Logistic Information, which includes elapsed time, operation name, Start and End Time. Example: { "time": "701", "operation": "validateCallerDetailsForPasscodeReset", "starttime": "2017-04-13T09:35:42.481Z", "endtime": "2017-04-13T09:35:43.167Z" }
firstname	String	25	ALTER NATE NAME	FIRSTFOR ENAME	Required: The first name of the caller
lastname	String	30	ALTER NATE NAME	SURNAME	Required: The last name of the caller
phonenumber.number	String	20	PHONE NUMBER	PHONE NUMBER	Optional: The phone number associated to the caller's primary phone. This is only returned when the caller's DoB and Provider/Recipient ID match, but the phone number they are calling in on does not.
phonenumber.areacode	String	8	PHONE NUMBER	PHONE AREA CODE	Optional: The area code associated to the caller's primary phone. This is only returned when the caller's DoB and Provider/Recipient ID match, but the phone number they are calling in on does not.
phonenumber.countryCode	String	5	PHONE NUMBER	PHONE COUNTRY CODE	Optional: The country code associated to the caller's primary phone. This is only returned when the caller's DoB and Provider/Recipient ID match, but the phone number they are calling in on does not.
pressorsayauthorized	String	5	N/A	N/A	Required: An indicator of whether the user is authorized to use the Press or Say IVR

## Transaction Trigger Events

This interface is called when a user calls into the TTS (including Press or Say IVR) to reset their passcode.

## Processing Criteria

This interface records a provider or recipient's date of birth, provider or recipient ID, last four digits of SSN, and the phone number they are using to call in on. A user may continue if the information input by the user matches a user in Case Management. The caller may not continue if the information does not match. If all information matches but not the input phone number, the matching user's primary phone is returned so a call back can be made.

## Error Processing

When this transaction is sent to Case Management and logging is enabled, the transaction data is logged in the Case Management log file and ETimesheetTransactionLog table.

# DSD 24/Recip CM & OS - Time and Attendance/External Interfaces/Common TTS (CMOE999E)/Internal Layout /System Mapping - TTS Register User Set

CI
CI-819036 - DSD EINTF CMOE999E TTS Register User Set <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>

Web service that sends and saves a user's 4-digit passcode to Case Management when they register as a new user of the Telephone Timesheet System which will allow them to continue to log in to TTS in the future using that same 4-digit passcode.

## Event Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
uuid	String	40	N/A	N/A	Required: Unique Identifier for the request
setcommunicationpreference	String	5	N/A	N/A	Required: Indicator to set the communication preference for recipient or not
providerid	String	18	CONCERNROLEALTERNATEID	ALTERNATEID	Required if recipientid is blank: Provider Number
recipientid	String	40	CASEHEADER	CASEREFERENCE	Required if providerid is blank: Case Number
passcode	String	4	TTSPERSONSTATUS	PASSCODE	Required: The user's 4-digit numeric TTS passcode
requestsentfrom	String	10	N/A	N/A	Optional: Captures the name of the system from which the request was sent. From SourceSystem code table. Two values: IVR or ESP

## Response Layout

Schema Element Name	Schema Element Type	Schema Element Length	CM Table	CM Table Column	Comments
evveffectivedate	String	10	CASEPROVIDEREVVDETAILS	EVVEFFECTIVEDATE	Required: The date the user goes live on EVV.
success	String	5	N/A	N/A	Required: Response Code, includes True or False. Example: "success": "true"
errors	String	Unbounded String	N/A	N/A	Required: Response Code based on Processing. Example: [{"errors": "codevalue": "200", "codedescription": "success"}]
logistics	String	Unbounded String	N/A	N/A	Required: Additional Logistic Information, which includes elapsed time, operation name, Start and End Time. Example: { "time": "701", "operation": "tsRegisterUser", "starttime": "2017-04-13T09:35:42.481Z", "endtime": "2017-04-13T09:35:43.167Z" }
errormessages	String	Unbounded String	N/A	N/A	CM Application Validation Error Messages  See TTSErrorMessages Code Table
availablerecipient	String	5	N/A	N/A	Required: Indicates if any Recipients for the Provider are registered for ESP, TTS, or have an exception. (Values: true or false)

## Transaction Trigger Events

This web service is called when a provider or recipient registers as a new user with the Telephone Timesheet System.

## Processing Criteria

If the person is a Recipient:

- If the registrationDate is blank in the TTSPersonStatus table, they are not already registered as a user of TTS
  - Update their registrationDate to the current date.
  - If the setcommunicationpreferences parameter is true, update their communicationPreference to Telephone
  - Save the newly entered passcode into the TTSPersonStatus table and update the Recipient Authentication Number (recipAuthNumber) on the CaseETSEnrollment record to match the passcode.
- If the Recipient has an approved EVV Exception then the EVV Exception indicator and date are removed.
- If the Recipient has an approved EVV Exception then create a Case Note with the following information:  
Case Note text = EVV Exception removed by recipient registration for TTS on <Current Date/Time>.Sensitivity = 1Priority = MediumStatus = ActiveCreated by = etsuser (if the recipient registers on TTS) OR <county user id> (if the county registers on CM)
- If a Recipient registers for the TTS and their Provider is a Live-In Provider (IRS Live-In Self-Certification indicator is 'Yes') and is registered for an electronic method of submitting timesheets
  - The CaseProvider.EvvEffectiveDt will not be updated from 12/31/9999

If the person is a Provider:

- If the registrationDate is blank in the TTSPersonStatus table, they are not already registered as a user of TTS
  - Update their registrationDate to the current date
  - Save the newly entered passcode into the TTSPersonStatus table
- If the provider registers while assigned to a recipient who has an EVV Exception and is in an EVV live county
  - Set the EVV Effective Date to the later of (1) the Case EVV effective date or (2) the first day of the next pay period for the Recipient and Provider
- If a Live-In Provider (IRS Live-In Self-Certification indicator is 'Yes') registers for the TTS and their Recipient is registered for an electronic means of reviewing timesheets or has an Exception.
  - The CaseProvider.EvvEffectiveDt will not be updated from 12/31/9999

When the person registering is both a recipient and a provider, and they choose to register as both, 2 entries will be created in the TTSPersonStatus table; 1 for the Recipient and 1 for the Provider.

If the user was already registered (registrationDate not blank) return an error that the person is already registered.

When the Recipient's Timesheet Communication Preferences is set during TTS registration (when this web service is called), the E-timesheet Option on the Recipient's CaseETSEnrolment record is set accordingly:

- Communication Preference of 'Telephone' (TSCP01) - E-Timesheet Option is set to 'Telephonic System' (ETSO02)
- Communication Preference of 'Email' (TSCP02) - E-Timesheet Option is set to 'IHSS Website' (ETSO01)

## Error Processing

When the transaction is sent to Case Management and logging is enabled, the transaction data is logged in the Case Management log file.

# DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Generate PDF Standard Timesheet (CMDS970A)

CI	Document Name
<a href="#">CI-822650</a> - DSD EINTF Generate PDF Standard Timesheet CMDS970A IMPLEMENTED	DSD_EINTF_Generate_PDF_Standard_Timesheet_CMDS970A.doc

## Internal Layout/System Mapping

Not Applicable as this is a Print job.

## Transaction Trigger Events

Triggered by CMDS107Q.

## Processing Criteria

CMDS107Q triggers this interface (CMDS970A) to generate Standard Timesheet PDF files to be merged by CMDS970B then sent to the print vendor.

Error Processing

N/A

## Related Components

N/A

## Business Process Functions

[CI-67610](#) - DSD BF Issue Timesheet

## Business Flows

N/A

## Business Rules

[CI-111583](#) - DSD BR TA GNAT 05  
[CI-111584](#) - DSD BR TA GNAT 06  
[CI-111587](#) - DSD BR TA GNAT 09  
[CI-111588](#) - DSD BR TA GNAT 10  
[CI-111590](#) - DSD BR TA GNAT 13  
[CI-111591](#) - DSD BR TA GNAT 14  
[CI-111593](#) - DSD BR TA GNAT 16  
[CI-111596](#) - DSD BR TA GNAT 19  
[CI-500673](#) - DSD BR TA GNAT 27  
[CI-500674](#) - DSD BR TA GNAT 28  
[CI-500675](#) - DSD BR TA GNAT 29  
[CI-500676](#) - DSD BR TA GNAT 30  
[CI-822785](#) - DSD BR TA GNAT 41

## External Interfaces

[CI-822611](#) - IDD EINTF Standard Timesheet Print Files CMDS970A  
[CI-481132](#) - DSD EINTF TIMESHEET ONLY REQUEST CMDS107Q

## Tasks/Notifications

N/A

## Screens

N/A

## Reports

N/A

## Forms

[CI-481033 - DSD FORM Standard Timesheet SOC 2261](#)

# DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Generate PDF Timesheet Travel Claim (CMDS971A)

CI	Document Name
 <a href="#">CI-822651</a> - DSD EINTF Generate PDF Timesheet Travel Claim CMDS971A <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_EINTF_Generate_PDF_Timesheet_Travel_Claim_CMDS971A.doc

## Internal Layout/System Mapping

Not Applicable as this is a Print job.

## Transaction Trigger Events

Triggered by CMDS107R.

## Processing Criteria

CMDS107R triggers this interface (CMDS971A) to generate Standard Timesheet with Travel Claim PDF files to be merged by CMDS970B then sent to the print vendor.

## Error Processing

N/A

## Related Components

N/A

## Business Process Functions

[CI-67610](#) - DSD BF Issue Timesheet  
[CI-513979](#) - DSD BF Issue Travel Claim Form

## Business Flows

N/A

## Business Rules

[CI-111583](#) - DSD BR TA GNAT 05  
[CI-111584](#) - DSD BR TA GNAT 06  
[CI-111587](#) - DSD BR TA GNAT 09  
[CI-111588](#) - DSD BR TA GNAT 10  
[CI-111590](#) - DSD BR TA GNAT 13  
[CI-111591](#) - DSD BR TA GNAT 14  
[CI-111593](#) - DSD BR TA GNAT 16  
[CI-111596](#) - DSD BR TA GNAT 19  
[CI-822786](#) - DSD BR TA GNAT 42

## External Interfaces

[CI-822612](#) - IDD EINTF Timesheet Travel Claim Print Files CMDS971A  
[CI-481131](#) - DSD EINTF TIMESHEET TRAVEL CLAIM REQUEST CMDS107R

## **Tasks/Notifications**

N/A

## **Screens**

N/A

## **Reports**

N/A

## **Forms**

[CI-481033 - DSD FORM Standard Timesheet SOC 2261](#)  
[CI-514093 - DSD FORM Travel Claim Form SOC 2275](#)

# DSD 24/Recip CM & OS – Time and Attendance/External Interfaces/Generate PDF Travel Claim (CMDS972A)

CI	Document Name
<a href="#">CI-822652</a> - DSD EINTF Generate PDF Travel Claim CMDS972A <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_EINTF_Generate_PDF_Travel_Claim_CMDS972A.doc

## Internal Layout/System Mapping

Not Applicable as this is a Print job.

## Transaction Trigger Events

Triggered by CMDS107S.

## Processing Criteria

CMDS107S triggers this interface (CMDS972A) to generate Travel Claim PDF files to be merged by CMDS970B then sent to the print vendor.

## Error Processing

N/A

## Related Components

N/A

## Business Process Functions

[CI-513979](#) - DSD BF Issue Travel Claim Form

## Business Flows

N/A

## Business Rules

[CI-480744](#) - DSD BR TA GNAT 20  
[CI-480749](#) - DSD BR TA GNAT 21  
[CI-480733](#) - DSD BR TA GNAT 22  
[CI-480736](#) - DSD BR TA GNAT 23  
[CI-497771](#) - DSD BR TA GNAT 35  
[CI-753362](#) - DSD BR TA GNAT 37  
[CI-753363](#) - DSD BR TA GNAT 38  
[CI-822787](#) - DSD BR TA GNAT 43

## External Interfaces

[CI-822613](#) - IDD EINTF Travel Claim Print Files CMDS972A  
[CI-514067](#) - DSD EINTF TRAVEL CLAIM REQUEST CMDS107S

## Tasks/Notifications

N/A

## Screens

N/A

## Reports

N/A

## Forms

[CI-514093 - DSD FORM Travel Claim Form SOC 2275](#)

# DSD 24/Recip CM & OS – Time and Attendance/Batch Processing

This section describes the identified batch processes.

No	Batch Process Name	CI	Description	Estimated Size (Records)	Frequency	Send Receive Maintenance
1	Generate Advance Pay Timesheet - Part A (800AINMN)	<a href="#"> CI-69322 - DSD BTCH PRO CRM 800ainmn</a> <small>IMPLEMENTED</small>	This batch job runs on the 1st of the month box and generates Advance Pay timesheets for the Part A pay period.	N/A	Semi-Monthly	Send
2	Process TPF and Electronic (ESP or TTS) Timesheet (PRNR998A)	<a href="#"> CI-69323 - DSD BTCH PRO CRM prnr998a</a> <small>IMPLEMENTED</small>	<p>This batch process is responsible for recording the Weekly Provider Paid Hours, applying the overtime business rule, and processing the TPF and Electronic (ESP or TTS) timesheets. The batch job cuts back payments to a Provider for hours exceeding 24 service hours in a day across all Recipients or across Programs.</p> <p>This Batch Job updates the new external reference number of the timesheet used to reference the timesheet in the Image Storage.</p> <p>(When this job runs on the first processing day of a pay period, any timesheet in Held-Early Submission (TATS09) status from the previous pay period are released and processed first).</p> <p>(Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens).</p>	<=50 Timesheet data per file	As Needed	Received
3	Receive Manual TS Data from CM (PRDR942A)	<a href="#"> CI-69324 - DSD BTCH PRO CRM prdr942a</a> <small>IMPLEMENTED</small>	This batch job processes the manual timesheet data received by Payroll from Case Management. It also cuts back payments to a Provider for hours exceeding 24 service hours in a day across all Recipients or across Programs.	N/A	Daily	Send
4	Release Held Timesheet (80XAINDN) – Other - Specific Counties	<a href="#"> CI-69325 - DSD BTCH PRO CRM 800aindn</a> <small>IMPLEMENTED</small>	<p>This batch job is responsible for recording the Weekly Provider Paid Hours, applying the overtime business rules, cutting back payments to a Provider for hours exceeding 24 service hours in a day across all Recipients or across programs, and releasing all the held timesheets other than 'Held – Early Submission' or 'Held – Late Submission' for specific counties.</p> <p>(Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens).</p>	N/A	Daily	Maintenance
5	Process Timesheet Data for Payroll (PRDS109A)	<a href="#"> CI-116303 - DSD BTCH PRO CRM prds109a</a> <small>IMPLEMENTED</small>	This batch process is responsible to sending timesheets processed through TPF to Payroll through-out the day.	N/A	Daily	Send
6	Release Held Timesheet (800AINBN) – Early Submission	<a href="#"> CI-116307 - DSD BTCH PRO CRM 800ainbn</a> <small>CANCELLED</small>	Cancelled by ASR Sprint 22 Team 1&2			
7	Generate SOC letters (CMDS995A)	<a href="#"> CI-291217 - DSD BTCH PRO CRM p cmds995a</a> <small>IMPLEMENTED</small>	This batch job generates share of cost (SOC) letters.	N/A	Daily	Send
8	Send Advance Pay SOC to Payroll (PRMR943A)	<a href="#"> CI-291221 - DSD BTCH PRO CRM p prmr943a</a> <small>IMPLEMENTED</small>	This batch job sends Advance pay SOC indicator to payroll system for all advance pay cases.	N/A	Monthly	Send
9	TPF Timesheet Post-Processing (80XDINDN)	<a href="#"> CI-291228 - DSD BTCH PRO CRM p 80xdindn</a> <small>IMPLEMENTED</small>	This batch job performs post-processing of TPF timesheets after the timesheet was sent to payroll.	N/A	Daily	Maintenance
10	SOC Spend-Down from Payroll Process (800DPRDS)	<a href="#"> CI-480893 - DSD BTCH PRO CRM 800DPRDS</a> <small>IMPLEMENTED</small>	This batch process will be responsible for receiving the Spend Down details from Payroll.	N/A	Hourly	Receive
11	SOC Spend-Down to Payroll (801DPRDS)	<a href="#"> CI-480894 - DSD BTCH PRO CRM 801DPRDS</a> <small>IMPLEMENTED</small>	This batch process will be responsible for processing the Share of Cost and sending the details to Payroll.	N/A	Hourly	Send
12	Timesheet Request (CMDS107Q)	<a href="#"> CI-481133 - DSD BTCH PRO CRM cmds107q</a> <small>IMPLEMENTED</small>	Next, Arrears Timesheet Request. Triggers CMDS970A	N/A	Daily	Send

13	Timesheet with Travel Claim Form Request (CMDS107R)	<b>CI-481134</b> - DSD BTCH PRO CRM cmds107r <b>IMPLEMENTED</b>	Next, Arrears Timesheet Request with an accompanying Travel Claim Form request.  Triggers CMDS971A	N/A	Daily	Send
14	TPF to CMIPS Statistics Receive (PRNR998B)	<b>CI-483836</b> - DSD BTCH PRO CRM p prnr998b <b>IMPLEMENTED</b>	This batch job processes TPF to CMIPS Statistics Receive.	N/A	Daily	Receive
15	TTS Timesheet Outbound Campaign File Extract (CMNS999A)	<b>CI-489927</b> - DSD BTCH TTS Outbound Campaign File Extract CMNS999A <b>IMPLEMENTED</b>	This batch program extracts BVI and Electronic Timesheets requiring approval or denial and places them in a delimited file for delivery by BPM.	TBD	Daily	Send
16	CMIPS – Case Management – Disable Telephonic Timesheet Approval Service	<b>CI-489928</b> - DSD BTCH Disable Telephone Timesheet Approval Service <b>IMPLEMENTED</b>	This batch program updates the Telephonic Timesheet Approval flag to false when then CMIPS maintenance page is down.	TBD	Daily	Send
17	CMIPS – Case Management – Enable Telephonic Timesheet Approval Service	<b>CI-489929</b> - DSD BTCH Enable Telephone Timesheet Approval <b>IMPLEMENTED</b>	This batch program updates the Telephonic Timesheet Approval flag is true when the CMIPS maintenance page is up.	TBD	Daily	Send
18	Outbound Campaign Update Process	<b>CI-489930</b> - DSD BTCH Outbound Campaign Update Process <b>IMPLEMENTED</b>	This batch program updates the outbound campaign with newly received BVI and Electronic Timesheets requiring approval or denial.	TBD	Every 2 Hours	Send
19	Generate Large Font Timesheet for English-speaking only BVI Recipient (CMDS980A)	<b>CI-497773</b> - DSD BTCH PRO CRM CMDS980A <b>IMPLEMENTED</b>	This batch process will be responsible for sending English-only Large Font Timesheets to the BPM Interface Folder.	TBD	Daily	Send
20	Generate Large Font Timesheet for Spanish-speaking BVI Recipient (CMDS981A)	<b>CI-497774</b> - DSD BTCH PRO CRM CMDS981A <b>IMPLEMENTED</b>	This batch process will be responsible for sending Spanish and English Large Font Timesheets to the BPM Interface Folder.	TBD	Daily	Send
21	Generate Large Font Timesheet for Armenian-speaking BVI Recipient (CMDS982A)	<b>CI-497775</b> - DSD BTCH PRO CRM CMDS982A <b>IMPLEMENTED</b>	This batch process will be responsible for sending Armenian and English Large Font Timesheets to the BPM Interface Folder.	TBD	Daily	Send
22	Generate Large Font Timesheet for Mandarin-speaking BVI Recipient (CMDS983A)	<b>CI-497776</b> - DSD BTCH PRO CRM CMDS983A <b>IMPLEMENTED</b>	This batch process will be responsible for sending Mandarin and English Large Font Timesheets to the BPM Interface Folder.	TBD	Daily	Send
23	Bulk Issuance of Replacement Timesheets (800NINRN)	<b>CI-507599</b> - DSD BTCH PRO CRM 800NINRN <b>IMPLEMENTED</b>	The batch job will be run to issue IHSS and WPCS timesheets for designated County District Office(s) and pay period that are in Issued status.	Unknown	Ad Hoc	Send
24	Insert Bulk Issuance Timesheet Details (800MINRN)	<b>CI-507600</b> - DSD BTCH PRO CRM 800MINRN <b>IMPLEMENTED</b>	The batch job will be run to insert IHSS and WPCS timesheet details for the bulk issuance of replacement timesheets for a specified County District Office (s) and pay period.	Unknown	Ad Hoc	Send
25	Travel Claim Form Request (CMDS107S)	<b>CI-514068</b> - DSD BTCH PRO CRM cmds107s <b>IMPLEMENTED</b>	Travel Claim Form Request.  Triggers CMDS972A	N/A	Daily	Send
26	Generate Advance Pay Timesheet - Part B (80XAINMN)	<b>CI-515436</b> - DSD BTCH PRO CRM p 80XAINMN <b>IMPLEMENTED</b>	This batch job runs on the 10 <sup>th</sup> of the month box and generates Advance Pay timesheets for the Part B pay period.	N/A	Semi-Monthly	Send

27	Release Travel Claim Hold (800ainen)	<b>CI-673784</b> - DSD BTCH PRO CRM 800ainen <b>IMPLEMENTED</b>	Release Travel Claim holds Job – Releases Travel Claims were held by the system awaiting a processed timesheet for the associated pay period and recipient.	N/A	Daily	Send
28	Send Manual Travel Claim Data to Payroll (PRNS942B)	<b>CI-673785</b> - DSD BTCH PRO CRM prns942b <b>IMPLEMENTED</b>	Case Management records the Daily/Weekly Provider Paid Travel Hours, applying the overtime business rule and sends all Travel Claims marked as Pending status to payroll.  This will run twice per business day (1:00 PM and 6:00 PM).	Unknown	As Needed	Send
29	Release Held Timesheet (800AINCN) – Late Submission	<b>CI-706114</b> - DSD BTCH PRO CRM 800aincn <b>IMPLEMENTED</b>	This batch process will be responsible for recording the Weekly Provider Paid Hours, applying the overtime business rule and releasing all timesheets held due to Late Submission up to the last day of the prior pay period.  (Weekly Provider Paid Hours should be validated on both the Weekly Provider Paid Hours and the View Hours details screens)		Semi-Monthly	Maintenance
30	Generate Next Arrears Electronic Timesheet with or without Travel Claim ( 80*DINDS )	<b>CI-753337</b> - DSD BTCH PRO CRM 800DINDS <b>IMPLEMENTED</b>	80*DINDS - This batch process will be responsible for generating electronic arrears timesheets for the upcoming pay period with or without Travel Claim (paper or electronic). This job is run on the last day of the pay period.  804DINDS - This batch process performs the same function as 80*DINDS, but runs on the first day of the next pay period as a catch-up job.	Unknown	Semi-Monthly	Maintenance
31	Held E-Timesheet (885DINDS) – Pending Recipient Electronic Review – Mode of Entry = Electronic	<b>CI-753338</b> - DSD BTCH PRO CRM 885DINDS <b>IMPLEMENTED</b>	This batch process will be responsible for generating email (ETSE15) notifications to Provider's when Recipient action has not been taken on a timesheet that is Pending Recipient Electronic Review.	Variable	Daily	Maintenance
32	Send Sick Leave Claims to Payroll (PRDS108A)	<b>CI-798112</b> - DSD BTCH PRO CRM prds108a <b>IMPLEMENTED</b>	Process all Sick Leave Claims entered in CMIPS daily and sent it to payroll and include TPF Sick Leave claims.	N/A	Daily	Send
33	Send Sick Leave Accrual to Payroll (PRD S943B)	<b>CI-798113</b> - DSD BTCH PRO CRM prds943b <b>IMPLEMENTED</b>	Send Sick Leave Accrual to Payroll	N/A	Daily	Send
34	Create One Minute Delay After Running PRNR998a Batch (POST PRNR998a Sleep Job)	<b>CI-818597</b> - DSD BTCH PRO CRM p post prnr998a sleep job <b>IMPLEMENTED</b>	This batch job creates a one minute delay after running PRNR998a batch job.	N/A	Daily	Maintenance
35	Load Timesheet Data to CM (998DTSX)	<b>CI-818598</b> - DSD BTCH PRO CRM p 998dtsx <b>IMPLEMENTED</b>	This batch job loads timesheet data into Case Management databases	N/A	Daily	Maintenance
36	Create One Minute Delay Before Sending Timesheets to Payroll (PRE PRDS109a Sleep Job)	<b>CI-818600</b> - DSD BTCH PRO CRM p pre prds109a sleep job <b>IMPLEMENTED</b>	This batch job creates a one minute delay before sending timesheets to the Payroll system.	N/A	Daily	Maintenance
37	Create One Minute Delay After Sending Timesheets to Payroll (POST PRDS 190a Sleep Job)	<b>CI-818601</b> - DSD BTCH PRP CRM p post prds109a sleep job <b>IMPLEMENTED</b>	This batch job creates a one minute delay after sending timesheets to the Payroll system.	N/A	Daily	Maintenance
38	Generate Forms for Timesheets in Nightly Batch Cycle ( 800BINDN )	<b>CI-818610</b> - DSD BTCH PRO CRM p 800bindn <b>IMPLEMENTED</b>	This batch job generates forms for timesheet in the nightly batch cycle.	N/A	Daily	Maintenance
39	Send Manual Timesheet Data to Payroll (PRDR942X)	<b>CI-818612</b> - DSD BTCH PRO CRM p prdr942x <b>IMPLEMENTED</b>	This batch job sends manual timesheet data to Payroll.	N/A	Daily	Send

40	Send to Payroll as an Email (506YINRN)	<a href="#"></a> CI-818617 - DSD BTCH PRO CRM p 506yinrn <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	This batch job sends TPF Timesheets, Manual Timesheets, Payment Corrections, Special Transactions, and Timesheet Corrections Details with Overtime to Payroll as an Email.	N/A	Daily	Send
41	Generate Timesheet SLA Report (510winrn)	<a href="#"></a> CI-818712 - DSD BTCH PRO CRM p 510winrn <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	This batch job generates the Timesheet SLA report.	N/A	Daily	Maintenance
42	Update all EDD Timesheets from Pending Issuance to Issued Status (87xdindn)	<a href="#"></a> CI-818714 - DSD BTCH PRO CRM p 87xdindn <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	This batch job updates all EDD timesheets from Pending Issuance to Issued status.	N/A	Daily	Maintenance
43	Generate Next Timesheet String Data for All Timesheets in "Pending" Status (88xdindn)	<a href="#"></a> CI-818715 - DSD BTCH PRO CRM p 88xdindn <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	This batch job generates Next timesheet String Data for all timesheets in "pending" status. This data will be exported to test files and placed in BAW Server to be sent to print vendor.	N/A	Daily	Maintenance
44	Check for Missing Advance Pay Reconciliation Timesheets and Generates Tasks (800cindn)	<a href="#"></a> CI-818731 - DSD BTCH PRO CRM p 800cindn <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	This batch job checks for missing Advance Pay reconciliation timesheets and generates tasks.	N/A	Daily	Maintenance
45	Processes Timesheet Issuance Triggers (81xdindn)	<a href="#"></a> CI-818750 - DSD BTCH PRO CRM p 81xdindn <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	This batch job processes Timesheet Issuance triggers.	N/A	Daily	Maintenance
46	Release Held FLSA timesheets (800rinrn)	<a href="#"></a> CI-818762 - DSD BTCH PRO CRM p 800rinrn <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	This batch job releases Held FLSA timesheets.	N/A	Daily	Maintenance
47	Generate Travel Claim weekly Stats (606YINRN)	<a href="#"></a> CI-818793 - DSD BTCH PRO CRM p 606yinrn <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	This batch job generates Travel - Claim WEEKLY Stats at 8:05 Am Travel claim Exception status Report.	N/A	Daily	Maintenance
48	Generate Travel Claim daily Stats - Created by representative (604YINRN)	<a href="#"></a> CI-818794 - DSD BTCH PRO CRM p 604yinrn <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	This batch job generates Travel - Claim Daily Stats at 5:15 pm Travel claims created by representative.	N/A	Daily	Maintenance
49	Generate Travel Claim daily Stats - All Status Report (605YINRN)	<a href="#"></a> CI-818796 - DSD BTCH PRO CRM p 605yinrn <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	This batch job generates Travel - Claim Daily Stats at 6:30 pm All Status Report.	N/A	Daily	Maintenance
50	Generate Travel Claim Monthly Stats - Processed by County Report (607YINRN)	<a href="#"></a> CI-818798 - DSD BTCH PRO CRM p 607yinrn <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	This batch job generates Travel - Claim Monthly Stats at 8:01 Am Travel claim processed by county Report.	N/A	Daily	Maintenance
51	Generate triggers for Next arrears timesheets (800DINEN)	<a href="#"></a> CI-818805 - DSD BTCH PRO CRM p 800dinen <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	This batch job generates triggers for Next arrears timesheets. These triggers will be processed by 80xdinds batch jobs.	N/A	Daily	Maintenance
52	Generate PDF of Electronic Timesheet (700SINDN)	<a href="#"></a> CI-822166 - DSD BTCH PRO CRM 700SINDN <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	This batch job processes requests for a hard copies of electronic timesheets by Providers and Recipients. It generates a PDF of the requested timesheet to be used for printing and/or mailing.	7000	Daily	Send
53	Send Hardcopy EVV English Timesheet for Recipients and Providers to Admail (CMDS985A)	<a href="#"></a> CI-822213 - DSD BTCH PRO CRM CMDS985A <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	This batch process will be responsible for sending a PDF of an EVV Hardcopy Timesheets to the BPM Interface Folder.	7000	Daily	Send

54	CMIPS Travel Claim Data Processing (PRNR998C)	<a href="#"></a> <b>CI-822313</b> - DSD BTCH PRO CRM pnr998c <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	This batch job processes Travel Claim data received from TPF and ESP.	N/A	As Needed	Receive
55	Sick Leave Claim Receive (PRNR998D)	<a href="#"></a> <b>CI-822320</b> - DSD EINTF TPF to CMIPS Sick Leave Claim Data Processing PRNR998D <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	This external interface batch job retrieves Sick Leave Claim xml from the ProcServer and loads it to a staging table for processing	N/A	As Needed	Receive
56	Process Sick Claim Business Rules (800SINDN)	<a href="#"></a> <b>CI-822322</b> - DSD BTCH PRO CRM 800SINDN <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	Processes the sick claim business rules and includes TPF Sick Leave claims.	N/A	Daily	N/A
57	Job to Cancel Old Timesheets (800AINFN)	<a href="#"></a> <b>CI-822426</b> - DSD BTCH PRO CRM 800AINFN <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	This batch job updates the timesheet status code to 'Cancelled' (TATS22) for timesheets in 'Pending Issuance' (TATS01) or 'Issued' (TATS02) status which have not been updated in 6 calendar months or older from batch run date.	Unknown	Monthly	Maintenance
58	Generate PDF of Standard Timesheet (CMDS970A)	<a href="#"></a> <b>CI-822608</b> - DSD BTCH PRO CRM CMDS970A <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	This batch process will be responsible for sending Standard Timesheet dynamic PDF content to the BPM Interface Folder. The batch is triggered by CMDS107Q.	N/A	Daily	Send
59	Generate PDF of Standard Timesheet with Travel Claim (CMDS971A)	<a href="#"></a> <b>CI-822609</b> - DSD BTCH PRO CRM CMDS971A <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	This batch process will be responsible for sending Standard Timesheet with Travel Claim dynamic PDF content to the BPM Interface Folder. The batch is triggered by CMDS107R.	N/A	Daily	Send
60	Generate PDF of Travel Claim (CMDS972A)	<a href="#"></a> <b>CI-822610</b> - DSD BTCH PRO CRM CMDS972A <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	This batch process will be responsible for sending Travel Claim dynamic PDF content to the BPM Interface Folder. The batch is triggered by CMDS107S.	N/A	Daily	Send
61	Merge and Reconcile Report for Timesheets and Travel Claims (CMDS970B)	<a href="#"></a> <b>CI-822710</b> - DSD BTCH PRO CRM CMDS970B <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	This batch process will be responsible for merging the timesheet and travel claims files. <ul style="list-style-type: none"> <li>• Merge up to 5000 timesheets per pdf and if exceeded, split content into separate files.</li> <li>• Merge up to 5000 timesheets + travel claims if exceeded per PDF, split content into separate files.</li> <li>• Merge up to 5000 travel claims per pdf and if exceeded, split content into separate files.</li> </ul>	5000	Daily	Send
62	Return Electronic Timesheet User Details (50XAINRN)	<a href="#"></a> <b>CI-818768</b> - DSD BTCH PRO CRM p 50xainrn <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	This batch job returns details for users using electronic timesheets.	N/A	AdHoc	Receive
63	Generate Timesheet Reconciliation Report (50XYINRN)	<a href="#"></a> <b>CI-818777</b> - DSD BTCH PRO CRM p 50xyinrn <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	This batch job generates the timesheet reconciliation report	N/A	Daily	Maintenance
64	Process Travel Claim (891DINDN)	<a href="#"></a> <b>CI-818780</b> - DSD BTCH PRO CRM p 80xtindn <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	This batch job processes travel claims.	N/A	Daily	Maintenance
65	Send E-Timesheet Stats to Help Desk (603YINRN)	<a href="#"></a> <b>CI-818792</b> - DSD BTCH PRO CRM p 603yinrn <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	This batch job sends E-Timesheet Stats to Help Desk at regular intervals.	N/A	Hourly	Send
66	Generate E-Timesheet Consolidation Report (602YINRN)	<a href="#"></a> <b>CI-818797</b> - DSD BTCH PRO CRM p 602yinrn <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	This batch job generates the E-Timesheet consolidation report at 8:00 pm everyday.	N/A	Daily	Maintenance
67	Send Electronic Timesheets Metrics Report (CMNS998A)	<a href="#"></a> <b>CI-818804</b> - DSD BTCH PRO CRM p cmns998a <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	This batch job sends the Electronic Timesheets Metrics Report to the email server.	N/A	Daily	Send
68	Generate Case Economy Provider One Time Payment (8000INRN)	<a href="#"></a> <b>CI-823108</b> - DSD BTCH PRO CRM 8000inrn <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	This batch job creates new a Care Economy Payment Special transaction in Case Management.	N/A	As Needed	Send

69	Aggregate and Store Check-in and Check-out data (111DTA GR)	 <p>This batch job aggregates the check-in/check-out data that is sent to CM as a request from the IHSS EVV Mobile App/ESP/TTS.</p> <p>The batch runs against active cases that are eligible (or presumed eligible) and timesheets, for non-live-in providers, with the following statuses: Issued, Pending Issuance, Rejected. The batch captures the hours between check-in and check-out for each day. The batch performs the following functions:</p> <ol style="list-style-type: none"> <li>1. Extrapolates the JSON response stored in the EVVLocationData table as PENDING into meta-data.</li> <li>2. Records are updated to PENDING_AGGREGATION status once the data extrapolation is complete.</li> <li>3. Aggregate the data into the ETSSubmittedDetails table and the EVVDetails table.             <ol style="list-style-type: none"> <li>a. If a record's timesheet status is "REJECTED", then the record Status is updated to Time Entry In Progress in ETSSubmittedDetails</li> </ol> </li> <li>4. Exceptions are caught and the records are updated to EXCEPTION status and the error message is captured.</li> </ol>	N/A	Daily	Maintenance
70	Email Alert for Errors Exceptions from Data Aggregator (112DTAGR)	 <p>This batch job creates an alert for the records that are skipped by data aggregator, and sends out an email with all the following details:</p> <ul style="list-style-type: none"> <li>• EVVLocationData ID</li> <li>• Timesheet ID</li> <li>• Error Message</li> <li>• Status of Record</li> </ul>	N/A	Daily	Maintenance
71	Calculate Geo Code Accuracy with CASS-Validated Geo Code (111GE OAC)	 <p>This batch job aggregates the check-in/check-out data that is sent to CM as a request from the IHSS EVV Mobile App/ESP/TTS.</p> <p>The batch runs against cases that are eligible (or presumed eligible) and timesheets, for non-live-in providers, with the following statuses: Issued, Pending Issuance, Rejected. The batch captures the hours between check-in and check-out for each day. The batch performs the following functions:</p> <ol style="list-style-type: none"> <li>1. Extrapolates the JSON response stored in the EVVLocationData table as PENDING into meta-data.</li> <li>2. Records are updated to PENDING_AGGREGATION status once the data extrapolation is complete.</li> <li>3. Aggregate the data into the ETSSubmittedDetails table and the EVVDetails table.             <ol style="list-style-type: none"> <li>a. If a record's timesheet status is "REJECTED", then the record Status is updated to TimeEntry in ETSSubmittedDetails</li> </ol> </li> <li>4. Exceptions are caught and the records are updated to EXCEPTION status and the error message is captured.</li> </ol>	N/A	Daily	Maintenance
72	Parse Data Aggregator Check-In and Check-Out Activity (111D TAGRJP)	 <p>This batch job parses the JSON request from check-in and check-out activity processed by the data aggregator job (111DTAGR).</p>	N/A	Daily	Maintenance
73	Capture and Count Data Aggregator Check-In Activity per Pay Period (1 11DTAGRCI)	 <p>This batch job captures the check-in data for a single day in a pay period for a timesheet processed by the data aggregator job (111DTAGR), and counts pending records picked, failed records, and total number of records.</p>	N/A	Daily	Maintenance
74	Capture and Count Data Aggregator Check-Out Activity per Pay Period (1 11DTAGRCO)	 <p>This batch job captures the check-out data for a single day in a pay period for a timesheet processed by the data aggregator job (111DTAGR), and counts pending records picked, failed records, and total number of records.</p>	N/A	Daily	Maintenance
75	Auto Check-Out a Provider (113DTAGR)	 <p>This batch job will auto check-out a Provider with a timestamp of 11:59 PM and the same location as the check-in location.</p> <p>This batch job will activate when (111DTAGR) batch job has successfully completed. Then (113DTAGR) will populate the check-out date/timestamp (insert timestamp) and table (for check-out date/timestamp and check-out location) that aligns with check-in location when the Provider is in online mode. The EVV data cached on the Provider's device while in offline mode will automatically sync to the EVVLocationData database entity table when the Provider's device goes online. For EVV timesheet data in which the check-in date/timestamp is previous to the batch run date, the check-out date /timestamp is 11:59pm of the same date as check-in. Populate the MANUALEDITINDICATOR field on the ETIMESHEETSUBMITTEDDETAILS and TIMESHEET database entity tables with value aligned to 'Yes'.</p>	N/A	Daily	Maintenance

## **DSD 24/Recip CM & OS – Time and Attendance/Reporting**

See DSD Section 28A, 28B, 28C or 28D for all CMIPS Reports.

## **DSD 24/Recip CM & OS – Time and Attendance/Forms**

See DSD Section 31A, 31B or 31C for all CMIPS Forms.

## **DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions**

This section will document each of the code tables and their values and descriptions that will be utilized by the CMIPS Application. Examples of CMIPS code tables are Provider pay rates, county names, address types, or family relationship types.

# DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions/Timesheet Type

CI	Document Name
CI-67953 - DSD CT Timesheet Type <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_CT_Timesheet_Type.doc

Table – Code Table: TimesheetType

Code Value	Code Description	Default Value	Sort Order	Parent Code	Enabled	Notes
TATT01	IHSS Arrears	Yes	1	No	Yes	
TATT02	IHSS Advance Pay	No	2	No	Yes	
TATT03	WPCS	No	3	No	Yes	
TATT04	Legacy – IHSS Arrears	No	4	No	Yes	Data will be retained to support existing Legacy Timesheets in the system.
TATT05	Legacy – IHSS Advance Pay	No	5	No	Yes	Data will be retained to support existing Legacy Timesheets in the system.
TATT06	Legacy – WPCS	No	6	No	Yes	Data will be retained to support existing Legacy Timesheets in the system.
TATT07	Supplemental - IHSS Arrears	No	7	No	Yes	
TATT08	Supplemental - IHSS Advance Pay	No	8	No	Yes	
TATT09	Supplemental - WPCS	No	9	No	Yes	
TATT10	Legacy Supp – IHSS Arrears	No	10	No	Yes	Data will be retained to support existing Legacy Timesheets in the system.
TATT11	Legacy Supp – IHSS Advance Pay	No	11	No	Yes	Data will be retained to support existing Legacy Timesheets in the system.
TATT12	Legacy Supp – WPCS	No	12	No	Yes	Data will be retained to support existing Legacy Timesheets in the system.

# DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions/Timesheet Status

CI	Document Name
CI-67955 - DSD CT Timesheet Status <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_CT_Timesheet_Status.doc

Table – Code Table: TimesheetStatus

Code Value	Code Description	Default Value	Sort Order	Parent Code	Enabled	Notes
TATS01	Pending Issuance	No	1	No	Yes	
TATS02	Issued	No	2	No	Yes	
TATS03	Pending	No	3	No	Yes	Manually keyed timesheet not yet submitted for Payroll processing (PRDS942A)
TATS04	Processed	No	4	No	Yes	
TATS05	Exception	No	5	No	Yes	
TATS06	Held – MEDS POS Error	No	6	No	Yes	
TATS07	Held – Flagged for Review	No	7	No	Yes	
TATS08	Held – Random Sampling	No	8	No	Yes	
TATS09	Held – Early Submission	No	9	No	Yes	
TATS10	Held – Excessive Hours Claimed	No	10	No	Yes	
TATS11	Prior to Cutback	No	11	No	Yes	Used when a historical snapshot is taken of the timesheet data prior to a cutback in hours.
TATS99	Image Link	No	12	No	Yes	Used for internal purposes only and is not displayed on the screen.
TATS12	Held – Pending FLSA Timesheet Implementation	No	13	No	No	Disabled with CR 1095
TATS13	Held – Processed FLSA Timesheet Implementation	No	14	No	No	Disabled with CR 1095
TATS14	Held – BVI Recipient Review Required	No	15	No	No	Disabled with CR115 EVV Simplification
TATS15	Held – Late Submission	No	16	No	Yes	CR 1282 disabled the corresponding status in IHSS website
TATS16	Exception – Paid	No	17	No	Yes	
TATS17	Exception – Replaced	No	18	No	Yes	
TATS18	Recipient Rejected	No	19	No	Yes	Does not apply to paper timesheets
TATS19	County Rejected	No	20	No	Yes	Does not apply to paper timesheets
TATS20	Held – TTS Recipient Review Required	No	21	No	No	Disabled with CR115 EVV Simplification
TATS21	Pending Recipient Electronic Review	No	22	No	Yes	Does not apply to paper timesheets
TATS22	Cancelled	No	23	No	Yes	Used by cancellation batch job for Issued and Pending Issuance timesheets that were last updated more than 6 calendar months prior
TATS23	Pending Recipient Exception Review	No	24	No	Yes	

# DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions/Mode of Entry

CI	Document Name
CI-67954 - DSD CT Mode of Entry <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_CT_Mode_of_Entry.doc

Table – Code Table: ModeofEntry

Code Value	Code Description	Default Value	Sort Order	Parent Code	Enabled	Notes
TAME01	TPF	No	1	No	Yes	
TAME02	Manual	No	2	No	Yes	
TAME03	Legacy	No	3	No	Yes	Data will be retained to support existing Legacy Timesheets in the system.
TAME04	Converted	No	4	No	Yes	Applies to timesheets only.
TAME05	Payment Correction	No	5	No	Yes	Used for internal purposes only to process timesheet Payment Correction time entry validations.
TAME06	Electronic	No	6	No	Yes	
TAME07	Telephonic	No	7	No	Yes	Code for timesheets submitted via the TTS.

# DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions/Timesheet Exception

CI	
 CI-67951 - DSD CT Timesheet Exception	IMPLEMENTED

Table – Code Table: TimesheetException

Code Value	Code Description	Default Value	Sort Order	Parent Code	Enabled	Payroll Work Queue		E-Timesheet Code also Applies	Notes
						IHSS Timesheet	WPCS Timesheet		
TAEC001	Missing Provider signature.	No	1	No	Yes	Timesheet Errors	WPCS	No	
TAEC002	Missing Recipient signature.	No	2	No	Yes	Timesheet Errors	WPCS	No	
TAEC003	Missing time entries.	No	3	No	Yes	Timesheet Errors	WPCS	No	
TAEC004	Day XX – Exceeds 24 hours.	No	4	No	Yes	Timesheet Errors	WPCS	No	
TAEC005	Day XX – Non-numeric value.	No	5	No	Yes	Timesheet Errors	WPCS	No	
TAEC006	Day XX – Multiple entries in time entry box.	No	6	No	Yes	Timesheet Errors	WPCS	No	
TAEC007	Day XX – Unreadable entry.	No	7	No	Yes	Timesheet Errors	WPCS	No	
TAEC008	Writing outside the time entry boxes.	No	8	No	Yes	Timesheet Errors	WPCS	No	
TAEC009	Hours claimed exceed remaining Recipient authorized hours.	No	9	No	Yes	Not Applicable-Task Not Generated	Not Applicable-Task Not Generated	ETEC800	
TAEC010	Hours claimed exceed remaining Provider assigned hours.	No	10	No	Yes	Not Applicable-Task Not Generated	Not Applicable-Task Not Generated	ETEC800	
TAEC011	Hours claimed for first pay period exceed XX Percent of total Recipient authorized hours.	No	11	No	Yes	Timesheets Over 70%	WPCS	ETEC801	The "XX" in the error message is parm-driven.
TAEC012	Duplicate timesheet.	No	12	No	Yes	Timesheet Errors	WPCS	No	
TAEC013	Timesheet Number not found.	No	13	No	Yes	Timesheet Errors	WPCS	No	
TAEC014	Provider ineligible on the days when time is recorded.	No	14	No	Yes	Timesheet Eligibility Errors	WPCS	No	Not used
TAEC014_A	Provider ineligible for the entire pay period.	No	15	No	Yes	Timesheet Eligibility Errors	WPCS	No	Not used
TAEC015	Recipient ineligible on the days when time is recorded.	No	16	No	Yes	Timesheet Eligibility Errors	WPCS	ETEC812	
TAEC015_A	Recipient ineligible for the entire pay period.	No	17	No	Yes	Timesheet Eligibility Errors	WPCS	ETEC812	
TAEC016	Provider terminated on the days when time is recorded.	No	18	No	Yes	Timesheet Eligibility Errors	WPCS	ETEC812	
TAEC016_A	Provider terminated for the entire pay period.	No	19	No	Yes	Timesheet Eligibility Errors	WPCS	ETEC812	
TAEC017	Recipient on leave on the days when time is recorded.	No	20	No	Yes	Timesheet Eligibility Errors	WPCS	ETEC812	
TAEC017_A	Recipient on leave for the entire pay period.	No	21	No	Yes	Timesheet Eligibility Errors	WPCS	ETEC812	

TAEC018	Provider on leave on the days when time is recorded.	No	22	No	Yes	Timesheet Eligibility Errors	WPCS	ETEC812	
TAEC018_A	Provider on leave for the entire pay period.	No	23	No	Yes	Timesheet Eligibility Errors	WPCS	ETEC812	
TAEC019	Day XX – Recipient on leave.	No	24	No	Yes	Not Applicable- Task Not Generated	Not Applicable- Task Not Generated	ETEC812	
TAEC020	Day XX – Provider on leave.	No	25	No	Yes	Not Applicable- Task Not Generated	Not Applicable- Task Not Generated	ETEC812	
TAEC021	Day XX – Recipient ineligible for services.	No	26	No	Yes	Not Applicable- Task Not Generated	Not Applicable- Task Not Generated	ETEC812	
TAEC022	Day XX – Hours recorded prior to Provider start date.	No	27	No	Yes	Not Applicable- Task Not Generated	Not Applicable- Task Not Generated	No	
TAEC023	Timesheet received before the end of the pay period and time claimed for future days.	No	28	No	Yes	Timesheet Errors	WPCS	No	
TAEC024	Day XX – Hours recorded past the Provider termination date.	No	29	No	Yes	Not Applicable- Task Not Generated	Not Applicable- Task Not Generated	ETEC812	
TAEC025	WPCS hours not authorized.	No	30	No	Yes	Not Applicable	WPCS	No	
TAEC026	Authorization information unavailable.	No	31	No	Yes	Timesheet Eligibility Errors	WPCS	No	
TAEC027	MEDS POS could not be contacted for eligibility check; timesheet held and will be released for processing on MM/DD /CCYY.	No	32	No	Yes	Not Applicable- Task Not Generated	Not Applicable- Task Not Generated	No	Not used.
TAEC028	Timesheet flagged for review.	No	33	No	Yes	Timesheets on Hold	Not Applicable	No	Tasks for timesheets flagged for review should be sorted above timesheets flagged for random sampling in the Timesheets on Hold work queue. E-Timesheet error disabled and mapping removed with CR 1282
TAEC029	Timesheet selected for random sampling.	No	34	No	Yes	Timesheets on Hold	Not Applicable	No	
TAEC030	Timesheet received prior to the end of the pay period; timesheet held and will be released for processing after MM /DD/CCYY.	No	35	No	Yes	Not Applicable- Task Not Generated	Not Applicable- Task Not Generated	ETEC803	
TAEC031	Provider Number not found.	No	36	No	Yes	Not Applicable- Task Not Generated	Not Applicable- Task Not Generated	No	Not used.
TAEC032	No remaining Recipient authorized hours.	No	37	No	Yes	Timesheet Errors	WPCS	ETEC800	
TAEC033	No remaining Provider assigned hours.	No	38	No	Yes	Timesheet Errors	WPCS	ETEC800	
TAEC034	Recipient is either ineligible or on leave on the days when time is recorded.	No	39	No	Yes	Timesheet Eligibility Errors	WPCS	ETEC812	
TAEC034_A	Recipient is either ineligible or on leave for the entire pay period.	No	40	No	Yes	Timesheet Eligibility Errors	WPCS	ETEC812	
TAEC035	Provider is either ineligible or on leave on the days when time is recorded.	No	41	No	Yes	Timesheet Eligibility Errors	WPCS	No	

TAEC035_A	Provider is either ineligible or on leave for the entire pay period.	No	42	No	Yes	Timesheet Eligibility Errors	WPCS	No	
TAEC036	Hours recorded prior to Provider start date.	No	43	No	Yes	Timesheet Eligibility Errors	WPCS	No	
TAEC037	Advance Payments not authorized.	No	44	No	Yes	Timesheet Eligibility Errors	Not Applicable	No	
TAEC038	Advance Payments authorized.	No	45	No	Yes	Timesheet Eligibility Errors	Not Applicable	No	
TAEC039	Pending request to issue a timesheet for this pay period was not processed.	No	46	No	Yes	Not Applicable-Task Not Generated	Not Applicable-Task Not Generated	No	
TAEC040	Timesheet rejected for excessive hours in first pay period by [insert userid].	No	47	No	Yes	Not Applicable-Task Not Generated	Not Applicable-Task Not Generated	ETEC804	
TAEC041	Timesheet received before end of the pay period.	No	48	No	Yes	Not Applicable-Task Not Generated	Not Applicable-Task Not Generated	ETEC803	
TAEC042	Payment not allowed to Provider with PO Box mailing address.	No	49	No	Yes	Timesheet Errors	WPCS	No	
TAEC043	Timesheet selected for random sampling rejected by [insert userid].	No	50	No	Yes	Not Applicable-Task Not Generated	Not Applicable-Task Not Generated	No	
TAEC044	Timesheet selected for review rejected by [insert userid].	No	51	No	Yes	Not Applicable-Task Not Generated	Not Applicable-Task Not Generated	ETEC806	
TAEC045	Medi-Cal Eligibility Record unavailable in CMIPS II.	No	95	No	Yes	Timesheet Errors	WPCS	No	
TAEC046	Share of Cost Details Record unavailable in CMIPS II.	No	96	No	Yes	Timesheet Errors	WPCS	No	
TAEC047	Time recorded beyond pay period end date.	No	97	No	Yes	Timesheet Errors	WPCS	No	
TAEC301	BVI Recipient Review Required	No	109	No	No	Timesheet Errors	WPCS	ETEC807	Disabled with CR115 EVV Simplification
TAEC302	Rejected by BVI Recipient	No	110	No	Yes	Timesheet Errors	WPCS	No	
TAEC999	Multiple exceptions.	No	52	No	Yes	Timesheet Errors	WPCS	No	This error message will be displayed in the Task if the Timesheet has more than one Exception. The Timesheet view screen will display all the Exceptions.
TAEC500	MS - MEDS Eligibility Status Changed from 5	No	53	No	Yes	Timesheet Errors	WPCS	No	
TAEC501	NC - MEDS Case Number Not Found	No	54	No	Yes	Timesheet Errors	WPCS	No	
TAEC502	NE - MEDS Eligibility Status Changed to Ineligible	No	55	No	Yes	Timesheet Errors	WPCS	No	
TAEC503	NF - No MEDS Eligibility Found	No	56	No	Yes	Timesheet Errors	WPCS	No	
TAEC504	04 - Authorized Quantity Exceeded	No	57	No	Yes	Timesheet Errors	WPCS	No	
TAEC505	15 - Required application data missing	No	58	No	Yes	Timesheet Errors	WPCS	No	
TAEC506	41 - Authorization /Access Restrictions	No	59	No	Yes	Timesheet Errors	WPCS	No	
TAEC507	42 - Unable to Respond at Current Time	No	60	No	Yes	Timesheet Errors	WPCS	No	
TAEC508	43 - Invalid/Missing Provider Identification	No	61	No	Yes	Timesheet Errors	WPCS	No	
TAEC509	44 - Invalid/Missing Provider Name	No	62	No	Yes	Timesheet Errors	WPCS	No	

TAEC510	45 - Invalid/Missing Provider Specialty	No	63	No	Yes	Timesheet Errors	WPCS	No	
TAEC511	46 - Invalid/Missing Provider Phone Number	No	64	No	Yes	Timesheet Errors	WPCS	No	
TAEC512	47 - Invalid/Missing Provider State	No	65	No	Yes	Timesheet Errors	WPCS	No	
TAEC513	48 - Invalid/Missing Referring Provider Identification Number	No	66	No	Yes	Timesheet Errors	WPCS	No	
TAEC514	49 - Provider is Not Primary Care Physician	No	67	No	Yes	Timesheet Errors	WPCS	No	
TAEC515	50 - Provider Ineligible for Inquiries	No	68	No	Yes	Timesheet Errors	WPCS	No	
TAEC516	51 - Provider Not on File	No	69	No	Yes	Timesheet Errors	WPCS	No	
TAEC517	52 - Service Dates Not Within Provider Plan Enrollment	No	70	No	Yes	Timesheet Errors	WPCS	No	
TAEC518	56 - Inappropriate Date	No	71	No	Yes	Timesheet Errors	WPCS	No	
TAEC519	57 - Invalid/Missing Date(s) of Service	No	72	No	Yes	Timesheet Errors	WPCS	No	
TAEC520	58 - Invalid/Missing Subscriber Birth Date	No	73	No	Yes	Timesheet Errors	WPCS	No	
TAEC521	60 - Subscriber Birth Date Follows Date(s) of Service	No	74	No	Yes	Timesheet Errors	WPCS	No	
TAEC522	61 - Date of Death Precedes Date(s) of Service	No	75	No	Yes	Timesheet Errors	WPCS	No	
TAEC523	62 - Service Date Not Within Allowable Inquiry Period	No	76	No	Yes	Timesheet Errors	WPCS	No	
TAEC524	63 - Service Date in Future	No	77	No	Yes	Timesheet Errors	WPCS	No	
TAEC525	64 - Invalid/Missing Patient ID	No	78	No	Yes	Timesheet Errors	WPCS	No	
TAEC526	65 - Invalid/Missing Patient Name	No	79	No	Yes	Timesheet Errors	WPCS	No	
TAEC527	66 - Invalid/Missing Patient Gender Code	No	80	No	Yes	Timesheet Errors	WPCS	No	
TAEC528	67 - Patient Not Found	No	81	No	Yes	Timesheet Errors	WPCS	No	
TAEC529	68 - Duplicate Patient ID Number	No	82	No	Yes	Timesheet Errors	WPCS	No	
TAEC530	71 - Subscriber Birth Date Does Not Match That for the Patient on the Database	No	83	No	Yes	Timesheet Errors	WPCS	No	
TAEC531	72 - Invalid/Missing Subscriber/Insured ID	No	84	No	Yes	Timesheet Errors	WPCS	No	
TAEC532	73 - Invalid/Missing Subscriber/Insured Name	No	85	No	Yes	Timesheet Errors	WPCS	No	
TAEC533	74 - Invalid/Missing Subscriber/Insured Gender Code	No	86	No	Yes	Timesheet Errors	WPCS	No	
TAEC534	75 - Subscriber /Insured Not Found	No	87	No	Yes	Timesheet Errors	WPCS	No	
TAEC535	76 - Duplicate Subscriber/Insured ID Number	No	88	No	Yes	Timesheet Errors	WPCS	No	
TAEC536	77 - Subscriber Found, Patient Not Found	No	89	No	Yes	Timesheet Errors	WPCS	No	
TAEC537	78 - Subscriber /Insured Not in Group /Plan Identified	No	90	No	Yes	Timesheet Errors	WPCS	No	
TAEC538	79 - Invalid Participant Identification	No	91	No	Yes	Timesheet Errors	WPCS	No	
TAEC539	80 - No Response received - Transaction Terminated	No	92	No	Yes	Timesheet Errors	WPCS	No	
TAEC540	97 - Invalid or Missing Provider Address	No	93	No	Yes	Timesheet Errors	WPCS	No	

TAEC541	T4 - Payer Name or Identifier Missing	No	94	No	Yes	Timesheet Errors	WPCS	No	
TAEC050	Provider not eligible for Travel Time	No	103	No	Yes	Not Applicable-Task Not Generated	Not Applicable-Task Not Generated	No	
TAEC101	Excess Travel Time	No	107	No	Yes	Not Applicable-Task Not Generated	Not Applicable-Task Not Generated	No	
TAEC102	Exceeds Allowable Weekly Maximum Workweek [X]	No	104	No	Yes	Not Applicable-Task Not Generated	Not Applicable-Task Not Generated	ETEC808	
TAEC103	Exceeds Monthly Overtime Maximum	No	105	No	Yes	Not Applicable-Task Not Generated	Not Applicable-Task Not Generated	ETEC805	
TAEC199	Multiple Violations	No	108	No	Yes	Not Applicable-Task Not Generated	Not Applicable-Task Not Generated	No	
TAEC201	Travel Hours for week XX - Non-numeric value	No	98	No	Yes	Not Applicable-Task Not Generated	Not Applicable-Task Not Generated	No	
TAEC202	Travel Hours for week XX - Multiple entries in time entry box	No	99	No	Yes	Not Applicable-Task Not Generated	Not Applicable-Task Not Generated	No	
TAEC203	Travel Hours for week XX - Unreadable entry	No	100	No	Yes	Not Applicable-Task Not Generated	Not Applicable-Task Not Generated	No	
TAEC204	Travel Time may not exceed 14:00 hours for any week. Please review prior Travel hours paid and adjust this entry as needed for Workweek [X].	No	101	No	Yes	Timesheet Error	WPCS	No	
TAEC205	Payment Correction exists for the pay period.	No	102	No	Yes	Timesheet Error	WPCS	No	Triggered when a timesheet is processed for a pay period where a Payment Correction has already been processed.
TAEC206	One of the workweeks in this pay period has possible unpaid overtime. Please review.	No	111	No	Yes	Timesheet Errors	WPCS	No	Triggered when there is a change to the FPO Eligible indications for any week in a timesheet service period
TAEC208	Late timesheet submission	No	112	No	Yes	Timesheet Errors	WPCS	No	Triggered when initial IHSS Arrears or WPCS timesheet is submitted more than 15 days after the last day of the pay period for which services were provided CR 1282 disabled the associated Error in the IHSS Website
TAEC209	Exceeds Overtime Exemption Limit	No	113	No	Yes	Timesheet Errors	WPCS	ETEC811	
TAEC210	TTS Recipient Review Required	No	114	No	No	Not Applicable-Task Not Generated	Not Applicable-Task Not Generated	ETEC810	Disabled with CR115 EVV Simplification
TAEC211	Rejected by Recipient using TTS	No	115	No	Yes	Not Applicable-Task Not Generated	Not Applicable-Task Not Generated	No	Triggered by Timesheets with Mode of Entry of Electronic or Telephonic only.
TAEC212	Rejected by County User	No	116	No	Yes	Not Applicable-Task Not Generated	Not Applicable-Task Not Generated	No	Triggered by Timesheets with Mode of Entry of Electronic or Telephonic only.

TAEC213	Rejected by Recipient using IHSS Website	No	117	No	Yes	Not Applicable-Task Not Generated	Not Applicable-Task Not Generated	No	Triggered by Timesheets with Mode of Entry of Electronic or Telephonic only.
TAEC214	Exceeds Allowable Monthly OT Maximum	No	118	No	Yes	Not Applicable-Task Not Generated	Not Applicable-Task Not Generated	No	
TAEC215	County rejected Other	No	119	No	Yes	Not Applicable-Task Not Generated	Not Applicable-Task Not Generated	No	Documentation updated with SC F-43. Created with Feature CAT -1899 without documentation.
TAEC216	Day XX – Hours claimed exceed 24 hours	No	120	No	Yes	Not Applicable-Task Not Generated	Not Applicable-Task Not Generated	ETEC822	
TAEC217	Hours reviewed for payment exceeded 24 hours in a day	No	121	No	Yes	Not Applicable-Task Not Generated	Not Applicable-Task Not Generated	No	
TAEC218	Hours claimed exceed remaining Recipient available hours due to share of cost	No	122	No	Yes	Not Applicable-Task Not Generated	Not Applicable-Task Not Generated	No	

**Note:** The following verbiage will be appended to the end of each MEDS POS Error (TAEC5\*) when displayed to the user: "If unable to resolve this MEDS POS Error, call the Help Desk for assistance."

# DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions/Timesheet Print Options

CI	Document Name
 CI-481032 - DSD CT TimesheetPrintOptions <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_CT_TimesheetPrintOptions.docx

Table – Code Table: TimesheetPrintOptions

Code Value	Code Description	Default Value	Sort Order	Parent Code	Enabled	Notes
PO001	Print in Nightly Batch	No	1	No	No	Disabled with CR 1094
PO002	Print Now on CMIPS II Printer	No	2	No	Yes	
PO003	Print/Mail from a Centralized Print Center	No	3	No	Yes	
PO004	Electronic	Yes	4	No	Yes	

# DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions/BVI Timesheet Actions

CI	Document Name
<a href="#">CI-489932 - DSD CT BVI TTS Timesheet Action</a> <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_CT_BVI_TTS_Timesheet_Action.docx

Table - Code Table: BviTtsTimesheetAction

Code Value	Code Description	Default Value	Sort Order	Parent Code	Enabled	Notes
BVITA01	Released	No	1	No	Yes	
BVITA02	Rejected	No	2	No	Yes	

# DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions/BVI Timesheet Rejection Reason

CI	Document Name
 CI-489931 - DSD CT BVI TTS Timesheet Rejection Reason <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_CT_BVI_TTS_Timesheet_Rejection_Reason.docx

Table – Code Table: BviTtsTimesheetRejectionReason

Code Value	Code Description	Default Value	Sort Order	Parent Code	Enabled	Notes
BVITRR01	Hours claimed were not correct	No	1	No	Yes	
BVITRR02	This was not my Provider	No	2	No	Yes	
BVITRR03	Other Reason	No	3	No	Yes	

# DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions/Travel Claim Type

CI	Document Name
 CI-514091 - DSD CT Travel Claim Status <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_CT_Travel_Claim_Type.docx

Table – Code Table: TravelClaimType

Code Value	Code Description	Default Value	Sort Order	Parent Code	Enabled	Notes
TTCF01	IHSS Travel Claim	Yes	1	No	Yes	
TTCF02	WPCS Travel Claim	No	2	No	Yes	
TTCF03	Supplemental – IHSS Travel Claim	No	3	No	Yes	
TTCF04	Supplemental – WPCS Travel Claim	No	4	No	Yes	

# DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions/Travel Claim Status

CI	Document Name
 CI-514092 - DSD CT Travel Claim Type <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_CT_Travel_Claim_Status.docx

Table – Code Table: TravelClaimStatus

Code Value	Code Description	Default Value	Sort Order	Parent Code	Enabled	Notes
TTCS01	Pending Issuance	No	1	No	Yes	
TTCS02	Issued	No	2	No	Yes	
TTCS03	Received	No	3	No	Yes	
TTCS04	Processed	No	4	No	Yes	
TTCS05	Cancelled	No	5	No	Yes	
TTCS06	Pending	No	6	No	Yes	Manually entered travel claim not yet submitted for Payroll processing.
TTCS07	Exception – No Payment	No	7	No	Yes	
TTCS08	Held – No Timesheet	No	8	No	Yes	
TTCS09	Exception – With Payment	No	9	Ne	Yes	
TTCS10	Prior to Cutback	No	10	Ne	Yes	

# DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions/Travel Claim Exception

CI	Document Name
CI-673786 - DSD CT Travel Claim Exception <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_CT_Travel_Claim_Exception.docx

Table – Code Table: TravelClaimException

Code Value	Description	Default Value	Sort Order	Parent Code	Enabled	Notes
TCEC001	Timesheet has not been processed.	No	2	No	Yes	No Payment
TCEC002	Provider not eligible for Travel Time	No	3	No	Yes	No Payment
TCEC003	Duplicate Travel Claim	No	4	No	Yes	No Payment
TCEC004	Recipient is either ineligible, terminated or on leave for the entire pay period	No	5	No	Yes	No Payment
TCEC005	Provider is either ineligible, terminated or on leave for the entire pay period	No	6	No	Yes	No Payment
TCEC006	Initial Travel Claim in cancelled status	No	7	No	Yes	No Payment
TCEC007	14:00 hours of Travel has already been paid for each workweek	No	8	No	Yes	No Payment
TCEC008	No timesheet processed – More than 30 days	No	9	No	Yes	No Payment
TCEC009	No service hours claimed for recipient in Workweek [X] and Travel hours are claimed – Hours cutback	No	10	No	Yes	
TCEC010	Not eligible for Travel to recipient on Day [XX] – Hours cutback	No	11	No	Yes	
TCEC011	Total Travel exceeds 14:00 hours in Workweek [X] – Hours cutback	No	12	No	Yes	
TCEC012	Day [XX] – Recipient either ineligible, terminated or on leave – Hours cutback	No	13	No	Yes	
TCEC013	Day [XX] – Provider ineligible, terminated or on leave – Hours cutback	No	14	No	Yes	
TCEC014	No claimed hours eligible for payment	No	15	No	Yes	
TCEC015	Total Travel exceeds 7:00 hours in Workweek [X]	No	16	No	Yes	
TCEC016	Provider not Found	No	17	No	Yes	No Payment - TPF
TCEC017	Case number not found	No	18	No	Yes	No Payment - TPF
TCEC018	Travel Claim Type Mismatch	No	19	No	Yes	No Payment - TPF
TCEC019	Travel Claim From Date Mismatch	No	20	No	Yes	No Payment - TPF
TCEC020	Travel Claim To Date Mismatch	No	21	No	Yes	No Payment - TPF
TCEC021	Missing Provider Signature	No	22	No	Yes	No Payment - TPF
TCEC022	Entry is at least one-time entry field is required	No	23	No	Yes	No Payment - TPF
TCEC023	Day XX – not valid	No	24	No	Yes	No Payment - TPF
TCEC024	Travel Claim number not found	No	25	No	Yes	No Payment - TPF
TCEC025	Travel Claim Number previously processed for validation	No	26	No	Yes	No Payment - TPF
TCEC026	Travel Claim payment has been voided, travel claim is cancelled	No	27	No	Yes	No Payment - TPF
TCEC027	Time recorded beyond pay period end date	No	28	No	Yes	No Payment - TPF
TCEC999	Multiple Exceptions	No	29	No	Yes	No Payment - TPF

# DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions/Transaction Delete Type

CI	Document Name
 CI-710872 - DSD CT TransactionDeleteType <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_CT_TransactionDeleteType.docx

Table – Code Table: TransactionDeleteType

Code Value	Code Description	Default Value	Sort Order	Parent Code	Enabled	Notes
TDI001	Timesheet Issuance	No	1	No	No	Pending Issuance or Issued Timesheet
TDI002	Timesheet Snapshot Issuance	No	2	No	No	Pending Issuance or Issued Timesheet snap shot

# DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions/Sick Leave Exception

CI	Document Name
CI-790587 - DSD CT CMIPS Sick Leave Exception <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_CT_CMIPS_Sick_Leave_Exception.docx

Table – Code Table: SickLeaveException

Code Value	Code Description	Default Value	Sort Order	Parent Code	Enabled	Notes
PMEC001	Hours claimed to exceed the remaining sick leave hours.	No	1	No	No	
PMEC002	Provider is ineligible to claim sick leave hours.	No	2	No	No	
PMEC003	Provider does not have an "Active" provider segment for the indicated pay period.	No	3	No	No	
PMEC004	Provider Number does not exist.	No	4	No	No	
PMEC005	Case Number does not exist.	No	5	No	No	
PMEC006	Sick Leave Hours may not exceed 24 hours per day.	No	6	No	No	
PMEC007	[Provider/Recipient] on leave on date Sick Leave is claimed.	No	7	No	No	
PMEC008	Sick Leave Hours must be claimed in at least one hour increments when provider's Sick Leave Hours Remaining Hours are greater than or equal to one (1:00) hour.	No	8	No	No	
PMEC009	Remaining Sick Leave Hours greater than one (1:00) hour must be claimed in 30 minute increments.	No	9	No	No	
PMEC010	Sick Leave claim must be submitted by the last day of the month following the date claimed.	No	10	No	No	
PMEC011	Sick Leave claim may not be submitted for a future pay period.	No	11	No	No	
PMEC012	Sick Leave may not be claimed for a future date.	No	12	No	No	
PMEC013	Provider not eligible to claim sick leave until [MM/DD/YYYY].	No	13	No	No	
PMEC014	Provider has not met Sick Leave eligibility criteria.	No	14	No	No	
PMEC015	Claimed Hours exceed providers Sick Leave Remaining Hours [HH:MM] for fiscal year [YYYY-YYYY].	No	15	No	No	
PMEC016	Service Period From Date must be the 1st or the 16th of a month.	No	16	No	No	
PMEC017	Sick Leave Hours must be claimed in 30 minute increments when Remaining Hours are less than one (1:00).	No	17	No	No	
PMEC018	The provider has no remaining sick leave hours for the fiscal year.	No	18	No	No	
PMEC019	Entry is at least one time entry field is required.	No	19	No	No	
PMEC020	Negative or Invalid values not allowed.	No	20	No	No	
PMEC021	Missing Provider Signature.	No	21	No	No	
PMEC022	Time recorded beyond the pay period start date or end date.	No	22	No	No	

# DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions/Sick Leave Claim Status

CI	Document Name
 CI-790588 - DSD CT CMIPS Sick Leave Claim Status <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_CT_CMIPS_Sick_Leave_Claim_Status.docx

Table – Code Table: SickLeaveClaimStatus

Code Value	Code Description	Default Value	Sort Order	Parent Code	Enabled	Notes
SLV001	Pending Payroll	No	1	No	No	
SLV002	Processed	No	2	No	No	
SLV003	Exception	No	3	No	No	
SLV004	Cancelled	No	4	No	No	
SLV005	Prior To Cutback	No	5	No	No	

# DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions/Sick Leave Mode of Entry

CI	Document Name
<a href="#">CI-790589</a> - DSD CT CMIPS Sick Leave Mode Of Entry <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>	DSD_CT_CMIPS_Sick_Leave_Mode_Of_Entry.docx

Table – Code Table: SickLeaveModeOfEntry

Code Value	Code Description	Default Value	Sort Order	Parent Code	Enabled	Notes
SLME01	Manual	No	1	No	No	
SLME02	Electronic	No	2	No	No	
SLME03	TPF	No	3	No	No	

# DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions/Timesheet Communication Preference

CI
<a href="#"> CI-819034 - DSD CT TSCommPreference</a> <span style="border: 1px solid #ccc; padding: 2px;">CANCELLED</span>

Cancelled by SCF-18.

# DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions/TTS Error Messages

CI
<a href="#">CI-819035 - DSD CT TTSErrorMessages</a> <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>

Table – Code Table: TTSErrorMessages

Code Value	Code Description	Default Value	Sort Order	Parent Code	Enabled	Notes
TTSE800	The credentials didn't match	No	1	Yes	TTSE800	
TTSE801	The recipient is not a registered user of both ESP and TTS.	No	2	Yes	TTSE801	
TTSE802	The requested account is locked	No	3	Yes	TTSE802	
TTSE803	The requested account is not registered with TTS	No	4	Yes	TTSE803	
TTSE804	No match found for the details provided	No	5	Yes	TTSE804	
TTSE805	A matching client was found but the phone number provided is different	No	6	Yes	TTSE805	
TTSE806	A matching client was found and they have a TTS account	No	7	Yes	TTSE806	
TTSE807	The requested account is already registered	No	8	Yes	TTSE807	
TTSE808	The recipient is not a registered user of ESP	No	9	Yes	TTSE808	

# DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions/TTS Timesheet Status

CI
<a href="#">CI-819012 - DSD CT TTSTimesheetStatus</a> IMPLEMENTED

Table – Code Table: TTSTimesheetStatus

Code Value	Code Description	Default Value	Sort Order	Enabled	Notes
TATR01	Approved	No	1	Yes	Mapping:
TATS21	Rejected	No	2	Yes	Mapping:

# DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions/Timesheet Accommodations

CI
 CI-822396 - DSD CT Timesheet Accommodations <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>

Table – Code Table: TimesheetAccommodations

Code Value	Code Description	Default Value	Sort Order	Parent Code	Enabled	Notes
TSAC001	No Accommodation	Yes	1	No	Yes	
TSAC002	Press or Say	No	2	No	Yes	
TSAC003	Large Font Timesheet	No	3	No	Yes	

# DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions/Timesheet Signature Method

CI
 CI-822397 - DSD CT Timesheet Signature Method <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>

Table – Code Table: TimesheetSignatureMethod

Code Value	Code Description	Default Value	Sort Order	Parent Code	Enabled	Notes
SIGN001	Electronic	No	1	No	Yes	
SIGN002	Telephonic	No	2	No	Yes	
SIGN003	Signatory	No	3	No	Yes	
SIGN004	County for Recipient	No	4	No	Yes	

# DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions/Timesheet Search Status

CI
 CI-822812 - DSD CT Timesheet Search Status <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>

Table – Code Table: TimesheetSearchStatus

Code Value	Code Description	Default Value	Sort Order	Parent Code	Enabled	Notes
TSS01	Issued	No	1	No	Yes	
TSS02	Processed	No	2	No	Yes	
TSS03	Held	No	3	No	Yes	
TSS04	Exception	No	4	No	Yes	
TSS05	Rejected	No	5	No	Yes	
TSS06	Awaiting Approval	No	6	No	Yes	

# DSD 24/Recip CM & OS – Time and Attendance/Code Table Definitions/Travel Claim Print Options

CI
<a href="#"> CI-822801 - DSD CT Travel Claim Print Options</a> <span style="border: 1px solid #ccc; padding: 2px;">IMPLEMENTED</span>

Table – Code Table: TravelClaimPrintOptions

Code Value	Code Description	Default Value	Sort Order	Enabled	Translated	Notes
PO003	Print/Mail from a Centralized Print Center	Yes	1	No	Yes	
PO004	Electronic	No	2	No	Yes	

## **DSD 24/Recip CM & OS – Time and Attendance/Database Entities**

This section will describe the database entities that will be required to support the screen designs. These database entities will be extracted from the COTS database models.

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Timesheet

Table – Timesheet

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
timesheetID	BIGINT	8	No	System Generated	The primary key for timesheet
timesheetNumber	CHARACTER	16	No	System Generated	Unique number generated for timesheet. This is the number that will be displayed on the timesheet.
timesheetExtID	BIGINT	8	Yes	Number generated by TPF	The external reference number of the timesheet that is used to reference the timesheet in the timesheet processing facility.
modeOfEntryCode	CHARACTER	10	Yes	View Timesheet – Mode of Entry	The mode of entry code table code values will be used to populate this column.
totalHoursMin	INTEGER	4	Yes	View Timesheet – Claimed Hours	The total number of hours in minutes that are on the timesheet as reported by TPF. Not the number entered on the timesheet but the TPF calculated value.
cutbackHoursMin	INTEGER	4	Yes	View Timesheet – Cutback hours	The total number of hours in minutes that are over the amount authorized for the case during the month.
caseParticipantServiceMonthID	BIGINT	8	No	System Generated	Foreign key to the CaseParticipantServiceMonth table
fromDate	DATE	4	Yes	View Timesheet – Service Period From	The date that the service is from either the 1st or 16th of the month for arrears timesheets.
toDate	DATE	4	Yes	System Generated	The date that the service is until either the 15th or the end of the month for arrears timesheets.
timesheetTypeCode	CHARACTER	10	Yes	View Timesheet – Type	The Timesheet Type code table code values will be used to populate this column.
receivedDate	TIMESTAMP	10	Yes	System Generated	The date and time that the timesheet was received by TPF.
statusCode	CHARACTER	10	Yes	System Generated	The Timesheet Status code table code values will be used to populate this column.
remainingHoursMin	INTEGER	4	Yes	System Generated	The remaining hours in Minutes that were recorded on the timesheet, this is the value before the timesheets hours are consumed.
daysHours	VARCHAR	155	Yes	View Timesheet – Time Entries Section	A comma separated list of values for the time worked each day the timesheet covers.
legacyTimesheetNumber	CHARACTER	16	Yes	Populated from Legacy Timesheet Request table.	Number generated for IHSS Arrears initial/replacement timesheet in legacy CMIPS. This number is printed on the legacy timesheet.
imageStorageTime	TIMESTAMP	10	Yes	System Generated	The date and time that the timesheet image is stored on the database.
imageAvailableTime	TIMESTAMP	10	Yes	System Generated	The date and time that the timesheet image is available to the user.
isTravel	CHARACTER	1	Yes	N/A	Boolean Indicator to identify if timesheet is with Travel Time or without Travel Time
isFLSA	CHARACTER	1	Yes	N/A	Boolean Indicator to identify if timesheet is an FLSA implemented Timesheet or an original CMIPS or legacy CMIPS Timesheet.
WeeklyTravelHrs	CHARACTER	30	Yes	N/A	Comma separated values to record travel time for each day specified on the timesheet for the pay period
TotalTravelHrs	INTEGER	4	Yes	N/A	The total number of travel hours in minutes that are on the timesheet.
TravelCutbackHrs	INTEGER	4	Yes	N/A	The total number of travel hours in minutes that are over the amount authorized for the case during the month.
TotalOvertimeHrs	INTEGER	4	Yes	N/A	The total number of overtime hours in minutes that are calculated while processing a timesheet.
TelephonicApprovalInd	CHARACTER	1	Yes	ViewTimesheet- Processed Through Telephonic Solution	Boolean Indicator to identify if timesheet is processed through Telephonic Solution.
BVIAssistanceInd	CHARACTER	1	Yes	ViewTimesheet- Processed By BVI Assistance Line Agent	Boolean Indicator to identify if timesheet is processed by BVI Assistance Line Agent.
printMethod	CHARACTER	10	No	View Timesheet Screen	Print option selected from timesheet issuance screen
isFPO	CHARACTER	1	Yes	N/A	Boolean Indicator to identify if timesheet is an FPO Timesheet or an original CMIPS or legacy CMIPS Timesheet.

countyCode	CHARACTER	2	Yes	N/A	County Code of the recipient
districtOfficeCode	CHARACTER	4	Yes	N/A	District Office
issueDate	DATE	4	Yes	N/A	Initial Issuance Date
reIssueDate	DATE	4	Yes	N/A	Re-Issuance Date
cmReceivedDate	DATE	4	Yes	N/A	Case Management Received Date
lateHeldReleasedDate	DATE	4	Yes	N/A	Late Held Timesheet Released Date
cutbackExemptHoursmins	INTEGER	4	Yes	N/A	Cutback Exempt Mins
createdOn	DATETIME	8	No	N/A	Audit Field – The record creation time stamp
createdBy	CHARACTER	30	No	N/A	Audit Field – The record created by
lastUpdatedOn	DATETIME	8	No	N/A	Audit Field – The record modified on
lastUpdatedBy	CHARACTER	30	No	N/A	Audit Field - The record modified by.
versionNo	INTEGER	4	No	N/A	System Generated – How many times the record modified
isETimesheetInd	CHARACTER	1	Yes	N/A	Indicates whether the timesheet is an ETimesheet
provSignatureTimestamp	DATETIME	8	Yes	N/A	Provider signature timestamp
recipSignatureTimestamp	DATETIME	8	Yes	N/A	Recipient signature timestamp
isEVVTimesheet	CHARACTER	1	No	N/A	Indicates whether the timesheet is an EVV Timesheet or not.
isLiveInAnswered	CHARACTER	1	No	N/A	Indicates whether yes or no was answered on the Live-In pop-up presented for this timesheet on the ESP.
isEVVConfirmation	CHARACTER	1	No	N/A	Indicates whether yes or no was answered on the Live-In pop-up presented for this timesheet on the ESP.
manualEditIndicator	VARCHAR	500	Yes	N/A	Manual edit indicator

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Timesheet Snapshot

Table – TimesheetSnapshot

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
timesheetSnapshotID	BIGINT	8	No	System Generated	Primary key for timesheet Snapshot table
timesheetID	BIGINT	8	No	System Generated	The primary key for timesheet table
timesheetNumber	CHARACTER	16	No	System Generated	Unique number generated for timesheet. This is the number that will be displayed on the timesheet.
timesheetExtID	BIGINT	8	Yes	Number generated by TPF	The external reference number of the timesheet that is used to reference the timesheet in the timesheet processing facility.
modeOfEntryCode	CHARACTER	10	Yes	View Timesheet – Mode of Entry	The mode of entry code table code values will be used to populate this column.
totalHoursMin	INTEGER	4	Yes	View Timesheet – Claimed Hours	The total number of hours in minutes that are on the timesheet as reported by TPF. Not the number entered on the timesheet but the TPF calculated value.
cutbackHoursMin	INTEGER	4	Yes	View Timesheet – Cutback hours	The total number of hours in minutes that are over the amount authorized for the case during the month.
caseParticipantServiceMonthID	BIGINT	8	No	System Generated	Foreign key to the CaseParticipantServiceMonth table
fromDate	DATE	4	Yes	View Timesheet – Service Period From	The date that the service is from either the 1st or 16th of the month for arrears timesheets.
toDate	DATE	4	Yes	System Generated	The date that the service is until either the 15th or the end of the month for arrears timesheets.
timesheetTypeCode	CHARACTER	10	Yes	View Timesheet – Type	The Timesheet Type code table code values will be used to populate this column.
receivedDate	TIMESTAMP	10	Yes	System Generated	The date and time that the timesheet was received by TPF.
statusCode	CHARACTER	10	Yes	System Generated	The Timesheet status code table code values will be used to populate this column.
remainingHoursMin	INTEGER	4	Yes	System Generated	The remaining hours in Minutes that were recorded on the timesheet, this is the value before the timesheets hours are consumed.
daysHours	VARCHAR	155	Yes	View Timesheet – Time Entries Section	A comma separated list of values for the time worked each day the timesheet covers.
isTravel	CHARACTER	1	Yes	N/A	Boolean Indicator to identify if timesheet is with Travel Time or without Travel Time
isFLSA	CHARACTER	1	Yes	N/A	Boolean Indicator to identify if timesheet is an FLSA implemented Timesheet or an original CMIPS or legacy CMIPS Timesheet.
WeeklyTravelHrs	CHARACTER	30	Yes	N/A	Comma separated values to record travel time for each day specified on the timesheet for the pay period
TotalTravelHrs	INTEGER	4	Yes	N/A	The total number of travel hours in minutes that are on the timesheet.
TravelCutbackHrs	INTEGER	4	Yes	N/A	The total number of travel hours in minutes that are over the amount authorized for the case during the month.
TotalOvertimeHrs	INTEGER	4	Yes	N/A	The total number of overtime hours in minutes that are calculated while processing a timesheet.
TelephonicApprovalInd	CHARACTER	1	Yes	ViewTimesheet- Processed Through Telephonic Solution	Boolean Indicator to identify if timesheet is processed through Telephonic Solution.
BVIAssistanceInd	CHARACTER	1	Yes	ViewTimesheet- Processed By BVI Assistance Line Agent	Boolean Indicator to identify if timesheet is processed by BVI Assistance Line Agent.
largeFontBVIWorksheetIND	CHARACTER	1	No	N/A	Large Font Timesheet Accommodation
printMethod	CHARACTER	10	No	View Timesheet Screen	Print option selected from timesheet issuance screen
isFPO	CHARACTER	1	Yes	N/A	Boolean Indicator to identify if timesheet is an FPO Timesheet or an original CMIPS or legacy CMIPS Timesheet.
countyCode	CHARACTER	2	Yes	N/A	County Code of the recipient

districtOfficeCode	CHARACTER	4	Yes	N/A	District Office
issueDate	DATE	4	Yes	N/A	Initial Issuance Date
reIssueDate	DATE	4	Yes	N/A	Re-Issuance Date
cmReceivedDate	DATE	4	Yes	N/A	Case Management Received Date
lateHeldReleasedDate	DATE	4	Yes	N/A	Late Held Timesheet Released Date
cutbackExemptHoursmins	INTEGER	4	Yes	N/A	Cutback Exempt Mins
isETimesheetInd	CHARACTER	1	No	N/A	Indicates whether the timesheet is an ETimesheet- 0 or 1 Timesheet is ETimesheet or not
provSignatureTimestamp	DATETIME	8	Yes	N/A	Provider signature timestamp
recipSignatureTimestamp	DATETIME	8	Yes	N/A	Recipient signature timestamp
isEVVTimesheet	CHARACTER	1	No	N/A	Indicates whether the timesheet is an EVV Timesheet or not.
IsLiveInAnswered	CHARACTER	1	No	N/A	Indicates whether yes or no was answered on the Live-In pop-up presented for this timesheet on the ESP.
manualEditIndicator	VARCHAR	500	Yes	N/A	Manual edit indicator

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Timesheet Exception

Table – TimesheetException

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
timesheetExceptionID	BIGINT	8	No	System Generated	The primary key for TimesheetException
timesheetID	BIGINT	8	No	System Populated	The foreign key to the Timesheet table
exceptionTime	TIMESTAMP	10	Yes	System Generated	The time that the exception occurred.
timesheetExceptionCode	CHARACTER	10	Yes	System Generated	The Exception Code table code values will be used to populate this column.
resolvedBy	CHARACTER	30	No	System Generated	The user in the system who closed the task related to this exception.
resolutionDate	DATE	4	Yes	System Generated	The time when the task related to this exception was closed.
currentErrorInd	CHARACTER	1	No	System Generated	Indicates that the error is a current error or an error that may no longer be valid.
messageParameters	VARCHAR	200	Yes	System Generated	A comma separated list of values for parameter substitution into the error message.

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Batch Timesheet

Table – BatchTimesheet

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
batchTimesheetID	DECIMAL	31	Yes	System Generated	Primary key
timesheetID	DECIMAL	31	Yes	System Generated	Foreign key to ConcernRoleCommunication
socInd	BIGINT	8	Yes	System Generated	Indicates that a share of cost needs to be deducted when processing this timesheet for payment
processedStatusCode	CHARACTER	10	Yes	System Generated	The status of the batch communication (Processed, Unprocessed, Processing)

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/MEDS Spenddown

Table – MEDSSpenddown

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
spenddownId	BigInt	NA	No	System generated ID (N/A)	Used to track the SpendDown
employeeId	BigInt	NA	Yes	NA	Used to identify the Provider
transactionId	BigInt	NA	Yes	NA	Used to track the Spenddown
transactionType	Character	6	Yes	NA	Used to track the transaction type (IHSS)
caseNumber	Character	40	Yes	NA	Used to identify the Recipient
netAmount	Decimal	NA	No	NA	Used to track the Net amount
payperiodStDt	Date	NA	Yes	NA	Pay period start date
payperiodEndDt	Date	NA	Yes	NA	Pay period end date
medsRequest	Clob	100000	Yes	NA	Meds Spend Down request
medsResponse	Clob	100000	Yes	NA	Meds Spend Down response
spendDownAmt	Decimal	NA	No	NA	Spenddown amount
spendDownStatus	Character	30	Yes	NA	Used to track the SpendDown process status
isIHSS	Character	1	Yes	NA	Used to track the Share of Cost is MEDS or IHSSSoc Amount
IHSSSoc	Decimal	NA	No	NA	IHSS Share of Cost Amount
createdOn	DATETIME	8	Yes	NA	Audit Field - The record creation time stamp.
createdBy	Character	30	Yes	NA	Audit Field - The record created by.
lastUpdatedOn	DATETIME	8	Yes	NA	Audit Field - The record modified time stamp.
lastUpdatedBy	Character	30	Yes	NA	Audit Field - The record modified by.

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/FLSA Next Timesheet Data

Table – FLSANextTimesheetData

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
nextTSID	BigInt	8	Primary Key	N/A	Primary Key
timesheetID	BigInt	8	Foreign Key	N/A	Timesheet ID of Current Timesheet in Timesheet table
nextTimesheetID	BigInt	8	Foreign Key	N/A	Timesheet ID of Next Timesheet generated in Timesheet table
currTSNumber	Character	6	Yes	N/A	Timesheet Number of Current Timesheet
nextTSNumber	BigInt	8	Yes	N/A	Timesheet Number of Next Timesheet generated
nextTSDATA	Character	800	Yes	N/A	Next Timesheet Data string (770 char length)
GenDate	DATE	4	Yes	N/A	Generation Date
WrittenDate	DATE	4	Yes	N/A	Written Date
isPROC	Character	1	No	N/A	Flag Indicator
tranType	Character	10	Yes	N/A	(Transaction type - TS(Timesheet),PC(payment correction)
travelTimeIndicator	Character	1	No	N/A	Travel timesheet / No travel timesheet indicator

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/BVI Timesheet History

Table – BVITimesheetHistory

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
bviTimesheetHistoryID	BigInt	8	No	NA	Primary Key
timesheetID	BigInt	8	No	NA	Foreign Key
status	CHARACTER	10	Yes	NA	Store Release or Reject action.
denialReason	CHARACTER	10	Yes	NA	Store Denial reason
createdOn	DATETIME	8	Yes	NA	Audit Field - The record creation time stamp.
createdBy	CHARACTER	30	Yes	NA	Audit Field - The record created by.
lastUpdatedOn	DATETIME	8	Yes	NA	Audit Field - The record modified time stamp.
lastUpdatedBy	CHARACTER	30	Yes	NA	Audit Field - The record modified by.
versionNo	INTEGER	4	No	NA	System Generated – How many times the record modified.

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/BVI Held Timesheet

Table – BVIHeldTimesheet

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
bviHeldTimesheetID	BigInt	8	No	NA	Primary Key
timesheetID	BigInt	8	No	NA	Foreign Key
timesheetNumber	CHARACTER	16	Yes	NA	Timesheet Number
caseID	BigInt	8	No		Foreign Key
caseReference	CHARACTER	40	Yes	NA	Case reference number
RecipientPhoneNumber	CHARACTER	20	Yes	NA	Recipient phone number
batchProcessingTime	DATETIME	8	Yes	NA	Batch processing timestamp
batchNumber	CHARACTER	16	Yes	NA	Batch Number
status	CHARACTER	10	Yes	NA	Store if the record is Pending or Processed.
createdOn	DATETIME	8	Yes	NA	Audit Field - The record creation time stamp.
createdBy	CHARACTER	30	Yes	NA	Audit Field - The record created by.
lastUpdatedOn	DATETIME	8	Yes	NA	Audit Field - The record modified time stamp.
lastUpdatedBy	CHARACTER	30	Yes	NA	Audit Field - The record modified by.
versionNo	INTEGER	4	No	NA	System Generated – How many times the record modified.

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/BVI Work In Progress

Table – BVIWorkInProgress

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
bviWorkInProgressID	BigInt	8	No	N/A	Primary Key
transactionID	BigInt	8	No	N/A	Foreign Key
timesheetID	BigInt	8	No	N/A	Foreign Key
startTime	DATETIME	8	Yes	N/A	Timestamp
createdOn	DATETIME	8	Yes	NA	Audit Field - The record creation time stamp.
createdBy	CHARACTER	30	Yes	NA	Audit Field - The record created by.
lastUpdatedOn	DATETIME	8	Yes	NA	Audit Field - The record modified time stamp.
lastUpdatedBy	CHARACTER	30	Yes	NA	Audit Field - The record modified by.
versionNo	INTEGER	4	No	NA	System Generated – How many times the record modified.

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/BVI Stop OB Cases

Table – BVIStopOBCases

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
BVIStopOBCaseID	BigInt	8	No	NA	Primary Key
caseID	BigInt	8	No	NA	Foreign Key
outboundFlag	CHARACTER	1	Yes	NA	Indicator
createdOn	DATETIME	8	Yes	NA	Audit Field - The record creation time stamp.
createdBy	CHARACTER	30	Yes	NA	Audit Field - The record created by.
lastUpdatedOn	DATETIME	8	Yes	NA	Audit Field - The record modified time stamp.
lastUpdatedBy	CHARACTER	30	Yes	NA	Audit Field - The record modified by.
versionNo	INTEGER	4	No	NA	System Generated – How many times the record modified.

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Case BVI

Table – CaseBVI

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
CaseBVIID	BigInt	8	No	NA	Primary Key
caseID	BigInt	8	No	NA	Foreign Key
startDate	Date	8	Yes	NA	startDate
BVITimesheetInd	CHARACTER	10	Yes	NA	Indicator if it is BVI timesheet
ImpairmentCode	CHARACTER	10	Yes	NA	Code table entry for Impairmentcode
DeliveryOptionCode	CHARACTER	10	Yes	NA	Code table entry for DeliveryOptionCode
IHSSRequiredFormsOption Code	CHARACTER	10	Yes	NA	Code table entry for IHSSRequiredFormsOptionCode
RecipAuthNumber	CHARACTER	4	Yes	NA	Recipient authentication number
RecordStatus	CHARACTER	10	Yes	NA	Statuscode
creationOn	DATETIME	8	Yes	NA	Audit Field - The record creation time stamp.
createdBy	CHARACTER	30	Yes	NA	Audit Field - The record created by.
lastUpdatedOn	DATETIME	8	Yes	NA	Audit Field - The record modified time stamp.
lastUpdatedBy	CHARACTER	30	Yes	NA	Audit Field - The record modified by.
versionNo	INTEGER	4	No	NA	System Generated – How many times the record was modified.
caseBVIID	STRING	10	No	NA	System Generated – An ID used to uniquely identify a record for the outbound campaign.

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Bulk Timesheet Reissuance Trigger

Table – BulkTimesheetReissuanceTrigger

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
BulkTSReissuanceTrigger ID	BIGINT	8	No	System Generated	The primary key for BulkTimesheetReissuanceTrigger table
ConcernroleID	BIGINT	8	Foreign Key	N/A	ConcernRoleID of the Provider
TimesheetID	BIGINT	8	Foreign Key	N/A	Foreign key of the TimesheetID of the Timesheet table
CaseParticipantRoleID	BIGINT	8	Foreign Key	N/A	Foreign key of the CaseParticipantRoleID of the CaseParticipantRole table
CaseID	BIGINT	8	Foreign Key	N/A	Foreign key of the CaseID of the Caseheader table
TimesheetNumber	CHARACTER	16	No	N/A	TimesheetNumber to be reissued
CaseNumber	CHARACTER	7	No	N/A	Case Number
ProviderNumber	CHARACTER	18	No	N/A	ConcernRoleID of the Provider
CountyCode	CHARACTER	10	No	N/A	County Code of Recipient
DistrictOfficeCode	CHARACTER	10	Yes	N/A	District Office Code of Recipient
isBVI	CHARACTER	1	Yes	N/A	Blind or Visually Impaired Timesheet Accommodation in Timesheet table
StatusCode	CHARACTER	10	Yes	N/A	Status if record is PENDING or PROCESSED

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Travel Claim

Table – TravelClaim

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
travelClaimID	BIGINT	8	No	System Generated	The primary key for TravelClaim
travelClaimNumber	CHARA CTER	16	No	System Generated	Unique number generated for TravelClaim.
travelClaimExtID	BIGINT	8	Yes	Number generated by TPF	The external reference number of the travelClaim that is used to reference the travelClaim in the timesheet processing facility.
modeOfEntryCode	CHARA CTER	10	Yes	N/A	The mode of entry code table code values will be used to populate this column.
totalHoursMin	INTEGER	4	Yes	N/A	The total number of hours in minutes that are on the Travel Claim.
cutbackHoursMin	INTEGER	4	Yes	N/A	The total number of travel Claim hours in minutes that are not paid
caseParticipantServiceMonthID	BIGINT	8	No	System Generated	Foreign key to the CaseParticipantServiceMonth table
fromDate	DATE	4	Yes	View Travel Claim – Service Period From	The date that the service is from either the 1st or 16th of the month for Travel Claim.
toDate	DATE	4	Yes	View Travel Claim – Service Period To	The date that the service is until either the 15th or the end of the month for Travel Claim.
travelClaimTypeCode	CHARA CTER	10	Yes	View Travel Claim – Type	The Travel Claim Type code table code values will be used to populate this column.
receivedDate	TIMEST AMP	10	Yes	View Travel Claim – Received Date	The date and time that the Travel Claim was received.
statusCode	CHARA CTER	10	Yes	View Travel Claim – Status	The TravelClaim Status code table code values will be used to populate this column.
daysHours	VARCHAR AR	155	Yes	N/A	A comma separated list of values for the time worked each day the Travel Claim covers.
scanTime	TIMEST AMP	10	Yes	System Generated	The date and time that the travel claim image is scanned
imageStorageTime	TIMEST AMP	10	Yes	System Generated	The date and time that the travel claim image is stored on the database.
imageAvailableTime	TIMEST AMP	10	Yes	System Generated	The date and time that the travel claim image is available to the user.
batchDate	DATE	4	Yes	N/A	The Date when the Travel Claim was processed
totalOvertimeHrs	INTEGER	4	Yes	View Travel Claim -Hours paid at overtime	The total number of overtime hours in minutes that are calculated while processing a travel Claim.
printMethod	CHARA CTER	10	Yes	View Travel Claim – Print Method	Print option selected from travel claim issuance screen
printDate	DATE	4	Yes	View Travel Claim – Print Date	The Date on which the travel claim was printed
isFPO	CHARA CTER	1	No	NA	Boolean Indicator to identify if Travel Claim is an FPO Travel Claim or not,
isBVI	CHARA CTER	1	No	NA	Boolean Indicator to identify if Travel Claim is BVI or not
statusDate	DATE	4	Yes	View Travel Claim – Status Date	The Date when the Travel Claim status is changed.
isDailyHours	CHARA CTER	1	No	NA	Boolean Indicator to identify if travel claim has daily hours as '1' or weeklyhrs as '0'. Column Default is '0'
createdOn	DATETIME	8	Yes	NA	Audit Field - The record creation time stamp.
createdBy	CHARA CTER	30	Yes	NA	Audit Field - The record created by.
lastUpdatedOn	DATETIME	8	Yes	NA	Audit Field - The record modified time stamp.
lastUpdatedBy	CHARA CTER	30	Yes	NA	Audit Field - The record modified by.

versionNo	INTEGER	4	Yes	NA	Audit Field - The record modified version no.
modeOfEntryCode	CHARACTER	10	Yes	View Travel Claim – Mode of Entry	The mode of entry code table code values will be used to populate this column.
provSignatureTimestamp	DATETIME	8	Yes	NA	Provider signature timestamp
Providersignaturemethod	CHARACTER	10	Yes	View Travel Claim – Provider Signature Method	Provider Signature Method will reflect method of signature.

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Travel Claim Snapshot

Table – TravelClaimSnapshot

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
travelClaimSnapshotID	BIGINT	8	No	System Generated	The primary key for TravelClaimSnapshot
travelClaimID	BIGINT	8	No	System Generated	The foreign key for TravelClaim
travelClaimNumber	CHARACTER	16	No	System Generated	Unique number generated for TravelClaim.
travelClaimExtID	BIGINT	8	Yes	Number generated by TPF	The external reference number of the travelClaim that is used to reference the travelClaim in the timesheet processing facility.
modeOfEntryCode	CHARACTER	10	Yes	N/A	The mode of entry code table code values will be used to populate this column.
totalHoursMin	INTEGER	4	Yes	N/A	The total number of hours in minutes that are on the Travel Claim.
cutbackHoursMin	INTEGER	4	Yes	N/A	The total number of travel Claim hours in minutes that are not paid
caseParticipantServiceMonthID	BIGINT	8	No	System Generated	Foreign key to the CaseParticipantServiceMonth table
fromDate	DATE	4	Yes	View Travel Claim – Service Period From	The date that the service is from either the 1st or 16th of the month for Travel Claim.
toDate	DATE	4	Yes	View Travel Claim – Service Period To	The date that the service is until either the 15th or the end of the month for Travel Claim.
travelClaimTypeCode	CHARACTER	10	Yes	View Travel Claim – Type	The Travel Claim Type code table code values will be used to populate this column.
receivedDate	TIMESTAMP	10	Yes	View Travel Claim – Received Date	The date and time that the Travel Claim was received.
statusCode	CHARACTER	10	Yes	View Travel Claim – Status	The TravelClaim Status code table code values will be used to populate this column.
daysHours	VARCHAR	155	Yes	N/A	A comma separated list of values for the time worked each day the Travel Claim covers.
scanTime	TIMESTAMP	10	Yes	System Generated	The date and time that the travel claim image is scanned
imageStorageTime	TIMESTAMP	10	Yes	System Generated	The date and time that the travel claim image is stored on the database.
imageAvailableTime	TIMESTAMP	10	Yes	System Generated	The date and time that the travel claim image is available to the user.
batchDate	DATE	4	Yes	N/A	The Date when the Travel Claim was processed
totalOvertimeHrs	INTEGER	4	Yes	View Travel Claim -Hours paid at overtime	The total number of overtime hours in minutes that are calculated while processing a travel Claim.
printMethod	CHARACTER	10	Yes	View Travel Claim – Print Method	Print option selected from travel claim issuance screen or generated by the system
isFPO	CHARACTER	1	No	NA	Boolean Indicator to identify if Travel Claim is an FPO Travel Claim or not,
isBVI	CHARACTER	1	No	NA	Boolean Indicator to identify if Travel Claim is BVI or not
statusDate	DATE	4	Yes	View Travel Claim – Status Date	The Date when the Travel Claim status is changed.
printDate	DATE	4	Yes	View Travel Claim – Print Date	The Date on which the travel claim was printed
isDailyHours	CHARACTER	1	No	NA	Boolean Indicator to identify if travel claim has daily hours as '1' or weeklyhrs as '0'. Column Default is '0'
createdOn	DATETIME	8	Yes	NA	Audit Field - The record creation time stamp.
createdBy	CHARACTER	30	Yes	NA	Audit Field - The record created by.
lastUpdatedOn	DATETIME	8	Yes	NA	Audit Field - The record modified time stamp.

lastUpdatedBy	CHARACTER	30	Yes	NA	Audit Field - The record modified by.
versionNo	INTEGER	4	Yes	NA	Audit Field - The record modified version no.
modeOfEntryCode	CHARACTER	10	Yes	View Travel Claim – Mode of Entry	The mode of entry code table code values will be used to populate this column.
provSignatureTimestamp	DATETIME	8	Yes	NA	Provider signature timestamp
Providersignaturemethod	CHARACTER	10	Yes	View Travel Claim – Provider Signature Method	Provider Signature Method will reflect method of signature.

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Timesheet Letter Trigger

Table – TIMESHEETLETTERTRIGGER

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
timesheetLetterTriggerID	BIGINT	8	No	System Generated	Primary key
timesheetID	BIGINT	8	Yes	System Generated	Foreign Key of Timesheet Table
exceptionCode	CHARACTER	10	Yes	N/A	Code table to identify Timesheet Exception
statusCode	CHARACTER	10	No	Flag for the status	Indicates the status of the PDF generation (PENDING / PROCESSED)
batchDate	Date	4	Yes	N/A	Batch Date.
caseID	BIGINT	8	Yes	System Generated	Foreign Key of CaseHeader Table
provConcernRoleID	BIGINT	8	Yes	System Generated	Foreign Key of ConcernRole Table
letterType	CHARACTER	10	Yes	N/A	Code table to identify the letter type (Recipient / Provider)
templateID	BIGINT	8	Yes	System Generated	Foreign Key for XSLTempalte Table
templateVersionNo	INTEGER	1	NO	N/A	XSL ProformaVersionNO
localeIdentifier	CHARACTER (10)	10	NO	N/A	Local Identifier
createdOn	DATETIME	8	No	N/A	Audit Field - The record creation time stamp.
createdBy	CHARACTER	30	No	N/A	Audit Field - The record created by.
lastUpdatedOn	DATETIME	8	No	N/A	Audit Field - The record modified time stamp.
lastUpdatedBy	CHARACTER	30	No	N/A	Audit Field - The record modified by

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Timesheet Attachment Link

Table – TimesheetAttachmentLink

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
timesheetAttachmentLinkId	BIGINT	8	No	System Generated	Primary key
attachmentID	BIGINT	8	Yes	System Generated	Foreign Key for Attachment Table
timesheetID	BIGINT	8	No	System Generated	Foreign Key to the timesheet Table
statusCode	CHARACTER	10	No	Flag for the status	Indicates the status of the PDF generation (PENDING / PROCESSED)
caseParticipantRoleID	BIGINT	8	No	N/A	Foreign key to caseParticipantRole table.
attachmentDate	Date	4	Yes	N/A	The date when the attachment data was created.
letterType	CHARACTER	10	Yes	N/A	Code table to identify the letter type (Recipient / Provider)
recordStatus	CHARACTER	10	No	N/A	Used for activation or cancelling of the record
createdOn	DATETIME	8	No	N/A	Audit Field - The record creation time stamp.
createdBy	CHARACTER	30	No	N/A	Audit Field - The record created by.
lastUpdatedOn	DATETIME	8	No	N/A	Audit Field - The record modified time stamp.
lastUpdatedBy	CHARACTER	30	No	N/A	Audit Field - The record modified by

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Travel Claim Exception

Table – TravelClaimException

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
travelClaimExceptionId	BIGINT	8	No	NA	Internal ID – Primary Key
travelClaimID	BIGINT	8	No	NA	Foreign Key to Travel Claim Table
exceptionTime	DATETIME	8	Yes	NA	Date and Time of Exception
travelClaimExceptionCode	CHARACTER	10	Yes		Travel Claim Exception Code
resolvedBy	CHARACTER	30	Yes		Username who resolved the Exception
resolutionDate	DATE	4	Yes		Resolution Date
currentErrorInd	CHARACTER	1	No		
messageParameters	CHARACTER	10	Yes		
createdOn	DATETIME	8	Yes	NA	Audit Field - The record creation time stamp.
createdBy	CHARACTER	30	Yes	NA	Audit Field - The record created by.
lastUpdatedOn	DATETIME	8	Yes	NA	Audit Field - The record modified time stamp.
lastUpdatedBy	CHARACTER	30	Yes	NA	Audit Field - The record modified by.

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Warrant Travel Claim Link

Table – WarrantTravelClaimLink

Field Name	Field Data Type	Size	Null	Screen Name – Field Name	Comments
warrantTravelClaimLinkID	BIGINT	8	No	System generated ID (N/A)	Primary key.
warrantID	BIGINT	8	No	N/A	Foreign key for Warrant table.
travelClaimID	BIGINT	8	No	View Travel Claim Information – Travel Claim	Foreign key for Travel Claim table.
createdOn	DATETIME	8	Yes	NA	Audit Field - The record creation time stamp.
createdBy	CHARACTER	30	Yes	NA	Audit Field - The record created by.
lastUpdatedOn	DATETIME	8	Yes	NA	Audit Field - The record modified time stamp.
lastUpdatedBy	CHARACTER	30	Yes	NA	Audit Field - The record modified by.

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Travel Claim Data

Table – TravelClaimData

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
BatchDate	DATE	4	Yes	N/A	The date when TravelClaim is processed
countycode	INTEGER	4	No	N/A	County code
createdBy	CHARACTER	30	Yes	NA	Audit Field – The record created by
createdOn	DATETIME	8	Yes	NA	Audit Field – The record creation timestamp
ErrorMessage	VARCHAR	2000	Yes	N/A	Error message after the Travel Claim is processed
IsProcessed	CHARACTER	1	Yes	N/A	Travel claim is processed
isTPF	CHARACTER	1	No	N/A	XML data received is from manual entry or TPF
lastUpdatedBy	CHARACTER	30	Yes	NA	Audit Field – The record modified by
lastUpdatedOn	DATETIME	8	Yes	NA	Audit Field – The record modified timestamp
payrollxmlData	VARCHAR	125 00	Yes	N/A	Travel claim XML data sent to advantage for payroll processing
ProcessStatus	CHARACTER	10	Yes	N/A	Status to track TravelClaim processing
RecordTypeCode	CHARACTER	10	Yes	N/A	Status to track TravelClaim processing
TravelClaimDataID	BIGINT	8	No	System Generated	The primary key for TravelClaimData
TravelClaimHVD OCID	BIGINT	8	Yes	N/A	The external reference number of the TravelClaim that is used to reference the TravelClaim in the timesheet processing facility
TravelClaimID	BIGINT	8	Yes	System Generated	The foreign key for TravelClaim
TravelClaimNumb er	CHARACTER	16	Yes	N/A	Travel Claim Number
TravelClaimSOU RCEID	BIGINT	8	No	System Generated	Unique number generated for TPF TravelClaim Source file
versionNo	INTEGER	4	No	NA	Audit Field – The record modified version no
xmlData	VARCHAR	125 00	Yes	N/A	Travel claim daily entry and other details in xml format

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Transaction Delete Information

Table – TransactionDeleteInfo

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
transactionID	BIGINT	8	No	System Generated	Primary key of the table
transactionDeleteType	CHARACTER	10	No	NA	Refer the code table 'TransactionDeleteType' for the values.
createdOn	DATETIME	8	No	NA	Audit Field - The record creation time stamp.
createdBy	CHARACTER	30	Yes	NA	Audit Field - The record created by.
deletedData	CHARACTER	2000	Yes	NA	It is used to store deleted record data in key value pairs.

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Late Held Timesheet

Table – LateHeldTimesheet

Field Name	Field Data type	Size	Null	Screen Name – Field Name	Comments
lateHeldTimesheetID	BIGINT	8	No	System Generated	Primary key to the table
timesheetID	BIGINT	8	No	System Generated	Foreign key to Timesheet
heldDate	DATE	4	No	N/A	Held date of the timesheet
releasedDate	DATE	4	No	N/A	Release date of the timesheet
releasedBy	CHARACTER	30	No	NA	UserID who released the timesheet
isBatch	CHARACTER	1	Yes	N/A	Boolean Indicator to identify if timesheet is released Manually or Auto Released
countyCode	CHARACTER	10	No	N/A	County Code of Recipient
districtOfficeCode	CHARACTER	10	Yes	N/A	District Office Code of Recipient
caseID	BIGINT	8	No	System Generated	Recipient's caseID to whom the provider's violation exemption is being created
caseNumber	CHARACTER	7	No	N/A	Case Number
concernRoleID	BIGINT	8	No	System Generated	ConcernRoleID of the Provider
providerNumber	CHARACTER	18	No	N/A	Provider Number
createdOn	DATETIME	8	No	NA	Audit Field - The record creation time stamp.
createdBy	CHARACTER	30	No	NA	Audit Field - The record created by.
lastUpdatedOn	DATETIME	8	No	NA	Audit Field - The record modified time stamp.
lastUpdatedBy	CHARACTER	30	No	NA	Audit Field - The record modified by.
versionNo	INTEGER	4	No	NA	System Generated – How many times the record modified.

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Timesheet Replacement Link

Table – TSReplacementLink

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
timesheetPCLinkId	BIGINT	8	No	System Generated	Primary key
timesheetId	BIGINT	8	Yes	System Generated	Foreign Key for Attachment Table
timeAdjustmentId	BIGINT	8	Yes	System Generated	Foreign Key to the timesheet Table
RecordStatus	CHARACTER	10	Yes	N/A	Status of the timesheet
ActionDate	DATE	4	Yes	N/A	Date the action was taken
CreatedBy	CHARACTER	30	Yes	N/A	Audit Field - The record created by
CreatedOn	TIMESTAMP	10	Yes	N/A	Audit Field - The record creation time stamp
LastUpdatedBy	CHARACTER	30	Yes	N/A	Audit Field - The record modified by
LastUpdatedOn	TIMESTAMP	10	Yes	N/A	Audit Field - The record modified time stamp

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Timesheet PC Link

Table – TimesheetPCLink

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
timesheetPCLinkId	BIGINT	8	No	System Generated	Primary key
timesheetId	BIGINT	8	Yes	System Generated	Foreign Key for Attachment Table
timeAdjustmentId	BIGINT	8	Yes	System Generated	Foreign Key to the timesheet Table
RecordStatus	CHARACTER	10	Yes	N/A	Status of the timesheet
ActionDate	DATE	4	Yes	N/A	Date the action was taken
CreatedBy	CHARACTER	30	Yes	N/A	Audit Field - The record created by
CreatedOn	TIMESTAMP	10	Yes	N/A	Audit Field - The record creation time stamp
LastUpdatedBy	CHARACTER	30	Yes	N/A	Audit Field - The record modified by
LastUpdatedOn	TIMESTAMP	10	Yes	N/A	Audit Field - The record modified time stamp

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Monthly Provider Paid Hours

Table – Table Name – MonthlyProvPaidHrs

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
monthlyProvPaidHrsID	BigInt	8	Primary Key	N/A	Primary Key
concernRoleld	BigInt	8	Foreign Key	N/A	ConcernRoleld of the Provider
providerNumber	Character	18	No	N/A	Provider Number
serviceMonth	Date	4	No	Provider Monthly Paid Hours – Service Month	Service Month
otExemptInd	Character	1	No	Provider Monthly Paid Hours – Overtime Exemption	Overtime Exemption, Yes = 1, No = 0
totalClaimedMins	Integer	4	No	Provider Monthly Paid Hours – Claimed Hours	Total Claimed Hours in minutes
totalPaidMins	Integer	4	No	Provider Monthly Paid Hours – Paid Hours	Total Paid Hours in minutes
totalCutBackMins	Integer	4	No	Provider Monthly Paid Hours – Assigned or Auth Hours Cutback	Total Assigned or Auth Hours Cutback in minutes
ihssCutbackExemptHoursMin	Integer	4	No	Provider Monthly Paid Hours – IHSS Exemption Cutback	IHSS Exemption Cutback Hours in minutes
wpcsCutbackExemptHoursMin	Integer	4	No	Provider Monthly Paid Hours – WPCS Exemption Cutback	WPCS Exemption Cutback Hours in minutes
createdOn	DateTime	8	No	NA	Audit Field - The record creation time stamp.
createdBy	Character	30	No	NA	Audit Field - The record created by.
lastUpdatedOn	DateTime	8	No	NA	Audit Field - The record modified time stamp.
lastUpdatedBy	Character	30	No	NA	Audit Field - The record modified by.
versionNo	Integer	4	No	NA	System Generated – How many times the record modified.

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Monthly Provider Paid Hours Snapshot

Table – Table Name – MonthlyProvPaidHrsSnapshot

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
monthlyProvPaidHrsSaps hotID	BigInt	8	Primary Key	N/A	Primary Key
monthlyProvPaidHrsID	BigInt	8	Foreign Key	N/A	Primary Key
concernRoleId	BigInt	8	Foreign Key	N/A	ConcernRoleId of the Provider
providerNumber	Character	18	No	N/A	Provider Number
serviceMonth	Date	4	No	Provider Monthly Paid Hours – Service Month	Service Month
otExemptInd	Character	1	No	Provider Monthly Paid Hours – Overtime Exemption	Overtime Exemption, Yes = 1, No = 0
totalClaimedMins	Integer	4	No	Provider Monthly Paid Hours – Claimed Hours	Total Claimed Hours in minutes
totalPaidMins	Integer	4	No	Provider Monthly Paid Hours – Paid Hours	Total Paid Hours in minutes
totalCutBackMins	Integer	4	No	Provider Monthly Paid Hours – Assigned or Auth Hours Cutback	Total Assigned or Auth Hours Cutback in minutes
ihssCutbackExemptHours Min	Integer	4	No	Provider Monthly Paid Hours – IHSS Exemption Cutback	IHSS Exemption Cutback Hours in minutes
wpcsCutbackExemptHour sMin	Integer	4	No	Provider Monthly Paid Hours – WPCS Exemption Cutback	WPCS Exemption Cutback Hours in minutes
createdOn	DateTime	8	No	NA	Audit Field - The record creation time stamp.
createdBy	Character	30	No	NA	Audit Field - The record created by.
lastUpdatedOn	DateTime	8	No	NA	Audit Field - The record modified time stamp.
lastUpdatedBy	Character	30	No	NA	Audit Field - The record modified by.
versionNo	Integer	4	No	NA	System Generated – How many times the record modified.

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Monthly Provider Paid Hours Details

Table – Table Name – MonthlyProvPaidHrsDetails

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
monthlyProvPaidHrsDet ailsID	BigInt	8	Primary Key	N/A	Primary Key
monthlyProvPaidHrsID	BigInt	8	Foreign Key	N/A	Primary Key
caseNumber	Character	40	No	View Provider Monthly Paid Hours – Recipient	Case Number
caseParticipantRoleID	BigInt	8	Foreign Key	N/A	CaseParticipantRoleID of the Provider
relatedType	Character	10	No	View Provider Monthly Paid Hours – Time Entry Type	Related Type of the Transaction
relatedID	BigInt	8	Foreign Key	N/A	Foreign key of the related type of the source table
programTypeCode	String	10	No	View Provider Monthly Paid Hours – Program	Program Type IHSS or WPCS
startDate	Date	4	No	View Provider Monthly Paid Hours – Service Period Begin Date	Transaction Begin Date
endDate	Date	4	No	N/A	Transaction End Date
processedDate	Date	4	No	N/A	Transaction Processed Date
otExemptInd	Character	1	No	View Provider Monthly Paid Hours – Overtime Exemption	Overtime Exemption, Yes = 1, No = 0
totalClaimedMins	Integer	4	No	View Provider Monthly Paid Hours – Claimed Hours	Total Claimed Hours in minutes
totalClaimedAdjMins	Integer	4	No	NA	Total Claimed Hours Adjustments in minutes
totalPaidMins	Integer	4	No	View Provider Monthly Paid Hours – Paid Hours	Total Paid Hours in minutes
totalPaidAdjMins	Integer	4	Yes	NA	Total Paid Hours Adjustments in minutes
totalCutBackMins	Integer	4	Yes	View Provider Monthly Paid Hours – Assigned or Auth Hours Cutback	Total Assigned or Auth Hours Cutback in minutes
totalOTEExemptMins	Integer	4	Yes	View Provider Monthly Paid Hours – Exemption Cutback	Exemption Cutback Hours in minutes
totalOTEExemptAdjMins	Integer	4	Yes	NA	Exemption Cutback Adjusted Hours in minutes
opRecoveryMins	Integer	4	Yes	NA	Overpayment Recovery Hours in minutes
createdOn	DateTime	8	No	NA	Audit Field - The record creation time stamp.
createdBy	Character	30	No	NA	Audit Field - The record created by.
lastUpdatedOn	DateTime	8	No	NA	Audit Field - The record modified time stamp.
lastUpdatedBy	Character	30	No	NA	Audit Field - The record modified by.
versionNo	Integer	4	No	NA	System Generated – How many times the record modified.

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Monthly Provider Paid Hours Details Snapshot

Table – Table Name – MonthlyProvPaidHrsDetailsSnapshot

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
monthlyProvPaidHrsDetailsSnpID	BigInt	8	Primary Key	N/A	Primary Key
monthlyProvPaidHrsDetailSID	BigInt	8	Foreign Key	N/A	Foreign Key
monthlyProvPaidHrsID	BigInt	8	Foreign Key	N/A	Foreign Key
caseNumber	Character	40	No	View Provider Monthly Paid Hours – Recipient	Case Number
caseParticipantRoleId	BigInt	8	Foreign Key	N/A	CaseParticipantRoleId of the Provider
relatedType	Character	10	No	View Provider Monthly Paid Hours – Time Entry Type	Related Type of the Transaction
relatedId	BigInt	8	Foreign Key	N/A	Foreign key of the related type of the source table
programTypeCode	String	10	No	View Provider Monthly Paid Hours – Program	Program Type IHSS or WPCS
startDate	Date	4	No	View Provider Monthly Paid Hours – Service Period Begin Date	Transaction Begin Date
endDate	Date	4	No	N/A	Transaction End Date
processedDate	Date	4	No	N/A	Transaction Processed Date
otExemptInd	Character	1	No	View Provider Monthly Paid Hours – Overtime Exemption	Overtime Exemption, Yes = 1, No = 0
totalClaimedMins	Integer	4	No	View Provider Monthly Paid Hours – Claimed Hours	Total Claimed Hours in minutes
totalClaimedAdjMins	Integer	4	No	NA	Total Claimed Hours Adjustments in minutes
totalPaidMins	Integer	4	No	View Provider Monthly Paid Hours – Paid Hours	Total Paid Hours in minutes
totalPaidAdjMins	Integer	4	Yes	NA	Total Paid Hours Adjustments in minutes
totalCutBackMins	Integer	4	Yes	View Provider Monthly Paid Hours – Assigned or Auth Hours Cutback	Total Assigned or Auth Hours Cutback in minutes
totalOTExemptMins	Integer	4	Yes	View Provider Monthly Paid Hours – Exemption Cutback	Exemption Cutback Hours in minutes
totalOTExemptAdjMins	Integer	4	Yes	NA	Exemption Cutback Adjusted Hours in minutes
opRecoveryMins	Integer	4	Yes	NA	Overpayment Recovery Hours in minutes
createdOn	DATETIME	8	No	NA	Audit Field - The record creation time stamp.
createdBy	CHARACTER	30	No	NA	Audit Field - The record created by.
lastUpdatedOn	DATETIME	8	No	NA	Audit Field - The record modified time stamp.
lastUpdatedBy	CHARACTER	30	No	NA	Audit Field - The record modified by.
versionNo	INTEGER	4	No	NA	System Generated – How many times the record modified.

## **DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Case ETS Enrollment**

Cancelled by [CR115 CGI M&O – PSR – EVV Simplification](#)

# **DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Case ETS Enrollment Snapshot**

Cancelled by [CR115 CGI M&O – PSR – EVV Simplification](#)

## **DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Case ETS RAN Comments**

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# **DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Case ETS RAN Comments Snapshot**

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# **DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Case Provider ETS Enrollment**

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# **DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Case Provider ETS Enrollment Snapshot**

Cancelled by [CR115 CGI M&O – PSR – EVV Simplification](#)

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/EHeld Timesheet

Table – EHeldTimesheet

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
eHeldTimesheetID	BigInt	8	No	NA	Primary Key
timesheetID	BigInt	8	No	NA	Foreign Key
TimesheetNumber	CHARACTER	16	Yes	NA	Transaction Number
caseID	BigInt	8	Yes		Foreign Key to Caseheader table
caseReference	CHARACTER	40	Yes	NA	Case reference number
recipientPhoneNumber	CHARACTER	20	Yes	NA	Recipient phone number
batchProcessingTime	DATETIME	8	Yes	NA	Batch processing timestamp
batchNumber	CHARACTER	16	Yes	NA	Batch Number
status	CHARACTER	10	Yes	NA	Store if the record is Pending or Processed
createdOn	DATETIME	8	Yes	NA	Audit Field – The record creation time stamp
createdBy	CHARACTER	30	Yes	NA	Audit Field – The record created by
lastUpdatedOn	DATETIME	8	Yes	NA	Audit Field – The record modified time stamp
lastUpdatedBy	CHARACTER	30	Yes	NA	Audit Field – The record modified by

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/ETimesheet History

Table – ETimesheetHistory

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
eTimesheetHistoryID	BigInt	8	No	NA	Primary Key
timesheetID	BigInt	8	No	NA	Foreign Key
status	CHARACTER	10	Yes	NA	Store Release or Reject action
denialReason	CHARACTER	10	Yes	NA	Store Denial reason
createdOn	DATETIME	8	Yes	NA	Audit Field – The record creation time stamp
createdBy	CHARACTER	30	Yes	NA	Audit Field – The record created by
lastUpdatedOn	DATETIME	8	Yes	NA	Audit Field – The record modified time stamp
lastUpdatedBy	CHARACTER	30	Yes	NA	Audit Field – The record modified by
versionNo	INTEGER	4	No	NA	System Generated – How many times the record modified

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/ETimesheet County Go Live Month

Table – ETimesheetCountyGoLiveMonth

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
countyName	CHARACTER	64	No	County Name	County Name
DisplayCountyName	CHARACTER	50	No	County Name	County Name
goLiveMonth	CHARACTER	15	No	Go Live Month	Go Live Month, month that ETimesheet functionality is available to the county
countyCode	CHARACTER	10	No	Go Live Month	Go Live Month, month that ETimesheet functionality is available to the county

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/TPF Timesheet Data

Table – TPFTimesheetData

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
tpfdataID	BIGINT	8	Primary Key	N/A	Primary Key
sourceID	BIGINT	8	Foreign Key	N/A	Foreign key to TPFDatasource
timesheetID	BIGINT	8	Yes	N/A	Foreign key to Timesheet
isProcessed	CHARACTER	1	No	N/A	'0' or '1' timesheet is processed
errorMessage	VARCHAR	2000	Yes	N/A	Processing Error message
tsNumber	CHARACTER	16	Yes	N/A	Timesheet Number
hvdocID	BIGINT	8	Yes	N/A	HVDocID for Timesheet
batchDate	DATE	4	Yes	N/A	Date when timesheet is processed
recordTypeCode	CHARACTER	4	Yes	N/A	Internal processing status
processStatus	CHARACTER	4	Yes	N/A	Internal processing status
xmldata	VARCHAR	12500	Yes	NA	TPF Xml data
payrollxmldata	VARCHAR	12500	Yes	NA	Xmldata sent to Payroll
imageStorageTime	TIMESTAMP	8	Yes	NA	TPF scan time
countyCode	INTEGER	4	No	NA	County code
CaseID	BIGINT	8	Yes	NA	Foreign key to Caseheader
isETimesheetInd	CHARACTER	1	No		0 or 1 Timesheet is ETimesheet or not
createdBy	CHARACTER	30	Yes	NA	Audit Field – The record created by
createdOn	DATETIME	8	Yes	NA	Audit Field – The record created time stamp
lastUpdatedOn	DATETIME	8	Yes	NA	Audit Field – The record modified time stamp
lastUpdatedBy	CHARACTER	30	Yes	NA	Audit Field – The record modified by

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Timesheet Statistics

Table – TimesheetStats

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
timesheetStatsID	BIGINT	8	Primary Key	N/A	Primary Key
timesheetStatsDate	DATE	4	Foreign Key	N/A	Timesheet processing Date
totalReceived	INTEGER	4	No	N/A	Total Timesheets received
totalTpsetError	INTEGER	4	No	N/A	Total TPF Error
totalCmerror	INTEGER	4	No	N/A	Total CM Error
totalImageLink	INTEGER	4	No	N/A	Total image Link
totalCmprocessed	INTEGER	4	No	N/A	Total CM Processed
totalUnprocessed	INTEGER	4	No	N/A	Total unprocessed
totalHeld	INTEGER	4	No	N/A	Total Held
totalSentToPayroll	INTEGER	4	No	N/A	Total Sent To payroll
avgCMProcTime	BIGINT	8	Yes	NA	Average CM Processing time
avgProcTime	BIGINT	8	Yes	NA	Average Processing time
manualTimesheets	INTEGER	4	No	NA	Total manual Timesheets
spectran	INTEGER	4	No	NA	Total Spectran
paymentCorrection	INTEGER	4	No	NA	Total Payment correction
arrearsTravelSpectran	INTEGER	4	No	NA	Total Arrears Travel Spectran
apotSpectran	INTEGER	4	No	NA	Total APOT Spectran
travelclaim	INTEGER	4	No	NA	Total Travel CLaim
totalETSReceived	INTEGER	4	No	N/A	Total E Timesheets received
totalETSCmerror	INTEGER	4	No	N/A	Total ETS CM Error
totalETSCmprocessed	INTEGER	4	No	N/A	Total ETS CM Processed
totalETSUnprocessed	INTEGER	4	No	N/A	Total ETS unprocessed
totalETSHeld	INTEGER	4	No	N/A	Total ETS Held

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Timesheet Statistics by Server

Table – TimesheetStatsByServer

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
timesheetStatsByServerID	BIGINT	8	Primary Key	N/A	Primary Key
timesheetStatsDate	DATE	4	Foreign Key	N/A	Timesheet processing Date
serverNumber	CHARACTER	1	Yes	N/A	Server Number
totalReceived	INTEGER	4	No	N/A	Total TPF Received
totalTpError	INTEGER	4	No	N/A	Total TPF Error
totalCMError	INTEGER	4	No	N/A	Total CM Error
totalImageLink	INTEGER	4	No	N/A	Total Image Link
totalCMProcessed	INTEGER	4	No	N/A	Total CM Processed
totalUnProcessed	INTEGER	4	No	N/A	Total CM Unprocessed
totalHeld	INTEGER	4	No	N/A	Total held
avgCMProcTime	BIGINT	8	Yes	NA	Average CM Processing time
avgProcTime	BIGINT	8	Yes	NA	Average Processing time
totalETSRReceived	INTEGER	4	No	N/A	Total ETS TPF Received
totalETSCMError	INTEGER	4	No	N/A	Total ETS CM Error
totalETSCMProcessed	INTEGER	4	No	N/A	Total ETS CM Processed
totalETSUnProcessed	INTEGER	4	No	N/A	Total ETS Unprocessed
totalETSHeld	INTEGER	4	No	N/A	Total ETS held

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/FLSA Overtime Transaction

Table – FLSAOTTransaction

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
FLSAOTTRANSACTIONSID	BIGINT	8	No	N/A	Primary Key
CASEID	BIGINT	8	Yes	N/A	Foreign key to caseheader
CONCERNROLEID	BIGINT	8	Yes	N/A	Foreign key to concernrole
CASEPARTICIPANTROLEID	BIGINT	8	Yes	N/A	Foreign key to caseparticipantrole
TRANSACTIONID	BIGINT	8	Yes	N/A	Foreign key to timesheet
EMPLOYEEID	BIGINT	8	Yes	N/A	Employed id
COUNTYCODE	CHARACTER	10	Yes	N/A	County code
CASENUMBER	CHARACTER	40	Yes	N/A	Case number from caseheader
PROVIDERNUMBER	CHARACTER	18	Yes	N/A	Provider number
TRANSACTIONNUMBER	CHARACTER	16	Yes	N/A	Timesheet number
TYPECODE	CHARACTER	10	Yes	N/A	Timesheet type code
MODEOFENTRYCODE	CHARACTER	10	Yes	N/A	Timesheet mode of entry
FROMDATE	DATE	4	Yes	N/A	Payperiod startdate
TODATE	DATE	4	Yes	N/A	Payperiod enddate
PROGRAMCODE	CHARACTER	10	Yes	N/A	Program code IHSS/WPCS
HOURSMIN	INTEGER	4	No	N/A	Total claimed minutes
OTMINS	INTEGER	4	No	N/A	Total OT minutes
OTMINSENTTOPAYROLL	INTEGER	4	No	N/A	Total OT minutes sent to payroll
SOCIND	CHARACTER	1	No	N/A	SOC indicator on timesheet
RELATEDTYPE	CHARACTER	10	Yes	N/A	Related type of the transaction
PAYROLLXMLDATA	VARCHAR	12500	Yes	N/A	Xml data sent to ADV
BATCHNAME	CHARACTER	60	Yes	N/A	Batch name
BATCHDATE	DATE	4	Yes	N/A	Batch date
WARRANTRECONCILED	CHARACTER	1	No	N/A	If the OT min sent to payroll and in CM are reconciled
WARRANTID	BIGINT	8	Yes	N/A	Warrant ID
ISETIMESHEETIND	CHARACTER	1	Yes	N/A	Is the transaction E-Timesheet
CREATEDBY	CHARACTER	30	Yes	N/A	Audit Field - The record creation by
CREATEDON	TIMESTAMP	10	Yes	N/A	Audit Field - The record creation time stamp.
LASTUPDATEDBY	CHARACTER	30	Yes	N/A	Audit Field - The record modified by.
LASTUPDATEDON	TIMESTAMP	10	Yes	N/A	Audit Field - The record modified time stamp.

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Travel Claim Scan Details

Table – Database Entity: TravelClaimScanDetails

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
TravelClaimScanDetailsID	BIGINT	8	Primary Key	N/A	Primary Key
TCFNumber	CHARACTER	16	Yes	N/A	TravelClaim Number
BatchDate	DATE	4	Yes	N/A	Batch Date
ScanDate	DATE	4	Yes	N/A	Scan Date
XMLFileName	CHARACTER	100	No	N/A	XML File Name

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Travel Claim Stats

Table – Database Entity: TravelClaimStats

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
TravelClaimStatsID	BIGINT	8	Primary Key	N/A	Primary Key
TravelClaimStatsDate	DATE	4	Yes	N/A	TravelClaim processing Date
totalReceived	INTEGER	4	No	N/A	Total Timesheets received
totalTpError	INTEGER	4	No	N/A	Total TPF Error
totalCmerror	INTEGER	4	No	N/A	Total CM Error
totalCmprocessed	INTEGER	4	No	N/A	Total CM Processed
totalUnprocessed	INTEGER	4	No	N/A	Total unprocessed
totalSentToPayroll	INTEGER	4	No	N/A	Total Sent To payroll
avgCMProcTime	BIGINT	8	Yes	NA	Average CM Processing time
avgProcTime	BIGINT	8	Yes	NA	Average Processing time
manualTravelClaim	INTEGER	4	No	NA	Total manual Travel Claim
totalETSReceived	INTEGER	4	No	N/A	Total E Timesheets received
totalETSCmerror	INTEGER	4	No	N/A	Total ETS CM Error
totalETSCmprocessed	INTEGER	4	No	N/A	Total ETS CM Processed
totalETSUnprocessed	INTEGER	4	No	N/A	Total ETS unprocessed
totalHeld	INTEGER	4	No	N/A	Total Held Travel Claim
totalETSHeld	INTEGER	4	No	N/A	Total ETS Held Travel Claim

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Travel Claim Stats By Server

Table – Database Entity: TravelClaimStatsbyServer

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
TravelClaimStatsByServerID	BIGINT	8	Primary Key	N/A	Primary Key
TravelClaimStatsDate	DATE	4		N/A	TravelClaim processing Date
serverNumber	CHARACTER	1	Yes	N/A	Server Number
totalReceived	INTEGER	4	No	N/A	Total TPF Received
totalTpsetError	INTEGER	4	No	N/A	Total TPF Error
totalCMError	INTEGER	4	No	N/A	Total CM Error
totalCMProcessed	INTEGER	4	No	N/A	Total CM Processed
totalUnProcessed	INTEGER	4	No	N/A	Total CM Unprocessed
avgCMProctime	BIGINT	8	Yes	NA	Average CM Processing time
avgProctime	BIGINT	8	Yes	NA	Average Processing time
totalETSRceived	INTEGER	4	No	N/A	Total ETS TPF Received
totalETSCMError	INTEGER	4	No	N/A	Total ETS CM Error
totalETSCMProcessed	INTEGER	4	No	N/A	Total ETS CM Processed
totalETSUnProcessed	INTEGER	4	No	N/A	Total ETS Unprocessed
totalHeld	INTEGER	4	No	N/A	Total Held Travel Claim
totalETSHeld	INTEGER	4	No	N/A	Total ETS Held Travel Claim

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Travel Claim TPF Exception

Table – Database Entity: TravelClaimTPFException

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
travelClaimTPFExceptionId	BIGINT	8	No	NA	Internal ID – Primary Key
travelClaimSourceID	BIGINT	8	No	NA	Travel Claim TPF SourceID
exceptionTime	DATETIME	8	Yes	NA	Date and Time of Exception
travelClaimExceptionCode	CHARACTER	10	Yes	NA	Travel Claim Exception Code
resolvedBy	CHARACTER	30	Yes	NA	Username who resolved the Exception
resolutionDate	DATE	4	Yes	NA	Resolution Date
currentErrorInd	CHARACTER	1	No	NA	Current Error Indicator
messageParameters	CHARACTER	200	Yes	NA	Exception Message parameters
createdOn	DATETIME	8	Yes	NA	Audit Field – The record creation timestamp
createdBy	CHARACTER	30	Yes	NA	Audit Field – The record created by
lastUpdatedOn	DATETIME	8	Yes	NA	Audit Field – The record modified timestamp
lastUpdatedBy	CHARACTER	30	Yes	NA	Audit Field – The record modified timestamp
travelClaimDataID	BIGINT	8	Yes	NA	TravelClaim DataID

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Provider Sick Leave Claim TPF Exception

Table – Database Entity: ProviderSickLeaveClaimTPFException

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
provSickLeaveClaimTPFExceptionID	BIGINT	8	No	NA	Internal ID – Primary Key
provSickLeaveClaimSourceID	BIGINT	8	No	NA	sickLeaveClaim TPF SourceID
provSLClaimDataID	BIGINT	8	Yes	NA	sickLeaveClaimDataID
exceptionTime	DATETIME	8	Yes	NA	Date and Time of Exception
sickLeaveExceptionCode	CHARACTER	10	Yes	NA	sickLeaveClaim Exception Code
resolvedBy	CHARACTER	30	Yes	NA	Username who resolved the Exception
resolutionDate	DATE	4	Yes	NA	Resolution Date
currentErrorInd	CHARACTER	1	No	NA	
messageParameters	CHARACTER	200	Yes	NA	
createdOn	DATETIME	8	Yes	NA	Audit Field - The record creation timestamp.
createdBy	CHARACTER	30	Yes	NA	Audit Field - The record created by.
lastUpdatedOn	DATETIME	8	Yes	NA	Audit Field - The record modified timestamp.
lastUpdatedBy	CHARACTER	30	Yes	NA	Audit Field - The record modified timestamp.

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Sick Leave Claim Stats

Table – Database Entity: SickLeaveClaimStats

Field	Type	Length	Nulls	Screen Name – Field Name	Comments
sickLeaveClaimStatsID	BIGINT	8	Primary Key	N/A	Primary Key
sickLeaveClaimStatsDate	DATE	4	Foreign Key	N/A	sickLeaveClaim processing Date
totalReceived	INTEGER	4	No	N/A	Total Timesheets received
totalTpfeError	INTEGER	4	No	N/A	Total TPF Error
totalCmerror	INTEGER	4	No	N/A	Total CM Error
totalCmprocessed	INTEGER	4	No	N/A	Total CM Processed
totalUnprocessed	INTEGER	4	No	N/A	Total unprocessed
totalSentToPayroll	INTEGER	4	No	N/A	Total Sent To payroll
avgCMProcTime	BIGINT	8	Yes	NA	Average CM Processing time
avgProcTime	BIGINT	8	Yes	NA	Average Processing time
manualSickLeaveClaim	INTEGER	4	No	NA	Total manual sickLeaveClaim
totalETSRceived	INTEGER	4	No	N/A	Total E Timesheets received
totalETSCmerror	INTEGER	4	No	N/A	Total ETS CM Error
totalETSCmprocessed	INTEGER	4	No	N/A	Total ETS CM Processed
totalETSUnprocessed	INTEGER	4	No	N/A	Total ETS unprocessed

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Sick Leave Claim Stats by Server

Table – Database Entity: SickLeaveClaimStatsByServer

Field Name	Type	Size	Null	Screen Name – Field Name	Comments
sickLeaveClaimStatsByID	BIGINT	8	Primary Key	N/A	Primary Key
sickLeaveClaimStatsDate	DATE	4	Foreign Key	N/A	sickLeaveClaim processing Date
serverNumber	CHARACTER	1	Yes	N/A	Server Number
totalReceived	INTEGER	4	No	N/A	Total TPF Received
totalTpfeError	INTEGER	4	No	N/A	Total TPF Error
totalCMError	INTEGER	4	No	N/A	Total CM Error
totalCMProcessed	INTEGER	4	No	N/A	Total CM Processed
totalUnProcessed	INTEGER	4	No	N/A	Total CM Unprocessed
avgCMProctime	BIGINT	8	Yes	NA	Average CM Processing time
avgProctime	BIGINT	8	Yes	NA	Average Processing time
totalETSRReceived	INTEGER	4	No	N/A	Total ETS TPF Received
totalETSCMError	INTEGER	4	No	N/A	Total ETS CM Error
totalETSCMProcessed	INTEGER	4	No	N/A	Total ETS CM Processed
totalETSUnProcessed	INTEGER	4	No	N/A	Total ETS Unprocessed

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Sick Leave Claim TPF Scan Details

Table – Database Entity: SickLeaveClaimTPFScanDetails

Field Name	Type	Size	Null	Screen Name – Field Name	Comments
sickLeaveClaimScanDetailsID	BIGINT	8	Primary Key	N/A	Primary Key
sickLeaveClaimNumber	CHARACTER	16	Yes	N/A	sickLeaveClaimNumber
BatchDate	DATE	4	Yes	N/A	Batch Date
ScanDate	DATE	4	Yes	N/A	Scan Date
FileName	CHARACTER	100	Yes	N/A	File Name

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/EVV County Go Live Details

Table – Database Entity: EVVCountyGoLiveDetails

Field Name	Type	Length	Null	Screen Name – Field Name	Comments
countyCode	CHARACTER	10	No	N/A	County Code
countyName	CHARACTER	64	No	N/A	County Name
districtOfficeCode	CHARACTER	4	Yes	N/A	District Office code
goLiveDate	DATE	4	Yes	N/A	Go Live Date that EVV functionality is available to the county
EVVNoticeDate	DATE	4	Yes	N/A	EVV Notice Date

## **DSD 24/Recip CM & OS - Time and Attendance/Database Entities/TTS Person Status**

Cancelled by [CR115 CGI M&O – PSR – EVV Simplification](#)

# **DSD 24/Recip CM & OS - Time and Attendance/Database Entities/TTS Person Status History**

Cancelled by [CR115 CGI M&O – PSR – EVV Simplification](#)

# DSD 24/Recip CM & OS - Time and Attendance/Database Entities/Case EVV Details

Table – Database Entity: CASEEVVDETAILS

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
CaseEVVDetailsID	BIGINT	8	No	N/A	Primary Key for CaseEVVDetails table.
ConcernroleID	BIGINT	8	No	N/A	ConcernroleID of a recipient.
CaseID	BIGINT	8	No		Case ID of the recipient.
CaseReference	CHARACTER	40	No	N/A	Case Number of the recipient.
EVVEffectiveDate	DATE	4	Yes	N/A	EVV effective date for a case.
RegistrationCode	CHARACTER	10	Yes	Screens related to Preferences	Registration code for TTS registration.
RegistrationDate	DATE	4	Yes	Screens related to Preferences	TTS registration date.
PassCode	CHARACTER	10	Yes	N/A	Pass code for TTS registration.
Communication Preference	CHARACTER	10	Yes	Screens related to Preferences	Timesheet communication preference value.
IsLocked	CHARACTER	1	No	N/A	Indicates if the TTS Passcode is locked after multiple failure attempts Default id '0'.
TsAccomodations	CHARACTER	10	Yes	Screens related to Preferences	Timesheet accommodations
MailingDate	DATE	4	Yes	N/A	Mailing date printed on the EVV letter.
LetterType	VARCHAR	256	Yes	N/A	Denotes if Letter A or B was sent for EVV rollout OR will indicate Letter B was sent for Cases as EVV tables are created.
CreatedBy	CHARACTER	30	Yes	N/A	Audit Field - The record created by.
CreatedOn	DATETIME	10	Yes	N/A	Audit Field - The record creation time stamp.
LastUpdatedBy	CHARACTER	30	Yes	N/A	Audit Field - The record modified by.
LastUpdatedOn	DATETIME	10	Yes	N/A	Audit Field - The record modified time stamp.
VersionNo	INTEGER	4	No	N/A	System Generated – How many times the record modified.
EVVExceptionStatus	STRING	6	Yes	Screens related to Preferences	The EVV Exception Status - From EVV Exception Status code table
EVVExceptionStatusDate	DATE	8	Yes	Screens related to Preferences	The date the Exception was approved.

# DSD 24/Recip CM & OS - Time and Attendance/Database Entities/Provider EVV Details

Table – Database Entity: PROVIDEREVVDETAILS

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
ProviderEVVDetailsID	BIGINT	8	No	N/A	Primary Key for ProviderEVVDetails table.
ConcernroleID	BIGINT	8	No	N/A	ConcernroleID of a provider.
ProviderNumber	CHARACTER	18	No	N/A	Provider Number.
RegistrationCode	CHARACTER	10	Yes	Screens related to Preferences	Registration code for TTS registration.
RegistrationDate	DATE	4	Yes	Screens related to Preferences	TTS registration date.
PassCode	CHARACTER	10	Yes	N/A	Pass code for TTS registration.
IsLocked	CHARACTER	1	No	N/A	Indicates if the person is locked after multiple failure attempts Default id '0'.
MailingDate	DATE	4	Yes	N/A	Mailing date printed on the EVV letter.
LetterType	VARCHAR	256	Yes	N/A	Denotes if Letter A or B was sent for EVV rollout OR will indicate Letter B was sent for Cases as EVV tables are created.
CreatedBy	CHARACTER	30	Yes	N/A	Audit Field - The record created by.
CreatedOn	DATETIME	10	Yes	N/A	Audit Field - The record creation time stamp.
LastUpdatedBy	CHARACTER	30	Yes	N/A	Audit Field - The record modified by.
LastUpdatedOn	DATETIME	10	Yes	N/A	Audit Field - The record modified time stamp.
VersionNo	INTEGER	4	No	N/A	System Generated – How many times the record modified.

# **DSD 24/Recip CM & OS – Time and Attendance/Database Entities/Timesheet Comments**

Cancelled by ASR Sprint 31 Team 1&2.

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/EVV Location Data

Table – EVVLocationData

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
EVVLOCATIONDATAID	BIGINT	8	No	System Generated	Primary key for EVVLocationData table
CASEID	BIGINT	8	Yes	N/A	Internal ID of a case.
CASECONCERNROLEID	BIGINT	8	Yes	N/A	ConcernroleID ID of a case
PROVIDERCONCERNROLEID	BIGINT	8	Yes	N/A	ConcernroleID ID of a provider
CASEREference	CHARACTER	40	Yes	N/A	Case Number
PROVIDERNUMBER	CHARACTER	18	Yes	N/A	Provider number
TIMESHEETID	BIGINT	8	Yes	System Generated	The primary key for timesheet
LOCATIONDATA	CLOB	230,000	Yes	N/A	JSON Request coming from ESP/TTS/Mobile App
LATITUDE	DOUBLE	8	No	N/A	Latitude of check-in/out event
LONGITUDE	DOUBLE	8	No	N/A	Longitude of check-in/out event
TTSPHONENUMBER	CHARACTER	20	Yes	N/A	Phone number used to perform check-in/out event
CHECKINTIMESTAMP	TIMESTAMP	10	Yes	N/A	Check in event timestamp
CHECKOUTTIMESTAMP	TIMESTAMP	10	Yes	N/A	Check out event timestamp
HOURSWORKEDMIN	INTEGER	4	No	N/A	The total number of hours (in minutes) worked as reported by Provider
ERRORMESSAGE	VARCHAR	2,000	Yes	N/A	Error Message
SERVERTNAME	BIGINT	8	Yes	N/A	Name of Server
STATUS	CHARACTER	200	Yes	N/A	Status of record , per data aggregation program
WORKLOCATION	CHARACTER	50	Yes	N/A	Location of check-in/out event (Home or Community) as reported by Provider
RESPONSESOURCE	CHARACTER	50	Yes	N/A	Source of table entry
PROGRAMTYPE	CHARACTER	10	Yes	N/A	Program worked (IHSS or WPCS)
CREATEDBY	CHARACTER	30	Yes	N/A	Audit Field – The record creation time stamp
CREATEDON	TIMESTAMP	10	Yes	N/A	Audit Field – The record created by
LASTUPDATEDBY	CHARACTER	30	Yes	N/A	Audit Field – The record modified on
LASTUPDATEDON	TIMESTAMP	10	Yes	N/A	Audit Field - The record modified by.
VERSIONNO	INTEGER	4	No	N/A	System Generated – How many times the record modified

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/PaidClaimsCompanionFileBatch

Table – PaidClaimsCompanionFileBatch

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
claimControlNumber	CHAR	80	Y	N/A	CCN value created for the associated long paid claim from the 35C for the corresponding month Value for DSS = YYJJJ00000000 The CCN is unique in that DHCS and DDS can both use that field to identify a claim **This is the Primary Key
beneficiaryCIN	CHAR	20	Y	N/A	Client Index Number (without check digit)
beneficiaryName	CHAR	20	Y	N/A	Recipient's Last Name, First Name
providerNumber	CHAR	80	Y	N/A	Provider Number unique to Provider and assigned by CMIPS
providerName	CHAR	80	Y	N/A	Provider's Last Name, First Name
paidClaimCompanionFileBatchId	BIGINT	8	N	N/A	
fromDate	DATE	4	Y	N/A	From Date for the pay period reported.
toDate	DATE	4	Y	N/A	To Date for the pay period reported.
timesheetNumber	CHAR	16	Y	N/A	Timesheet Number associated to the paid claim. This can be used for quick identification for troubleshooting and research by DSS
evvCheckInLocation	VARCHAR	1000	Y	N/A	EVV Check In Location
evvCheckOutLocation	VARCHAR	1000	Y	N/A	EVV Check Out Location
isRecordExistsInLongPaidClaims	CHAR	1	N	N/A	N/A
manualEditIndicator	VARCHAR	500	Y	N/A	Manual edit indicator
recordStatus	CHAR	80	Y	N/A	N/A
hoursMin	INT	4	N	N/A	N/A
evvStartTime	VARCHAR	1000	Y	N/A	EVV starttime- comma separated values for each day in the payperiod.
evvEndTime	VARCHAR	1000	Y	N/A	EVV endtime- comma separated values for each day in the payperiod.
daysHours	CHAR	155	Y	N/A	Comma separated days hours
timesheetid	BIGINT	8	Y	N/A	Timesheet is foreign key to timesheet
createdBy	CHAR	30	Y	N/A	Audit Field - The record created on.
createdOn	TIMESTAMP	10	Y	N/A	Audit Field - The record created by
lastUpdatedBy	CHAR	30	Y	N/A	Audit Field - The record modified time stamp.
lastUpdatedOn	TIMESTAMP	10	Y	N/A	Audit Field - The record modified by.
versionNo	INT	4	N	N/A	System Generated – How many times the record modified

# DSD 24/Recip CM & OS – Time and Attendance/Database Entities/County Opt Out Paper Timesheet

Table – Database Entity: CountyOptOutPaperTimesheet

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
COUNTYNAME	CHARACTER	64	No	N/A	County Name
COUNTYCODE	CHARACTER	10	No	N/A	County Number
PAPEROPTOUTDATE	DATE	8	No	N/A	Date the county opted to stop automated paper timesheet generation
COMMENTS	CHARACTER	200	Yes	N/A	Description of the change
LASTWRITTENON	DATE	8	No	N/A	Date the last change was made

# DSD 24/Recip CM & OS – Time and Attendance/Business Class Definitions

This section will document the high-level business classes that will be developed to support the CMIPS business processes. Examples of these are the IHSS SOC calculation or the class definitions for the SAVE business process.

Another definition of a business class is the core application classes that will be developed for the CMIPS solution. The definition of a business class is based on the Unified Modeling Language (UML) definition. This section of the DSD will contain both UML class diagrams and UML object interaction diagrams.

At a high-level each business class definition will include:

Class attributes – name, type, visibility, multiplicity, initial value

Class Operations – name, return type, return value, scope

Class Parameters – name, type, default values

At a high-level each class operation definition will include:

- Specification
- Methods
- Parameters
- Exceptions
- Constraints
- Visibility

# DSD 24/Recip CM & OS – Time and Attendance/Business Class Definitions/Maintain Timesheet

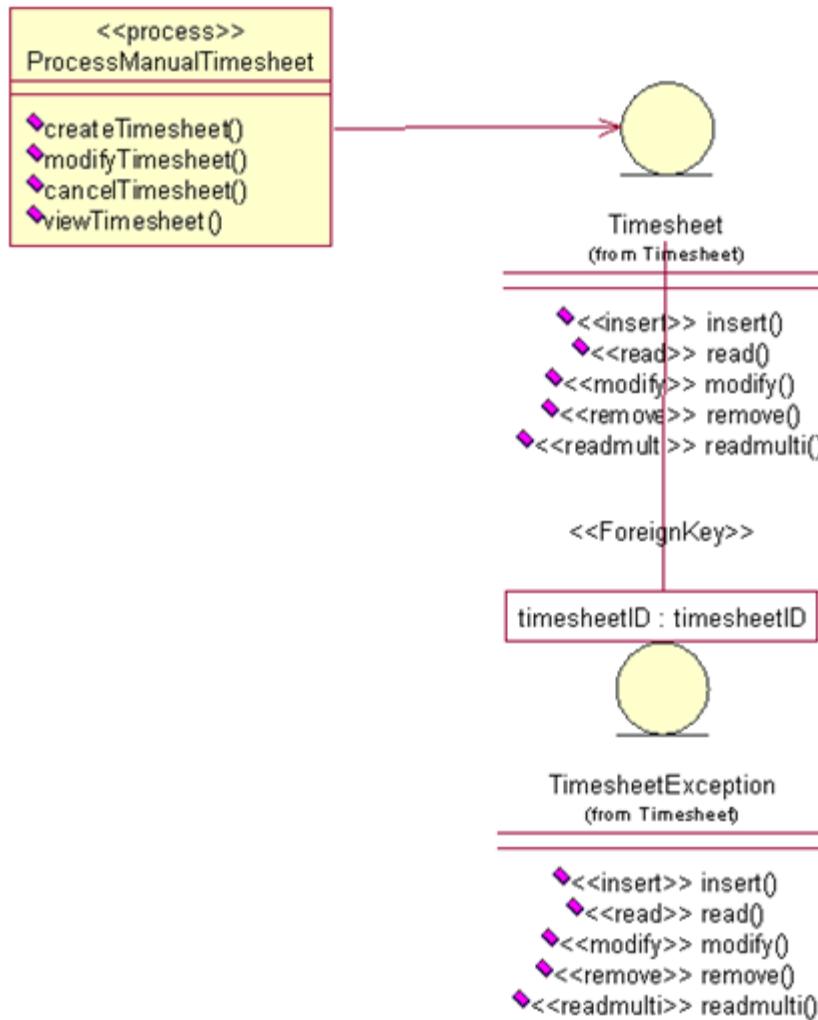


Figure – Maintain Timesheet

## Operations

Class	Operation	Description	Exceptions
ProcessManualTimesheet	createTimesheet	This method will be used to create timesheet records.	AppException InformationalException
ProcessManualTimesheet	modifyTimesheet	This method will be used to modify timesheet records.	AppException InformationalException
ProcessManualTimesheet	cancelTimesheet	This method will be used to cancel timesheet records.	AppException InformationalException
ProcessManualTimesheet	viewTimesheet	This method will be used to view timesheet records.	AppException InformationalException

# DSD 24/Recip CM & OS – Time and Attendance/Business Class Definitions/Timesheet Search

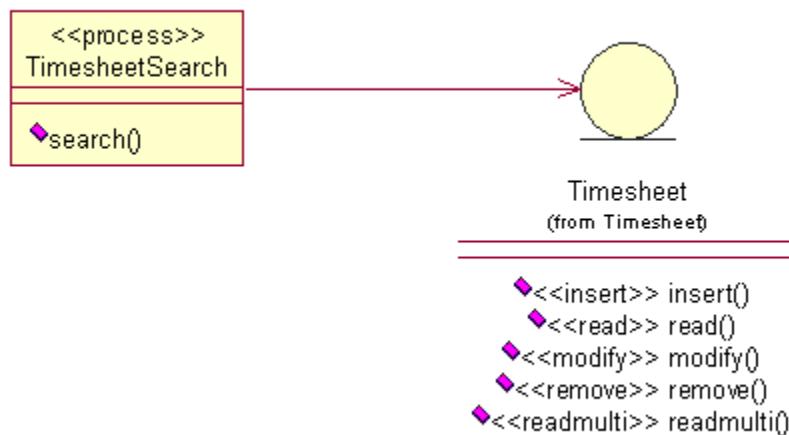


Figure – Timesheet Search

## Operations

Class	Operation	Description	Exceptions
TimesheetSearch	search	This method will be used to fetch timesheet search results.	AppException InformationalException

# DSD 24/Recip CM & OS – Time and Attendance/Business Class Definitions/Issue Timesheet



Figure – Issue Timesheet

## Operations

Class	Operation	Description	Exceptions
IssueTimesheet	issueTimesheet	This method will be used to issue timesheets.	AppException InformationalException

# DSD 24/Recip CM & OS – Time and Attendance/Business Class Definitions/Process Timesheet

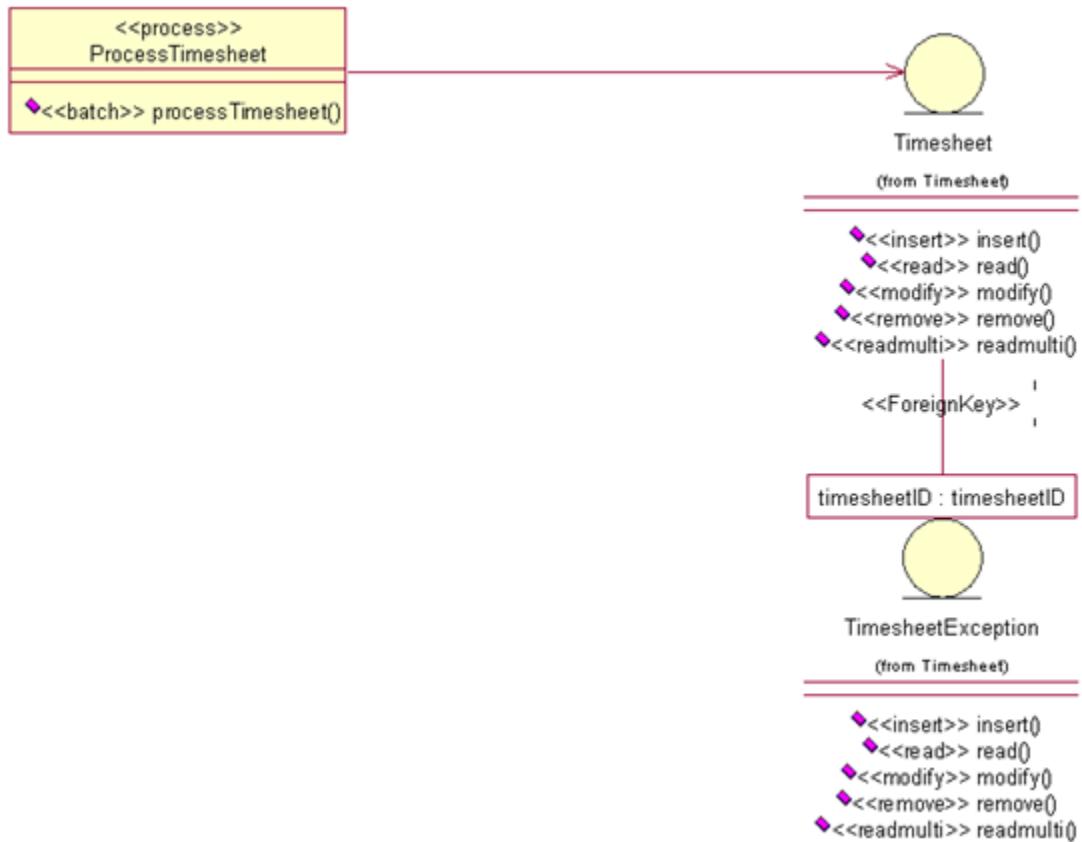


Figure – Process Timesheet

## Operations

Class	Operation	Description	Exceptions
ProcessTimesheet	processTimesheet	This method will be called by the batch program to process the timesheets.	AppException InformationalException

# DSD 24/Recip CM & OS – Time and Attendance/Business Class Definitions/Legacy Timesheet

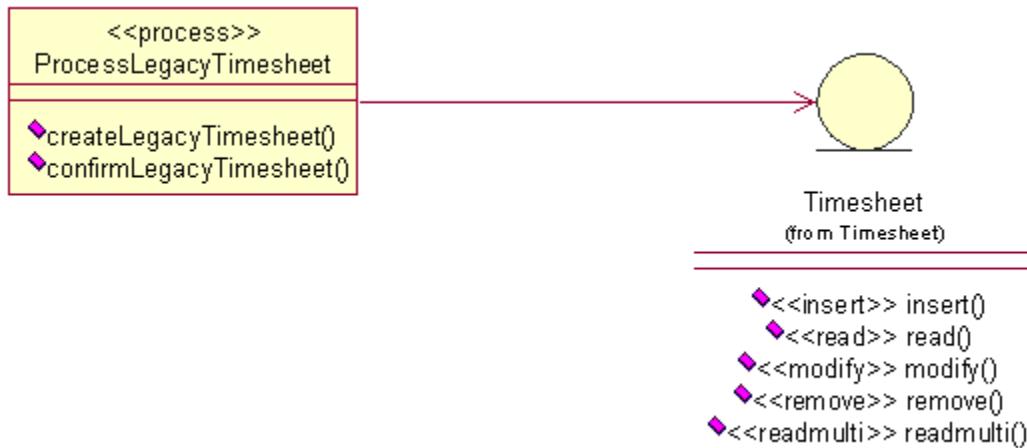


Figure – Legacy Timesheet

## Operations

Class	Operation	Description	Exceptions
ProcessLegacyTimesheet	createLegacyTimesheet	This method will be used to create legacy timesheet records.	AppException InformationalException
ProcessLegacyTimesheet	confirmLegacyTimesheet	This method will be used to convert the legacy data to CMIPS standards.	AppException InformationalException