

Southeastern Minnesota Center for Independent Living, Inc. (SEMCIL)

Subject: Late or Inaccurate Documentation Policy

Effective Date: October 2006

Reviewed/Revised: February 2016

It is the responsibility of each DSP to completely and accurately document hours of work and cares provided each time he/she works.

For DSPs using DnD Telephony, hours of work and the cares provided are to be called in accurately on the day the DSP works. For DSPs using Intervention timesheets, the documentation is to be completed on the day the DSP works and submitted at least weekly as outlined in the Payroll Schedule.

DSPs who routinely fail to document completely, accurately and on time will result in a reduction to minimum wage for the affected hours.

SEMCIL will use a three (3) strike rule before implementing the reduction to minimum wage. This means that once an DSP has failed to document per protocol more than three (3) times, his/her wage will be automatically reduced to minimum wage beginning with the forth (4th) failure to follow this protocol and for each failure thereafter. No action will be taken the first three times of failure to document completely, accurately or on-time.

At the beginning of each calendar year, each DSP who has been subject to the reduced wage will have his/her slate wiped clean, and the three strike rule will begin again.

DSPs who continuously fail to follow this protocol and have an extensive history of inaccurate, incomplete or late submission of documentation will be subject to disciplinary action.

For any documentation concerns please report immediately to your PCA Program Scheduler.