



Developmental Disabilities Administration

Self-Directed Services Training Series

Module 10: Employee Overview and Timesheets

Updated October 2024



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



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

Child Protective Services Background Checks

- Required for any employee working for a participant under the age of 18
- Financial Management and Counseling Services provider gives instructions to employers and employees on how to complete
- 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 all employees
 - Training must be completed in-person or through a hybrid model
 - Online-only training does not meet the requirements
 - Employees cannot be paid if a certification expires
- Participants may require other trainings as desired related to their needs

Timesheet Requirements (1 of 2)

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

In 2025, a list of tasks completed by the employee during their shift will be required in order for the timesheet to be accepted and processed. Refer to the Self-Directed Services Manual for the requirement effective date.

Timesheet Requirements (2 of 2)



- Timesheets must
 - Be approved by the participant
 - 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 \(PPL\)](#)
 - [The Arc Central Chesapeake Region](#)

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)
 - 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
 - In 2025, a list of tasks completed by the employee during their shift will be required in order for the timesheet to be accepted and processed
- Timesheets must be approved by the participant