



# LOGIN

USER TYPE



USERNAME

PASSWORD



REMEMBER ME

LOGIN

# WELCOME TO THE INTECARE APP



ADD EMPLOYEE

VIEW ALL CATEGORIES

SEARCH BY NAME



SUBMIT

SIGN OUT

# ROSTER



☒ LOCK ☐ UNLOCK

DOWNLOAD ROSTER

RETURN TO LOGIN

SUBMIT

## NEW EMPLOYEE



FIRST NAME

LAST NAME

EMAIL

POSITION TITLE

AGENCY EMPLOYEE ID

LOCATION CODE

MHFRPID

EMPLOYEE TYPE

ADD EMPLOYEE

# ADMINISTRATOR

25 ACTIVE / 9 INACTIVE

[+ ADD EMPLOYEE](#)

[EMAIL.ADDRESS@EMAIL.COM](#)

[SIGN OUT](#)

[HOME](#) / [ADMINISTRATION](#) / [A](#)

CATEGORY



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	<input checked="" type="radio"/> ACTIVE	▼
FL	FIRST NAME , LAST NAME	EMAIL.ADDRESS@EMAIL.COM	<input type="radio"/> 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	<input type="radio"/> ACTIVE	▼
FL	FIRST NAME LAST NAME	EMAIL.ADDRESS@EMAIL.COM	<input type="radio"/> ACTIVE	▼

# SELECT A CATEGORY

[BACK TO HOME](#)

## ADMINISTRATOR

25 active employees  
2 inactive employees

## SUPPORT SERVICES PERSONNEL

92 active employees  
10 inactive employees

## TARGETED CASE MANAGER

501 active employees  
87 inactive employees

## THERAPIST

8 active employees  
1 inactive employees

## UNIT DIRECTOR

86 active employees  
4 inactive employees

## INTAKE SPECIALIST

14 active employees  
1 inactive employees

## NURSE

9 active employees  
8 inactive employees

## PHYSICIAN

0 active employees  
2 inactive employees

## PROGRAM SPECIALIST

1 active employees  
0 inactive employees

## PSYCHOLOGIST

2 active employees  
0 inactive employees

## SOCIAL WORKER

25 active employees  
7 inactive employees

## SOCIAL WORKER MSW

9 active employees  
2 inactive employees

## NON-TIME STUDY CATEGORY

General Overhead Staff: 96  
Direct Services and Other: 216

EDIT EMPLOYEE



☐ ACTIVE

FIRST NAME

LAST NAME

EMAIL

POSITION TITLE

STATE ID

LOCATION CODE

MHFRPID

AGENCY EMPLOYEE ID

EMPLOYEE ID

START DATE

END DATE

UPDATE

CANCEL



FIRST NAME LAST NAME

EMAIL.ADDRESS@EMAIL.COM

☐ ACTIVE







## NON-TIME STUDY CATEGORY

GENERAL OVERHEAD STAFF:

DIRECT SERVICES AND OTHER:

SAVE CHANGES

CLOSE

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

IF YOU DO NOT WORK WEEKENDS OR ARE ON UNPAID LEAVE, FMLA, OR EXTENDED PTO CLICK THE APPROPRIATE BUTTON BELOW TO MARK APPLICABLE SAMPLES:

DO NOT WORK WEEKENDS

ON UNPAID LEAVE

POSITION IS VACANT

\* THIS SAMPLE SHEET HAS NOT BEEN SIGNED



DAY 1

DAY 2

DAY 3

DAY 4

DAY 5

DAY 6

DAY 4

SIGNATURE



MONDAY TIME STUDY

SAVE RESPONSES

START	NOTES	ACTIVITY CODE
1 0 MIN	<input type="text"/>	<div><div></div></div>
15 MIN	<input type="text"/>	<div><div></div></div>
30 MIN	<input type="text"/>	<div><div>COPY PREVIOUS</div><div></div></div>
45 MIN	<input type="text"/>	<div><div>COPY PREVIOUS</div><div></div></div>
2 0 MIN	<input type="text"/>	<div><div></div></div>
15 MIN	<input type="text"/>	<div><div>COPY PREVIOUS</div><div></div></div>
30 MIN	<input type="text"/>	<div><div>COPY PREVIOUS</div><div></div></div>
45 MIN	<input type="text"/>	<div><div>COPY PREVIOUS</div><div></div></div>
3 0 MIN	<input type="text"/>	<div><div></div></div>
15 MIN	<input type="text"/>	<div><div>COPY PREVIOUS</div><div></div></div>
30 MIN	<input type="text"/>	<div><div>COPY PREVIOUS</div><div></div></div>
45 MIN	<input type="text"/>	<div><div>COPY PREVIOUS</div><div></div></div>
4 0 MIN	<input type="text"/>	<div><div></div></div>
15 MIN	<input type="text"/>	<div><div>COPY PREVIOUS</div><div></div></div>
30 MIN	<input type="text"/>	<div><div>COPY PREVIOUS</div><div></div></div>
45 MIN	<input type="text"/>	<div><div>COPY PREVIOUS</div><div></div></div>
5 0 MIN	<input type="text"/>	<div><div></div></div>
15 MIN	<input type="text"/>	<div><div>COPY PREVIOUS</div><div></div></div>
30 MIN	<input type="text"/>	<div><div>COPY PREVIOUS</div><div></div></div>
45 MIN	<input type="text"/>	<div><div>COPY PREVIOUS</div><div></div></div>
6 0 MIN	<input type="text"/>	<div><div></div></div>
15 MIN	<input type="text"/>	<div><div>COPY PREVIOUS</div><div></div></div>
30 MIN	<input type="text"/>	<div><div>COPY PREVIOUS</div><div></div></div>
45 MIN	<input type="text"/>	<div><div>COPY PREVIOUS</div><div></div></div>
7 0 MIN	<input type="text"/>	<div><div></div></div>
15 MIN	<input type="text"/>	<div><div>COPY PREVIOUS</div><div></div></div>
30 MIN	<input type="text"/>	<div><div>COPY PREVIOUS</div><div></div></div>
45 MIN	<input type="text"/>	<div><div>COPY PREVIOUS</div><div></div></div>
8 0 MIN	<input type="text"/>	<div><div></div></div>
15 MIN	<input type="text"/>	<div><div>COPY PREVIOUS</div><div></div></div>
30 MIN	<input type="text"/>	<div><div>COPY PREVIOUS</div><div></div></div>
45 MIN	<input type="text"/>	<div><div>COPY PREVIOUS</div><div></div></div>
9 0 MIN	<input type="text"/>	<div><div></div></div>
15 MIN	<input type="text"/>	<div><div>COPY PREVIOUS</div><div></div></div>
30 MIN	<input type="text"/>	<div><div>COPY PREVIOUS</div><div></div></div>
45 MIN	<input type="text"/>	<div><div>COPY PREVIOUS</div><div></div></div>
10 0 MIN	<input type="text"/>	<div><div></div></div>
15 MIN	<input type="text"/>	<div><div>COPY PREVIOUS</div><div></div></div>
30 MIN	<input type="text"/>	<div><div>COPY PREVIOUS</div><div></div></div>
45 MIN	<input type="text"/>	<div><div>COPY PREVIOUS</div><div></div></div>
11 0 MIN	<input type="text"/>	<div><div></div></div>
15 MIN	<input type="text"/>	<div><div>COPY PREVIOUS</div><div></div></div>
30 MIN	<input type="text"/>	<div><div>COPY PREVIOUS</div><div></div></div>
45 MIN	<input type="text"/>	<div><div>COPY PREVIOUS</div><div></div></div>
12 0 MIN	<input type="text"/>	<div><div></div></div>
15 MIN	<input type="text"/>	<div><div>COPY PREVIOUS</div><div></div></div>
30 MIN	<input type="text"/>	<div><div>COPY PREVIOUS</div><div></div></div>
45 MIN	<input type="text"/>	<div><div>COPY PREVIOUS</div><div></div></div>

SAVE RESPONSES

## FULL NAME

FINAL SUBMISSION

IF THIS POSITION IS VACANT OR EMPLOYEE IS ON UNPAID LEAVE, FMLA,  
OR EXTENDED PTO CLICK THE APPROPRIATE BUTTON BELOW TO MARK  
APPLICABLE SAMPLES

POSITION IS VACANT

## UNPAID LEAVE

ENTER COMMENTS FOR THE WORKER HERE:

SAVE COMMENTS

	15 MIN	<div></div>	COPY PREVIOUS
	30 MIN	<div></div>	COPY PREVIOUS
	45 MIN	<div></div>	COPY PREVIOUS
2	0 MIN	<div></div>	COPY PREVIOUS
	15 MIN	<div></div>	COPY PREVIOUS
	30 MIN	<div></div>	COPY PREVIOUS
	45 MIN	<div></div>	COPY PREVIOUS
3	0 MIN	<div></div>	COPY PREVIOUS
	15 MIN	<div></div>	COPY PREVIOUS
	30 MIN	<div></div>	COPY PREVIOUS
	45 MIN	<div></div>	COPY PREVIOUS
4	0 MIN	<div></div>	COPY PREVIOUS
	15 MIN	<div></div>	COPY PREVIOUS
	30 MIN	<div></div>	COPY PREVIOUS
	45 MIN	<div></div>	COPY PREVIOUS
5	0 MIN	<div></div>	COPY PREVIOUS
	15 MIN	<div></div>	COPY PREVIOUS
	30 MIN	<div></div>	COPY PREVIOUS
	45 MIN	<div></div>	COPY PREVIOUS
6	0 MIN	<div></div>	COPY PREVIOUS
	15 MIN	<div></div>	COPY PREVIOUS
	30 MIN	<div></div>	COPY PREVIOUS
	45 MIN	<div></div>	COPY PREVIOUS
7	0 MIN	<div></div>	COPY PREVIOUS
	15 MIN	<div></div>	COPY PREVIOUS
	30 MIN	<div></div>	COPY PREVIOUS
	45 MIN	<div></div>	COPY PREVIOUS
8	0 MIN	<div></div>	COPY PREVIOUS
	15 MIN	<div></div>	COPY PREVIOUS
	30 MIN	<div></div>	COPY PREVIOUS
	45 MIN	<div></div>	COPY PREVIOUS
9	0 MIN	<div></div>	COPY PREVIOUS
	15 MIN	<div></div>	COPY PREVIOUS
	30 MIN	<div></div>	COPY PREVIOUS
	45 MIN	<div></div>	COPY PREVIOUS
10	0 MIN	<div></div>	COPY PREVIOUS
	15 MIN	<div></div>	COPY PREVIOUS
	30 MIN	<div></div>	COPY PREVIOUS
	45 MIN	<div></div>	COPY PREVIOUS
11	0 MIN	<div></div>	COPY PREVIOUS
	15 MIN	<div></div>	COPY PREVIOUS
	30 MIN	<div></div>	COPY PREVIOUS
	45 MIN	<div></div>	COPY PREVIOUS
12	0 MIN	<div></div>	COPY PREVIOUS
	15 MIN	<div></div>	COPY PREVIOUS
	30 MIN	<div></div>	COPY PREVIOUS
	45 MIN	<div></div>	COPY PREVIOUS

SAVE RESPONSES



## ACTIVITY CODE DESCRIPTION

**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