



## Time Card and Fraud Policy

**The time card is a legal document for recording the hours you work. Your time card has the number of hours the agency will bill to Medicaid. The hours you record you work on a legal document. The time card is your official statement that you have actually worked these hours. Correctly recording your time and activities is vital. You must work hours before billing for those hours.**

Cherish will review the time card with you, explain how to complete it, and answer your questions.

### Time Card

(some of these elements are specific to PCA services but can be applied in many instances to all timesheets)

1. You will use a separate time card for each person you provide services for. Besides hours worked, the time card has a list of activities to show what tasks you did for each day you worked. The time card has spaces for seven sequential days. Enter the dates for each day of the week. Draw a line through any of the dates and times that you were not working for the person listed on the card.
2. Write your initials next to all the activities you provided for each date you worked. Activities must be in the person's care plan and done during your work schedule when you are submitting the hours for payment.
3. Enter the time you arrived and the time you left for each visit made. on any one date. You must enter the hour and minute of arrival and of departure and circle "AM" or "PM."
4. Document "Ratio Staff to Person". There are two lines above the entry boxes for time in and time out for each visit. If you provide services to only one person, circle the staff to Person ratio of "1:1." Leave the "Shared care location" line blank.
5. After recording all in and out times, add the total service you provided during the day and fill in the "Daily Total" box.
6. On the final day of work for a seven-day period, add up the total for each day. Enter the total in the "Total Time Sheet" box.
7. The Staff and the person or the responsible party must sign the time card after all details are complete. Documenting Shared Services: You will only provide services to more than one person during any one visit if the people are using a "shared services" option. People must agree to shared services and have a written agreement with the agency about how to use shared services. In the Ratio of Staff to Recipient boxes, circle the "1 :2" ratio if you are providing services to two people during the hours you are reporting on this time card. Circle "1 :3" ratio if you are providing services to three people during the hours you are reporting. You



will also need to note the location where you are providing services such as school, work, store or home if you are providing shared services.

**All Employees:** Notice the warning on the bottom of the time card just above the signature boxes: *You must be careful only to bill for hours you actually worked and complete the time card and signatures after the hours have been worked. You are making a promise that you have actually worked these hours.*

**You are breaking federal law if you:**

- Provide false information by claiming hours that you did not actually work
- Sign the name of someone else such as the person receiving services
- Complete and sign a time card for another staff person

**Fraud**

Under Minnesota law, “theft of public funds” is a felony regardless of the amount. In plain speech, you are breaking the law if you claim even one hour of services on your time card that you did not provide.

It is fraud if:

1. When the staff did not provide services. (OHS recovered over \$4500 in fraudulent payments).
2. An agency claimed hours for services to people on dates when people were in the hospital. People receiving services are not eligible for services during a hospital stay.

Under Minnesota law, theft of any amount of public funds is a felony. Our service is paid with public funds through the state’s Medical Assistance program. You are breaking the law if you claim even one hour of services on your time card that you did not provide. This means you must be accurate in the hours of service you report on your time card.

To avoid fraudulent behavior, only document hours of work:

- When you are present in your role
- When you engage in work activity based on the care plan

**Do not:**

- Accept money when you have not done the work
- Add hours service after the person has signed the form
- Ask the person to sign a partially completed time card so the person is unable to verify the hours worked before the time card is submitted



- Claim more hours of work with the understanding that the hours will be made up at a later date
- Fill out a time card for days you do not provide any services (for example, the person receiving services is in the hospital or nursing home)
- You cannot claim PCA hours for work if the person receiving services is at PCA's home. If the person chooses to visit the PCA in the PCA's home, the visit must occur outside of the PCA's hours of work with that person. The PCA cannot claim hours worked if the PCA is in the person's home but taking care of the PCA's children.

There are severe penalties for falsely claiming hours worked. You may be:

- Disqualified from working at a job that receives Medicare and Medicaid funding which includes Minnesota Medical Assistance for five years
- Fired by your employer
- Prosecuted and convicted of fraud which may affect other jobs in the future
- Required to repay the money
- Sent to jail
- Unable to apply for and receive low-income housing assistance

The Minnesota Department of Human Services has an area responsible to look for and investigate suspected fraud. The Surveillance and Integrity Review Section (SIRS):

- Conducts post-payment review of claims to determine the accuracy of the payment
- Investigates reports received on the SIRS Hotline
- Measures performance and quality of services provided by OHS

SIRS may impose sanctions for confirmed fraud and abuse on both staff and agencies. SIRS turns cases over to the Medicaid Fraud Control Unit (MFCU) that is part of the Office of the Attorney General. When you enroll as a PCA with OHS, you must sign a Provider Agreement for Individual Personal Care Assistant form. Your signature indicates you are agreeing to help the Medicaid Fraud Control Unit and to give details on payments claimed for services under the Medical Assistance program.

Policy reviewed and authorized by the Cherish owners at a formal Board of Directors meeting

Last policy review: 5/30/2019