



**ARIS Changes to Codes for Timesheets
and Non-Payroll Reimbursement Request Forms
March 5, 2021 Webinar FAQ's**

1. **Question:** Can you have two employees work with one person for the purposes of training?
Answer: Some individuals are approved to have 2:1 staffing. In those circumstances, for workers paid through ARIS, one employee may train the other while the person is present, and both may be paid for the same hours.

For those who do not have 2:1 staffing approved, employers could choose to pay two employees at the same time for the purposes of training while the person is present. This represents a change from the information provided in *the Encounter Data Submission Guidance, v4, 2.19.21* document. The *Guidance* will be updated to reflect this change. Employees may not be paid for receiving training when the person is not present.

2. **Question:** I fill out timesheets online, where do we put the new codes? Is it online?
Answer: Yes, the timesheets will be updated with the new codes for 3/14/21, which is the date that these changes take effect.
3. **Question:** What does 1:1 or 1:2 mean?
Answer: It is the number of employees vs. the number of people receiving a service.
1:1 means 1 employee providing services to 1 service recipient.
1:2 means 1 employee providing services to 2 service recipients at the same time.
2:1 would mean 2 employees providing services to 1 service recipient.
4. **Question:** What is non-payroll reimbursement?
Answer: Services like mileage, adaptive van modifications or payments, camp etc.
5. **Question:** For people who speak a language(s) other than English, will interpretation and translation services be available for the webinar and documents?
Answer: When the webinar is posted, there is a closed-captioning option that offers free translation into other languages, although it is a literal translation and may not be adequate. We also know that some people do not read in their preferred language or the language they speak is not a written language, so work with ARIS to identify the materials and languages that are needed.

6. **Question:** When will we get new paper timesheets? Will they also require the home or community location?

Answer: New paper timesheets went out in the mail on 3.4.21, so you should receive them soon, they are also available online on ARIS' website. Yes, you will need to specify home vs. community for location on the paper timesheets.

7. **Question:** I work with someone 1:1 and 2:1 during the same day for a daily respite service. Half the time it is 1:1 the other half of the time it is 2:1, how do I code this if it is a daily rate?

Answer:

- The worker who is providing daily respite would use the daily respite code and 2:1 staffing ratio.
- The worker providing hourly respite would use the hourly respite code and use the 2:1 staffing ratio (DOL rules require that this worker be paid hourly because it is a less than 24-hour shift.)
- Because two separate codes are being used, there will be two encounters entered for that day, one for daily respite and one for hourly. Because two codes are used, this will not be processed as a duplicate and the 24-hour limit will not be exceeded.
- Each encounter will be "valued" at the amount paid to each worker, plus employer taxes.
- The 2:1 staffing ratio will indicate for informational purposes that this is not a duplicate service.

8. **Question:** I am not familiar with the non-payroll reimbursement form; how often do I need to submit it?

Answer: If you do not typically use this form, nothing is changing that would require you to start using it. However, if you do use it, we would prefer it be submitted at least monthly.

9. **Question:** If someone has overnight respite in a provider's home, what location do you use?

Answer: If the person is leaving their home to go to a Respite provider's home, the location is the community. Any service that is provided outside of the home where the individual who receives services lives is considered the community.

10. **Question:** I get automatic monthly payments from my Designated Agency (DA) for transportation, will this change? Will I have to fill out new forms?

Answer: No, we do not think so. It is possible your DA will need to fill out the new forms, but if you have an automated payment set up, this new process shouldn't change that arrangement.

11. **Question:** My client receives respite and community support services, but due to COVID, they are still receiving all their services, but the activities look different because we are staying in more or doing alternative things (going for drives, walking outside). Is it OK to be providing community supports like this?

Answer: Probably but follow up with ARIS directly about your specific budget and services, we do not want to share the specifics of someone's service plan with a large group. In general, DAIL has

provided flexibilities during the COVID-19 pandemic in the way services may be provided to follow the governor's orders related to gathering with people outside one's household. DAIL will provide guidance to agencies as to when these flexibilities will end. Your provider agency will provide an update when things change. You may continue to provide services flexibly until notified otherwise.

12. **Question:** The codes on the new timesheets look different, no more H01 for example. Do we just write out the description?

Answer: Yes, just write out the description, no need to worry about the old codes.

13. **Question:** I do not see the clinical codes listed on the back of the non-payroll reimbursement form? Where are those codes?

Answer: The full list is online; we only included the most used codes on the back of the form because there was not room for everything.

14. **Question:** If someone uses a daily respite code and takes the person out into the community, what location code do you use?

Answer: Use the location code where most of the time was spent. If the person was in their home for 20 out of 24 hours and in the community for 4, the location is home. However, if the person leaves their home to receive the respite, the entire time is considered to be in the community. Home is specific to the individual who receives the service, only their actual home can be considered as a home location.

15. **Question:** If I have a building on my property that has been converted (i.e., a building that has been made into an art studio), does that count as community or home?

Answer: Anything on your property is still considered home.

16. **Question:** If someone works 1:1 with a client for a few hours and then 1:2 for a few hours, how do you record that?

Answer: You would have two different lines on the timesheet, one for the time as a 1:1 and one for the time as a 1:2.

17. **Question:** When will the new forms/timesheets go live?

Answer: The changes are effective starting 3/14/21, so you do not need to use new forms until then.

18. **Question:** If I pick up a client and bring them to my house, is that coded as home or community?

Answer: If the person does not live with you, your home is still considered the community. Home only refers to where the person who receives services lives.

19. **Question:** If a client has a multi-day respite stay with their provider and during that time the client goes into the community to work, how do I code that?

Answer: Since the person does not live with the respite provider, all the time is considered to be in the community. **Remember; home is only where the person receiving services lives.**