



Community Billing Procedures

In compliance with the service specifications from DDD, all billing/timesheets must be supported by a signature from the parent and/or caregiver, as well as the required monthly reporting document identifying a client's Functional Outcomes and goals. There are 2 pay periods a month. When working in the Community, you may choose if you would like to be paid once a month or twice a month. The first pay period is the 1st-15th; the second is the 16th-last day of the month.

If you choose to bill twice a month:

1. Enter all hours worked from the 1st-15th into the first pay period.
 - a. All billing in ddreports is due by 5pm on the 15th. You must also print the timesheet before 5pm or you will be unable to access it after this time.
 - b. Turn in the timesheet by the 16th at 1pm.
 - i. You can mail your timesheet as long as it is post stamped before the deadline.
 - ii. You can put your timesheet in the drop box outside the office.
 - iii. You can scan your timesheet and email timesheetreports@laurensaz.org and copy Shannon Graffius on the email-though only as long as the scan is clear. If there is any issues, you will be asked to provide an original.
 - iv. You can fax your timesheet into ddreports (please note: the number is different than our fax number) upon Director approval.
2. Enter all hours worked from the 16th –last day of the month into the second pay period.
 - a. Billing is due in ddreports by 5pm on the last day of the month.
 - b. Print the timesheet before 5pm on the last day of the month.
 - c. Turn in the signed timesheet and supporting Habilitation report (if applicable) by the 1st at 1pm. You can email your habilitation report to timesheetreports@laurensaz.org.
 - d. You will be paid on the 10th and 25th each month.

If you choose to bill once a month:

1. Enter all hours worked for the *entire* month into the last pay period in ddreports.com
2. All billing in ddreports is due by the last day of the month by 5pm. You must also print the timesheet before 5pm, ddreports will automatically move to the next pay period and you will be unable to access the previous pay period.
3. Turn in your signed timesheet by the 1st of every month by 1pm.
 - a. You can mail your timesheet as long as it is received by the 1st.
 - b. You can put your timesheet in the drop box outside the office.
 - c. You can fax your timesheet into ddreports (please note: the number is different than our fax number) upon Director approval.
4. For all those billing HAH, Habilitation reports are due on the 1st by 1pm.
5. You will be paid on the 10th of the month when you bill once.

Note: Timesheets and, if applicable, reports are due on the 16th and 1st at 1pm. If these dates fall on a weekend and or Holiday, the deadlines WILL remain the same regardless.

In order to be paid on time:

- We will be reviewing all monthly reports and timesheets as they are received, to confirm quality and completeness. If your report is not of the expected quality, you will be contacted to fix the report. If your timesheet has an error and or is not legible, you will be contacted for a new one. If this happens, you will be given a new deadline. If you cannot meet the deadline, your direct deposit will be stopped and a manual check will be issued upon completion of paperwork. In addition, the disciplinary process will be implemented upon Director review.
- You will be paid based on correctly billing your hours worked and submitting timesheets by the due date as well as turning in quality habilitation reports. If you are having trouble with any aspect of billing/reporting please let us know as soon as possible so we can help you.

Late Paperwork Policy

For L.I.F.E. to remain in accordance with specifications from DDD, we must create policies so both you and L.I.F.E. are successful and efficient when working with these wonderful kiddos and adults. In order to make this happen, L.I.F.E. will be moving forward with implementing a policy that will affect community providers should their timesheets and or supporting documentation be turned in after the pay period's deadline. This policy will fall in line with L.I.F.E.'s disciplinary model given to you in your Handbook and Code of Ethics.

L.I.F.E. does understand there is a learning process for new providers with ddreports and its deadlines. However, if we feel the late paperwork and supporting documents are continuing beyond this learning period, the following will take place;

First late offense-Verbal Warning

Second late offense-Written Warning

Third late offense-Final Written or Termination

If you run into an issue with ddreports or your client's units, please contact your supervisor immediately. If communication is made in a timely manner, an exception will be given for late paperwork.

My hope is to provide all of you with some possible resources to make sure you can be productive and on time;

1. All Habilitation reports are now able to be manipulated through Microsoft. This means you can report your data and email it to your supervisor on or before the 1st deadline.
2. DDreports has an available faxing component to allow those who are farther out to fax directly into the website. If you would like more information on this feature, please let me know. You do need Director permission for this number.
3. We have a drop box, located directly outside of the main building, where you can drop off paperwork after hours.
4. We have set up a couple of computers within the main building for Community use if you do not have direct access to a computer.
5. Bill after every time you provide services. This allows for you to get billing done in an efficient manner as well as see if there are any potential problems when billing. Remember Murphy's Law: Anything that can go wrong, will go wrong.
6. Communication is key! If you run into a problem, please communicate it to myself or billing, Maria (maria.cardenas@laurensaz.org, 480-621-8361 x 118) and April (aprhil.ryan@laurensaz.org, 480-621-8361 x 113), as soon as possible.