



Developmental Disabilities Administration

Self-Directed Services Training Series

Module 10: Employee Overview and Timesheets

Updated October 2025



Overview

- This training module will provide you with an overview of employees and timesheets.
- This training is a summary with important information on this topic.
- More information and requirements are found in the Medicaid waiver program applications, laws, regulations, guidance and policies.
- The most updated information regarding Self-Directed Services is published in the Self-Directed Services policy and manual that can be found on the DDA's website at <https://health.maryland.gov/dda/Pages/sdforms.aspx>.

Employee Requirements



Employees must meet all waiver requirements:

- Criminal Background Checks
- Child Protective Services Background Checks (as applicable)
- Training Requirements
- Other requirements specific to the services authorized

Employee Criminal Background Check

- Financial Management and Counseling Services providers run and pay for the initial criminal background check for all employees.
- Any subsequent and regular criminal background checks can be run if the participant requests (using cost savings).

Types of Allowable Background Checks

- The Medicaid waiver programs allow for two types of criminal background checks (participant chooses one):
 - Maryland-only check via fingerprinting, or
 - National check through an agency the Financial Management and Counseling Services provider uses.

Child Protective Services Background Checks

- Child Protective Services Checks are required for any employee working for a participant under the age of 18.
- The Financial Management and Counseling Services provider gives instructions to employers and employees on how to complete the checks.
- Required checks must be completed for an employee to be cleared for work.
- Any additional and regular Child Protective Services background checks can be run if the participant requests (using cost savings).

Training Requirements for Employees

- Employees must meet all qualification requirements as listed for the Medicaid waiver service(s) they will provide
- First Aid and Cardiopulmonary Resuscitation (CPR) certifications are required for most employees:
 - Training must be completed in-person or through a hybrid model
 - Online-only training does not meet the requirement.
 - Emergency Medical Technician Certification (EMT) can meet this requirement.
 - Employees cannot be paid if a certification expires
- Participants may require other trainings as desired related to their needs

Timesheet Requirements (1 of 2)

- Timesheets should be submitted every two weeks using the participant's Financial Management and Counseling Services provider's payroll calendar and process.
- Timesheets must include:
 - Dates the services were provided,
 - Start and end time for each shift, and
 - A list of tasks completed by the employee during the shift.

Timesheet Requirements (2 of 2)



- Timesheets must:
 - Be approved by the participant, and
 - Be submitted per the applicable Financial Management and Counseling Services provider's policies and practices.

Resources

- [Self-Directed Services Comprehensive Policy](#)
- [Self -Directed Services Manual](#)
- Financial Management and Counseling Services Providers
 - [GT Independence](#)
 - [Public Partnerships LLC \(PPL\)](#)
 - [Fello](#)

Summary (1 of 2)

- All employees must meet the requirements of the waiver service(s) they provide in order to be paid:
 - Initial background check,
 - Child Protected Services check (if working for a minor), and
 - Training Requirements.
- Initial background and Child Protected Services checks for employees are paid for by the Financial Management and Counseling Services.

Summary (2 of 2)

- Timesheets must meet all requirements.
- Timesheets must be approved by the participant.