

WELCOME TO THE INTECARE APP



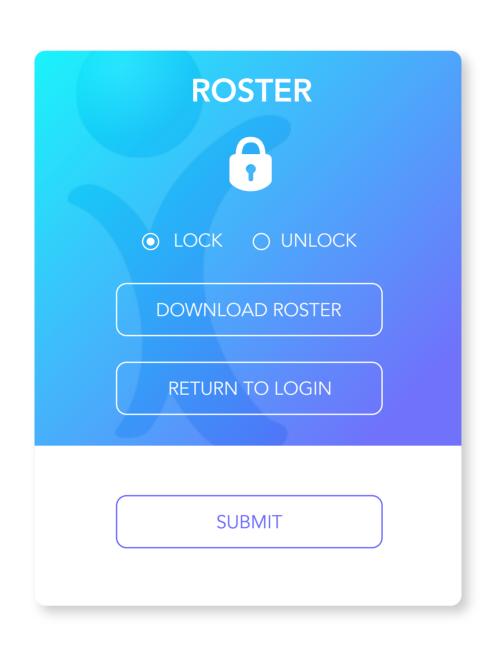
VIEW ALL CATEGORIES

SEARCH BY NAME

Q

SUBMIT

SIGN OUT



NEW EMPLOYEE

 \times



FIRST NAME	LAST NAME	EMAIL
POSITION TITLE	AGENCY EMPLOYEE ID	LOCATION CODE
•		
MHFRPID	EMPLOYEE TYPE	
	•	
	ADD EMPLOYEE	

HOME / ADMINISTRATION / A

CATEGORY

Q SEARCH BY NAME

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z



FL	FIRST NAME LAST NAME	EMAIL.ADDRESS@EMAIL.COM	ACTIVE	•
FL	FIRST NAME , LAST NAME	EMAIL.ADDRESS@EMAIL.COM	O ACTIVE	•
	POSITION TITLE: XXXXXXXX	STATE ID: XXXXXXXX	LOCATION CODE: XXXXXX	
	MHRFPID: XXXXXXXX	AGENCY EMPLOYEE ID: XXXXXXXX	EMPLOYEE ID: XXXXXX	
	START DATE: MM/DD/YYYY	END DATE: MM/DD/YYYY	EDIT	
FL	FIRST NAME LAST NAME	EMAIL.ADDRESS@EMAIL.COM	O ACTIVE	•
FL	FIRST NAME LAST NAME	EMAIL.ADDRESS@EMAIL.COM	O ACTIVE	•

SELECT A CATEGORY

BACK TO HOME

ADMINISTRATOR

25 active employees 2 inactive employees

THERAPIST

8 active employees1 inactive employees

NURSE

9 active employees8 inactive employees

PSYCHOLOGIST

2 active employees0 inactive employees

SUPPORT SERVICES PERSONNEL

92 active employees10 inactive employees

UNIT DIRECTOR

86 active employees 4 inactive employees

PHYSICIAN

0 active employees2 inactive employees

SOCIAL WORKER

25 active employees7 inactive employees

NON-TIME STUDY CATEGORY

General Overhead Staff: 96
Direct Services and Other: 216

TARGETED CASE MANAGER

501 active employees 87 inactive employees

INTAKE SPECIALIST

14 active employees1 inactive employees

PROGRAM SPECIALIST

1 active employees0 inactive employees

SOCIAL WORKER MSW

9 active employees2 inactive employees

	EDIT EMPLO	YEE
	FL	
	○ ACTIVE	
FIRST NAME	LAST NAME	EMAIL
POSITION TITLE	STATE ID	LOCATION CODE
	•	
MHFRPID	AGENCY EMPLOYEE ID	EMPLOYEE ID
START DATE	END DATE	
	UPDATE	CANCEL

NON-TIME STUDY CATEGORY

GENERAL OVERHEAD STAFF:	
DIRECT SERVICES AND OTHER:	

SAVE CHANGES

CLOSE

 \times

ADD EMPLOYEE

ADD EMPLOYEE

SUBMIT

SUBMIT

ADD EMPLOYEE

ADD EMPLOYEE

DROPDOWN

ITEM 1
ITEM 2
ITEM 3
ITEM 4

DROPDOWN

ITEM 1

ITEM 2

ITEM 3

ITEM 4

DOWNLOAD OR POP-UP THE TIME STUDY INSTRUCTIONS IN A SEPARATE WINDOW

CLICK HERE

DOWNLOAD OR POP-UP THE ACTIVITY
CODE REFERENCE IN A SEPARATE WINDOW

CLICK HERE

PTO CLICK THE APPROPRIATE BUTTON BELOW TO MARK APPLICABLE SAMPLES:

IF YOU DO NOT WORK WEEKENDS OR ARE ON UNPAID LEAVE, FMLA, OR EXTENDED

DO NOT WORK WEEKENDS

ON UNPAID LEAVE

POSITION IS VACANT

SIGNATURE

DAY 1 DAY 2 DAY 3 DAY 4 DAY 5 DAY 6 DAY 4

* THIS SAMPLE SHEET HAS NOT BEEN SIGNED

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45 MIN

SAVE RESPONSES

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COPY PREVIOUS

COPY PREVIOUS

COPY PREVIOUS

PLEASE ELECTRONICALLY SIGN YOUR TIME STUDY

FULL NAME

FINAL SUBMISSION

FOR AGENCY LIAISON ONLY

IF THIS POSITION IS VACANT OR EMPLOYEE IS ON UNPAID LEAVE, FMLA,

OR EXTENDED PTO CLICK THE APPROPRIATE BUTTON BELOW TO MARK APPLICABLE SAMPLES

UNPAID LEAVE

POSITION IS VACANT

ENTER COMMENTS FOR THE WORKER HERE:

		SAVE COMMENTS			
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30 MIN

45 MIN

COPY PREVIOUS

COPY PREVIOUS

ACTIVITY CODE DESCRIPTION

 \times

A: DIRECT MEDICAL & OTHER MEDICAID SERVICES

B: NON-MEDICAL, NON-MEDICAID, EDUC., SOCIAL SVCS

C: MEDICAID OUTREACH

D: NON-MEDICAID OUTREACH

E: FACILITATING ACCESS TO MEDICAID ELIGIBILITY

F: FACILITATING NON-MEDICAID PROGRAM ELIGIBILITY

G1: REFERRAL, COORDINATION & MONITORING OF MEDICAID SERVICES

G2: REFERRAL, COORDINATION & MONITORING OF MEDICAID SVCS. -SPMP

H: REFERRAL, COORDINATION & MONITORING OF NON-MEDICAID SVCS.

I: MEDICAID PROVIDER RELATIONS

J1: PROGRAM, PLAN, DVLP. & AGENCY-WIDE COORDINATION

J2: PROGRAM, PLAN, DVLP. & AGENCY-WIDE COORDINATION - SPMP

K: MEDICAID ADMINISTRATIVE TRAINING

L: NON-MEDICAID ADMINISTRATIVE TRAINING

M: FAMILY PLANNING REFERRAL

N: GENERAL ADMINISTRATION

O: NON-PAID TIME