

**Champlain Community Services
TIMESHEET CODING FOR COVID 19**

SCENARIO	Carelogic Activity to Bill 3/23-3/31	Carelogic Activity to Bill 4/1/20	Carelogic Activity to Bill When additional allotted cto hours are used or stay at home order is lifted
Staff at home, working part time based on workload (specific scenario's below)	Regular codes for work hours	Regular codes for work hours	Regular codes for work hours
Staff at home, available to work based on master schedule but not working due to workload (non-worked hours)	COVID19-inability/lack of work due to COVID19 (COV)	COVID19-Paid Sick Leave correlated with COVID19(CVPSL)	COVID19-inability/lack of work due to COVID19 (COV)
Staff at home, available to work based on master schedule with Level 2 client, but not working due to workload (non-worked hours)	COVID19-inability/lack of work due to COVID19 Level 2 (COV2)	COVID19-Paid Sick Leave correlated with COVID19 Level 2(CVPSL2)	COVID19-inability/lack of work due to COVID19 Level 2 (COV2)
Staff working at home, full time	Regular codes for work hours	Regular codes for work hours	Regular codes for work hours
Providing direct (in person) essential supports to non-symptomatic individual, (1.5 Time pay)	COVID 19-Time and a half (SUPLIVx1.5)	COVID 19-Time and a half (SUPLIVx1.5)	COVID 19-Time and a half (SUPLIVx1.5)
Providing direct (in person)essential supports to individual, covid19 positive (Double Time pay)	COVID 19-Double Pay (SUPLIVx2)	COVID 19-Double Pay (SUPLIVx2)	COVID 19-Double Pay (SUPLIVx2)
Staff scheduled to work, 'calls out' sick, non COVID related	Regular sick time code	Regular sick time code	Regular sick time code
Specific Scenarios for your reference:			
Supporting individual at virtual group meeting (i.e. Global Campus, Champlain Voices)	Community - 99 other location	Community - 99 other location	Community - 99 other location

Phone call/Facetime/email, etc with individual while consumer is home	Supervised Living - 99 other location	Supervised Living - 99 other location	Supervised Living - 99 other location
Non-consumer related time worked (i.e. supervisor calls, team meetings, documentation without individual present)	Admin (Admin level 2 if regularly scheduled with L2 client)	Admin (Admin level 2 if regularly scheduled with L2 client)	Admin (Admin level 2 if regularly scheduled with L2 client)
Not supporting individual directly(virtually) or indirectly(virtually) during your regularly scheduled hours (i.e. not working)	COVID19-inability/lack of work due to COVID19 (COV) (or COV2 if level 2 hours)	COVID19-Paid Sick Leave correlated with COVID19(CVPSL) (or CVPSL2 if level 2 hours)	COVID19-inability/lack of work due to COVID19 (COV) (or COV2 if level 2 hours)
Employment Team meeting	Way2Work coordinator to advise (i.e. team meeting or admin or emp)	Way2Work coordinator to advise (i.e. team meeting or admin or emp)	Way2Work coordinator to advise (i.e. team meeting or admin or emp)
Covid19 Specific Staff Scenarios			
Staff "Self" quarantined due to possible exposure to COVID 19	COVID19-inability/lack of work due to COVID19 (COV) (or COV2)	COVID19-inability/lack of work due to COVID19 (COV) (or COV2)	COVID19-inability/lack of work due to COVID19 (COV) (or COV2)
Staff Dr, Directed, symptomatic, quarantine with COVID 19	COVID19-inability/lack of work due to COVID19 (COV) (or COV2)	COVID19-Paid Sick Leave correlated with COVID19(CVPSL) (or CVPSL2)	COVID19-inability/lack of work due to COVID19 (COV) (or COV2)
Staff at home, not working, helping children stay engaged in school	COVID19-inability/lack of work due to COVID19 (COV) (or COV2)	COVID19-Paid Sick Leave correlated with COVID19(CVPSL) (or CVPSL2)	COVID19-Paid FMLA-Child care closure and unable to telework (CVFMLA)
Staff at home, not working, Childcare closed/unavailable	COVID19-inability/lack of work due to COVID19 (COV) (or COV2)	COVID19-Paid Sick Leave correlated with COVID19(CVPSL) (or CVPSL2)	COVID19-Paid FMLA-Child care closure and unable to telework (CVFMLA)