TIME4CARE TIPS

public partnerships PPL
Your #1 choice for self-directed care™

TIME4Care (T4C) will be active at 12am on 3/10/24

- T4C is used for time entry and it is EVV compliant
- T4C is EVV compliant if clocking in and out. GPS must be turned on by the user when prompted.
- T4C has a built-in tutorial that gives instructions at each step.
- T4C User Guides are on the website publicpartnerships.com.
- The CLE cannot make changes to a time entry. They can only reject and send it back to the SSP for correction.
- The CLE can see all time entries listed in MyAccount to notify SSPs of needed corrections. The CLE can check a box noting the correction needed or write a note.
- If a 24-hour shift, log out 3/9 from Palco at 11:59pm and login in T4C at 12:01am.
- Daylight savings time will be updated in the T4C system. Login and out as usual.
- There is an EVV Compliance dial that shows EVV compliance with time entry.
- Please use the correct code when entering respite day vs hourly code. PPL cannot do the conversion.

When SSPs submit time (clock in out or manual) there will be a field called Service Location. There are two options in this field - Home or Community. The field is defaulted as Home. The SSP can change it to Community based on service delivery.

2:1 services – The SSPs both clock in at the same time. There is a few minutes leeway built into T4C if the clocks do not start exactly at the same time. If another service is occurring afterwards, log out and then log back in.

Overlapping time – using one device for logging in and out helps prevent overlapping. If time overlaps the SSP will get a message. They can correct the time entry or save it. Once saved it goes to the CLE who will reject and send a message back noting the correction needed.

The CLE can send themselves pop-up notifications to know when the SSP has submitted a shift.

CONFIGURABLE ATTRIBUTES	OPTIONS	DETAILS	DEFAULT PPL RECOMMENDATION	PA ODP
1. Turn on/off	ON/OFF	**ON** – Users will see their EVV rates on their dashboard. **OFF** – Users do not have access to this feature.	ON	ON
2. If ON, select thresholds for low/med/high	N/A	**Standard thresholds:** Red - EVV shift rate = 0-39% Yellow - EVV shift rate = 40-59% Green - EVV shift rate = 60-100%	N/A	Red = 0-39% Yellow = 40-59% Green = 60-100%