





RWHAP TA WEBINAR

August 18, 2020
11:00 am- 12:00 pm



**Indiana
Department
of
Health**



• Please enter the agency name and list all participants in the “chat” room

Helpful Hints

- Press esc to exit full screen
- Hover over the top to change “view” options
- Place yourselves on “mute” until you’re ready to pose a question or make a comment
- Use the “chat” room to pose questions and make comments
- Meeting will be **recorded** and available for sharing after the meeting



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Agenda

- ISDH Announcements
- Fiscal Updates
- Agency Perspectives - Working with Bookkeeping Plus
- Bookkeeping Plus Updates and Next Steps
- Questions and Answers



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ISDH Announcements

IMPORTANT
ANNOUNCEMENT



- Staffing Updates
- Open Enrollment Preparation
- ADAP ERF NOFO
- Community Health Improvement Initiative (CHII) 1st Series finished Aug. 17. New series coming soon!
- NMCM Monthly Program Manager Calls- August 28th
- CAREWare



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Spending Trends and Invoice Submissions

Cindy Battiato and Hector Velez-Orengo



RW Services Awarded Funds

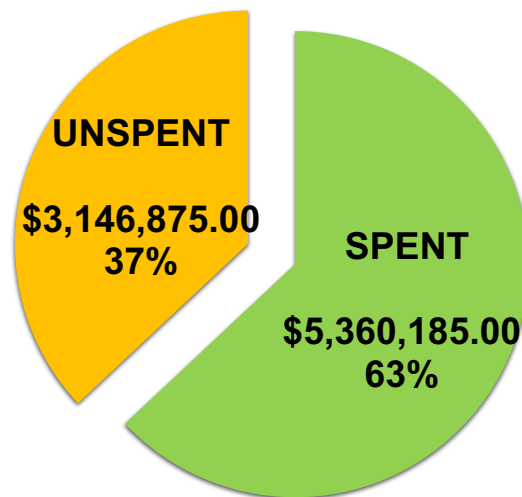
9/30/2019- 03/31/2020

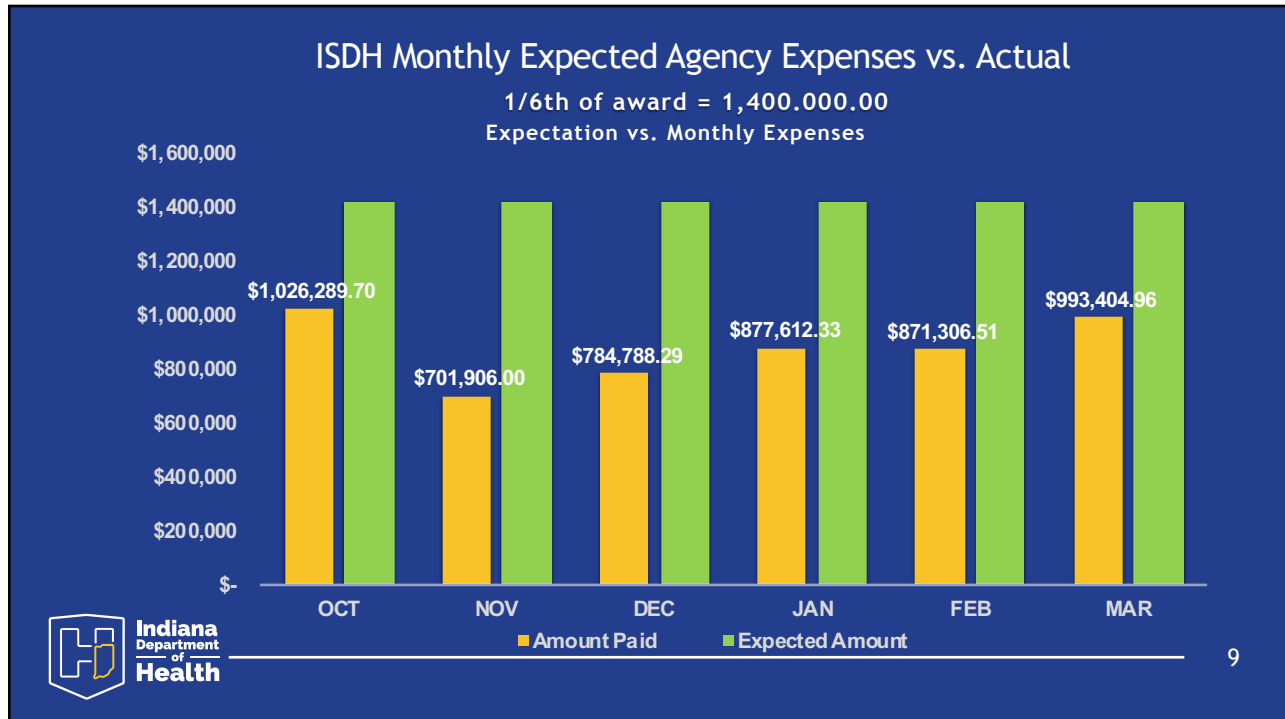
- Total Awarded
- Total Spent
- Total Unspent



Total Contract Awarded \$8,507,060.00

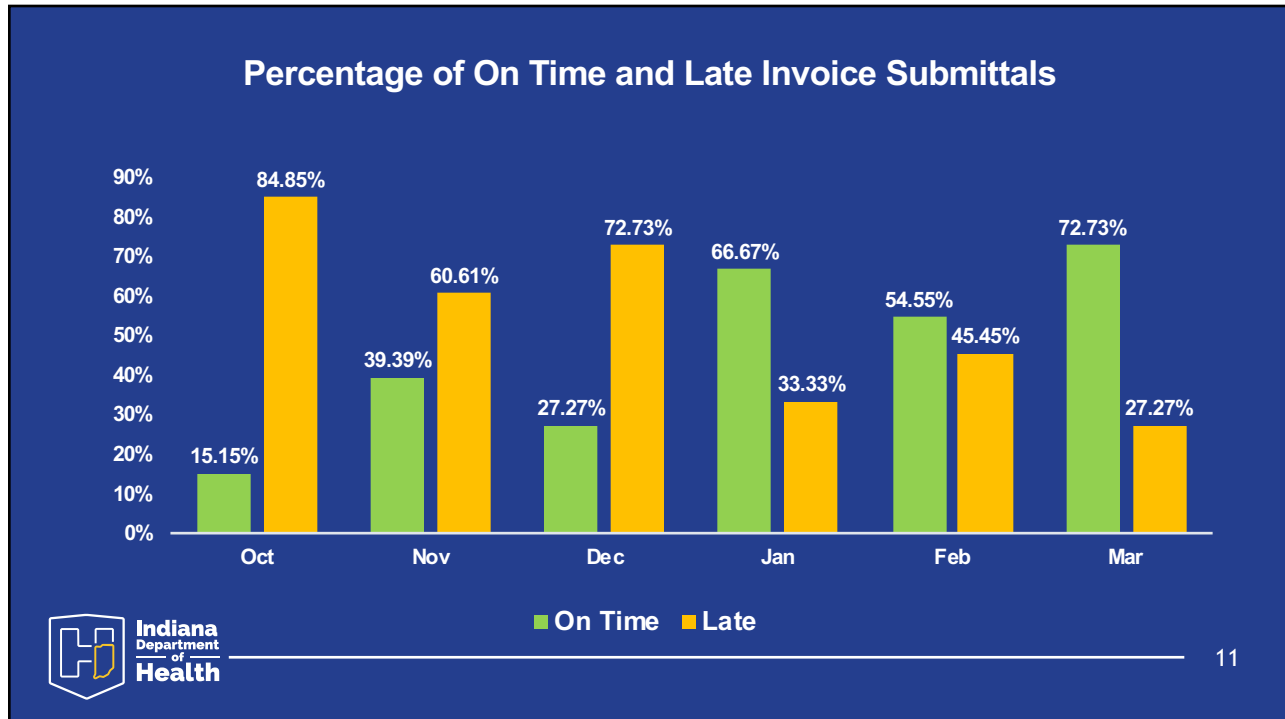
- SPENT
- UNSPENT





Invoice Submission

- Invoices are due to program email box by the 20th of month following month of services
- Please make sure the subject line of the email sent contains the correct naming format. This helps to ensure it is being fast-tracked to payment.
- Format Structure: **AGENCY 12345 FEB12345HIV20**
- Directions Tab of Invoice for More Info.
- Current Invoice Date



Common Invoice Issues

- Invoice is sent to the wrong inbox.
Only use these mailboxes: HSPProgram@isdh.IN.gov or SupportiveServices@isdh.IN.gov
- Incorrect Template Use: Make certain you use the current invoice reflecting all recent RBCs or form updates
- There have been times when the PO has not enough money left to pay the invoice submitted. This is an internal IDSH issue and we are working with ISDH FINANCE to rectify these.

What can I do to increase my chances of getting paid in a timely manner?



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Invoice Submission Reminders



- ✓ Did I check my expenses?
- ✓ Does my invoice have today's date?
- ✓ Which email address am I sending it to?
- ✓ Do my figures reconcile with receipts/bills/payroll?
- ✓ Do I have all of my expenses calculated for the month?
- ✓ What will I put on my SUBJECT Line?



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Partnering with Bookkeeping Plus Inc.

Dr. Darrin K. Johnson, PhD, MPA, Executive
Director, BU Wellness Network

Dennis Wilkinson, Director of Finance, Step-Up,
Inc.

Rob Lewis, Business Director and Accountant, Meals
on Wheels, Inc.



Beth A. Marsh, *CEO*
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Time and Effort Logs

BPI is on Your Side

Our help is designed to be supportive, not punitive!



"It's Bookkeeping Plus—they want to help us with compliance."



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We're all in the Same Boat

Many of the agencies are experiencing the same challenges when it comes to timesheets, documentation, accounting, and compliance.

I encourage you to ask questions today and to call Bookkeeping Plus with your questions as you go along.



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Why You Need a Time and Effort Log

- RWHAP grants require recipients to track their use of the funds.
- Agencies must use a time and effort log and case notes to document and support the hours for which they are reimbursed.



Relative Time Among Grants

The time and effort log should also document the percentage of time the employee spends working on each different grant.



Result: Compliance

Accurate recordkeeping ensures that the agency has correctly allocated each employee's wages and benefits to the proper grants when submitting invoices to the granting agency for reimbursement.



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TIMESHEET (A): BY GRANT PERCENTAGE

Timesheet (A) calculates hours based on the percentage of time an employee devotes to each grant.

Use this form when an employee consistently works on the same few grants and when the percentage of time they spend on each grant remains the same. The employee should complete only the cells highlighted in yellow; the template will calculate total hours. The timesheet, together with your corresponding Case Notes (see below), constitute the Time and Effort Log that RWHAP requires.



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(A-1) Agency Name								(A) By Grant Percentage Timesheet					
Time & Effort Log													
Pay Date:	(A-2) 6/5/2020	Enter fields in yellow only											
Employee Name	(A-3) Joe Smith												
Totals													
Cost Center	(A-4)	MCM	NMCM	RW Food Bank	HOPWA	Grant 5	Total						
% Worked	(A-5)	50%	25%	0%	25%	0%	100%						
Total Hours								Total	PTO	Holiday	Total	Total	
	Weekday	Daily Hours							Prod Hr			Non-Prod Hr	Hours
		(A-6)								(A-7)	(A-8)		
5/17/2020	Sunday	-	-	-	-	-	-	-	-	-	-	-	
5/18/2020	Monday	8.00	4.00	2.00	-	2.00	-	8.00			-	8.00	
5/19/2020	Tuesday	8.00	4.00	2.00	-	2.00	-	8.00			-	8.00	
5/20/2020	Wednesday	8.00	4.00	2.00	-	2.00	-	8.00			-	8.00	
5/21/2020	Thursday	8.00	4.00	2.00	-	2.00	-	8.00			-	8.00	
5/22/2020	Friday	-	-	-	-	-	-	-	8.00		8.00	8.00	
5/23/2020	Saturday	-	-	-	-	-	-	-			-	-	
5/24/2020	Sunday	-	-	-	-	-	-	-			-	-	
5/25/2020	Monday	-	-	-	-	-	-	-		8.00	8.00	8.00	
5/26/2020	Tuesday	8.00	4.00	2.00	-	2.00	-	8.00			-	8.00	
5/27/2020	Wednesday	8.00	4.00	2.00	-	2.00	-	8.00			-	8.00	
5/28/2020	Thursday	8.00	4.00	2.00	-	2.00	-	8.00			-	8.00	
5/29/2020	Friday	8.00	4.00	2.00	-	2.00	-	8.00			-	8.00	
5/30/2020	Saturday	-	-	-	-	-	-	-			-	-	
5/31/2020	Sunday	-	-	-	-	-	-	-			-	-	
Grand Total Hours		64.00	32.00	16.00	-	16.00	-	64.00	8.00	8.00	16.00	80.00	
% of Total Hours			40%	20%	0%	20%	0%	80%	10%	10%	20%	100%	
Cost Center		MCM	NMCM	RW Food Bank	HOPWA	Grant 5							
Employee Signature		(A-9)				Date	(A-9)						
Management Signature		(A-10)				Date	(A-10)						

Fields in *By Grant Percentage Timesheet*

The following fields (identified on the timesheet slide as A-x) should be filled in as you would with any other timesheet:

(A-1) Agency Name (the employing agency who is receiving RWHAP funds)

(A-2) Pay Date

- When you enter the pay date, the template will adjust the dates for a bi-weekly pay period. (If you use a semi-monthly or alternative pay period, Bookkeeping Plus can modify this template.)

(A-3) Employee Name

(A-7) PTO

- If the employee used any paid time off (PTO) during the pay period, enter those hours in this section. (PTO includes vacation, sick time, personal time off, etc.)



Fields in *By Grant Percentage Timesheet*

(A-8) Holiday

- Enter holiday hours, if applicable, in this section. In the example, the Memorial Day holiday is represented.

(A-9) Employee Signature and Date

- Before printing, the employee should verify the total hours for the pay period displayed in cell M28. Sign and date the form where indicated and submit it to the supervisor for approval.

(A-10) Management Signature and Date

- Before signing the employee’s time and effort log, the manager (or other agency official) should verify that the pay date is correct; the grant allocation is reasonable; the daily hours, including PTO and holiday hours, are accurate; and that any overtime has been approved.



Cost Center and Percent Worked

(A-4) Cost Center

Enter the grants or programs that the employee works on during the pay period. The template allows for work on up to five grants.

(A-5) Percent Worked

Enter the percentage of time the employee spends on each grant. The total should equal 100%.

Cost Center			(A-4)	MCM	NMCM	RW Food Bank	HOPWA	Grant 5	Total
% Worked			(A-5)	50%	25%	0%	25%	0%	100%



Daily Hours Per Grant

(A-6) Daily Hours

In the cell for each workday, enter the total number of hours worked in the Daily Hours column. The template will automatically calculate and allocate the time to each grant.

	Weekday	Daily Hours					Prod Hr	
		(A-6)						
5/17/2020	Sunday	-	-	-	-	-	-	-
5/18/2020	Monday	8.00	4.00	2.00	-	2.00	-	8.00
5/19/2020	Tuesday	8.00	4.00	2.00	-	2.00	-	8.00
5/20/2020	Wednesday	8.00	4.00	2.00	-	2.00	-	8.00
5/21/2020	Thursday	8.00	4.00	2.00	-	2.00	-	8.00
5/22/2020	Friday	-	-	-	-	-	-	-
5/23/2020	Saturday	-	-	-	-	-	-	-
5/24/2020	Sunday	-	-	-	-	-	-	-
5/25/2020	Monday	-	-	-	-	-	-	-
5/26/2020	Tuesday	8.00	4.00	2.00	-	2.00	-	8.00
5/27/2020	Wednesday	8.00	4.00	2.00	-	2.00	-	8.00
5/28/2020	Thursday	8.00	4.00	2.00	-	2.00	-	8.00
5/29/2020	Friday	8.00	4.00	2.00	-	2.00	-	8.00
5/30/2020	Saturday	-	-	-	-	-	-	-
5/31/2020	Sunday	-	-	-	-	-	-	-



(A-1) Agency Name

Time & Effort Log

Pay Date: (A-2) 6/5/2020

Employee Name (A-3) Joe Smith

Enter fields in yellow only

(A) By Grant Percentage Timesheet

Totals		(A-4) MCM	NMCM	RW Food Bank	HOPWA	Grant 5	Total	PTO	Holiday	Total	Total	
% Worked	(A-5)	50%	25%	0%	25%	0%	100%					
Total Hours												
Weekday	Daily Hours	(A-6)					Prod Hr	(A-7)	(A-8)	Non-Prod Hr	Hours	
5/17/2020	Sunday	-	-	-	-	-	-	-	-	-	-	
5/18/2020	Monday	8.00	4.00	2.00	-	2.00	8.00	-	-	-	8.00	
5/19/2020	Tuesday	8.00	4.00	2.00	-	2.00	8.00	-	-	-	8.00	
5/20/2020	Wednesday	8.00	4.00	2.00	-	2.00	8.00	-	-	-	8.00	
5/21/2020	Thursday	8.00	4.00	2.00	-	2.00	8.00	-	-	-	8.00	
5/22/2020	Friday	-	-	-	-	-	-	8.00	-	8.00	8.00	
5/23/2020	Saturday	-	-	-	-	-	-	-	-	-	-	
5/24/2020	Sunday	-	-	-	-	-	-	-	-	-	-	
5/25/2020	Monday	-	-	-	-	-	-	-	8.00	8.00	8.00	
5/26/2020	Tuesday	8.00	4.00	2.00	-	2.00	8.00	-	-	-	8.00	
5/27/2020	Wednesday	8.00	4.00	2.00	-	2.00	8.00	-	-	-	8.00	
5/28/2020	Thursday	8.00	4.00	2.00	-	2.00	8.00	-	-	-	8.00	
5/29/2020	Friday	8.00	4.00	2.00	-	2.00	8.00	-	-	-	8.00	
5/30/2020	Saturday	-	-	-	-	-	-	-	-	-	-	
5/31/2020	Sunday	-	-	-	-	-	-	-	-	-	-	
Grand Total Hours		64.00	32.00	16.00	-	16.00	64.00	8.00	8.00	16.00	80.00	
% of Total Hours		40%	20%	0%	20%	0%	80%	10%	10%	20%	100%	
Cost Center		MCM	NMCM	RW Food Bank	HOPWA	Grant 5						
Employer's Signature	(A-9)						Date	(A-9)				
Manager's Signature	(A-10)						Date	(A-10)				



TIMESHEET (B): BY DAILY HOURS BY GRANT

This timesheet form is an alternative to the first option and allows entry of the actual time spent on each grant by day.

Use this form when an employee works on multiple grants and programs and/or spends a different amount of time each day or each pay period working on the grants. You should complete only the cells highlighted in yellow; the template will calculate total hours & percentages applicable to each grant or program.

The timesheet, together with your corresponding Case Notes (see slide below), constitute the Time and Effort Log that RWHAP requires.



(B) By Daily Hours by Grant Timesheet

(B-1) Agency Name									
<i>Time & Effort Log</i>									
Pay Date:	(B-2) 6/5/2020		Enter fields in yellow only						
Employee Name	(B-3) Joe Smith								
Week 1	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Percent
	5/17/2020	5/18/2020	5/19/2020	5/20/2020	5/21/2020	5/22/2020	5/23/2020	by Grant	of Total
Grant Name									
(B-4)				(B-5)				-	0%
Ryan White MCM		5.00		4.00	6.00			15.00	38%
Ryan White NMCM		3.00	8.00					11.00	28%
Food Pantry				4.00	2.00			6.00	15%
								-	0%
Total Productive Hours	-	8.00	8.00	8.00	8.00	-	-	32.00	80%
(B-6) PTO						8.00		8.00	20%
(B-7) Holiday								-	0%
Total Non-Productive Hours	-	-	-	-	-	8.00	-	8.00	20%
Total Daily Hours	-	8.00	8.00	8.00	8.00	8.00	-	40.00	100%
Week 2	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Percent
	5/24/2020	5/25/2020	5/26/2020	5/27/2020	5/28/2020	5/29/2020	5/30/2020	by Grant	of Total
Grant Name									
(B-4)				(B-5)				-	0%
Ryan White MCM			4.00	6.00	1.00	2.00		13.00	33%
Ryan White NMCM			4.00	1.00	2.00	2.00		9.00	23%
Food Pantry				1.00	5.00	4.00		10.00	25%
								-	0%
Total Productive Hours	-	-	8.00	8.00	8.00	8.00	-	32.00	80%
(B-6) PTO								-	0%
(B-7) Holiday		8.00						8.00	20%
Total Non-Productive Hours	-	8.00	-	-	-	-	-	8.00	20%
Total Daily Hours	-	8.00	8.00	8.00	8.00	8.00	-	40.00	100%
Total Hours for Pay Period	80.00								
	Total Hours by Grant						MCM	28.00	35%
							NMCM	20.00	25%
							Food Pantry	16.00	20%
							Admin(Non-Grant, PTO, Holiday)	16.00	20%
							Total	80.00	100%



Fields in *By Daily Hours By Grant Timesheet*

The following fields (identified on the timesheet slide as B-x) should be filled in as you would with any other timesheet:

(B-1) Agency Name (the employing agency who is receiving RWHAP funds)

(B-2) Pay Date

- When you enter the pay date, the template will adjust the dates for a bi-weekly pay period. (If you use a semi-monthly or alternative pay period, Bookkeeping Plus can modify this template.)

(B-3) Employee Name

(B-6) PTO

- If the employee used any paid time off (PTO) during the pay period, enter those hours in this section. (PTO includes vacation, sick time, personal time off, etc.)



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Fields in *By Daily Hours By Grant Timesheet*

(B-7) Holiday

- Enter holiday hours, if applicable, in this section. In the example, the Memorial Day holiday is represented.

(B-8) Employee Signature and Date

- Before printing, the employee should verify the total hours for the pay period displayed in cell M28. Sign and date the form where indicated and submit it to the supervisor for approval.

(B-9) Management Signature and Date

- Before signing the employee's time and effort log, the manager (or other agency official) should verify that the pay date is correct; the grant allocation is reasonable; the daily hours, including PTO and holiday hours, are accurate; and that any overtime has been approved.



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Grant Name and Daily Hours

(B-4) Grant Name

Enter the grants or programs that the employee works on during the pay period. Rows can be added to the template for additional grants.

(B-5) Daily Hours

For each day, enter the hours worked on each grant listed in the Grant Name column. The Total Productive Hours row should match the total hours the employee worked each day.

Week 1	Sunday 5/17/2020	Monday 5/18/2020	Tuesday 5/19/2020	Wednesday 5/20/2020	Thursday 5/21/2020	Friday 5/22/2020	Saturday 5/23/2020	Total Hours by Grant	Percent of Total
Grant Name									
(B-4)				(B-5)				-	0%
Ryan White MCM		5.00		4.00	6.00			15.00	38%
Ryan White NMCM		3.00	8.00					11.00	28%
Food Pantry				4.00	2.00			6.00	15%
								-	0%
								-	0%
Total Productive Hours	-	8.00	8.00	8.00	8.00	-	-	32.00	80%



Case Notes Form

Time and effort logs (the timesheet forms above) should be supported by the employee's case notes.

Example: If an employee's log shows they spend 100% of their time on RWHAP NMCM, their case notes should reflect that and should support the percentage.

The form is titled "Case Management Progress Note" and includes the following sections:

- Header:** Name, ID Number, Date, Units.
- Need(s) Addressed:** A large text area for describing the patient's needs.
- Summary of Actions:** A large text area for summarizing the actions taken.
- Result(s) of Action Steps:** A large text area for reporting the results of the actions.
- Next Steps & Responsible Party:** A section for planning future steps, including a requirement to include the date and time of the next planned visit.
- Progress Toward CMI Service Plan Goals:** A section for tracking progress against the patient's care plan goals.



Case Notes Form

The case notes should reflect all the tasks completed, including the visit itself, time spent on required paperwork, phone calls, etc.

Example: Do not submit a time sheet stating your hours should be charged entirely to RWHAP MCM if your case notes indicate that you only saw two patients each day totaling 4 hours daily.

Example: If you spent 7 hours each day working on RWHAP and spent 1 hour each day distributing bus passes or issuing food pantry items, the case notes should fully document those 7 hours.



Biannual Attestation

If an employee spends all their time on a single RWHAP program, they may submit a Biannual Attestation stating the program they worked on and the tasks completed for that program during the six-month period.

Note: the Biannual Attestation does not exempt the employee from keeping track of their time. Case notes, number of patient visits, and other data must still be provided to support the attestation.

All employees are strongly encouraged to keep time and effort logs, even if they spend all their time on one grant or program. These time and effort logs serve to support the employees' payroll records.



Status and Next Steps

For agencies who have provided us documentation, we are currently reviewing your documents to make an assessment for areas of improvement and point out areas of strength.

Due to COVID, we have not yet met with some agencies. For others, we are still waiting on information. We will be getting with you soon.

We want to encourage all agencies to call or email us with questions. We can easily set up a Zoom call to discuss these.

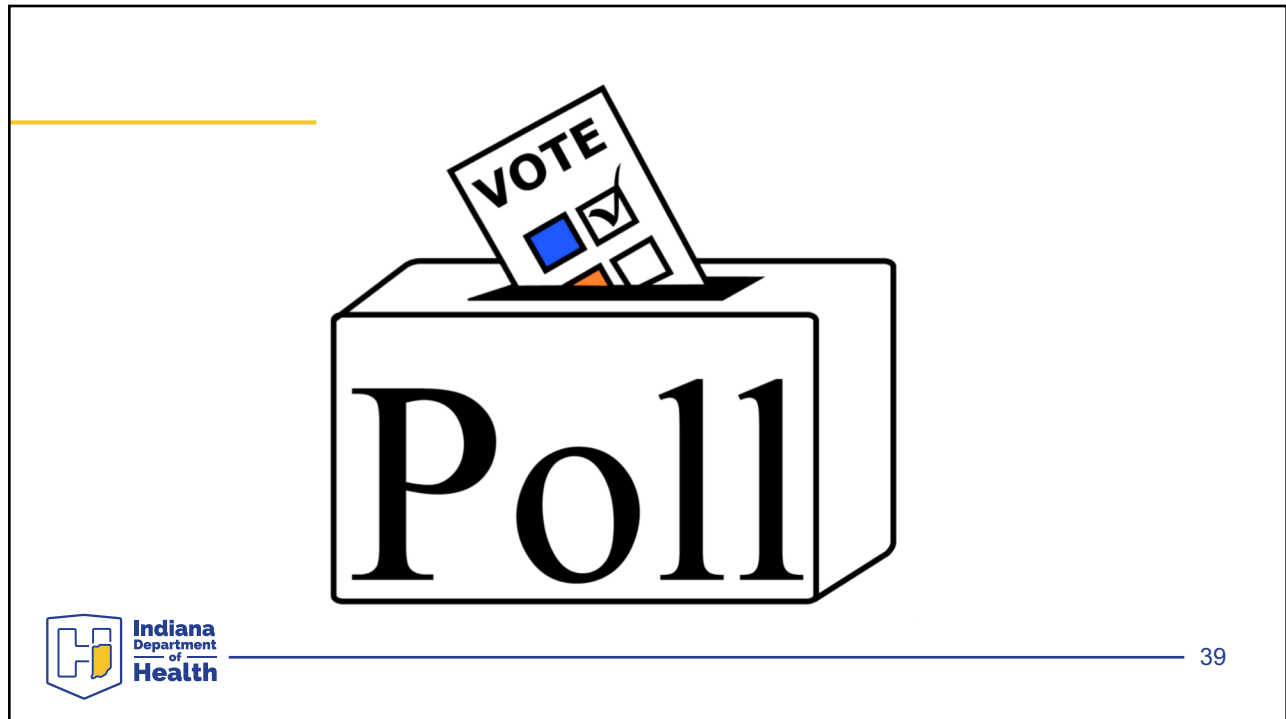


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Questions



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ISDH Contacts

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