

# MOPS Clinical Time Sheet

## Guidelines

Rev. 6/14/06

Time sheets are to be completed for each two-week pay period. Time sheets must include the clinician's name, the date range for the period that the time sheet covers, the clinician's signature, and the administrative supervisor's signature. Time sheets are to be turned in by 5:00 of the Friday following the end of the pay period. Any time sheet that is not completed may result in a delay in receiving your paycheck by two weeks or more.

The following guidelines are designed to help you in completing your time sheet correctly. If you have any questions about this material, please check with your administrative supervisor and/or the Executive Director.

### **General Issues:**

In the series of boxes below the days of the week, you are to put in the day of the month.

Each section (gray lines relating to pay level) is to be total totaled across the rows, and each column is to be totaled. Make sure that the row totals and the column totals balance.

Each subtotal is to be computed (Base Total, P1Total, P2 Total, etc. as well as daily totals)

### **Service Type Definitions:**

**Paid Leave**—This includes “vacations,” “sick days,” or any other form of leave that will be counted against your accrued paid leave (vacation). All paid leave time requires a corresponding “Request for Leave” form to be completed prior to you being paid for the time.

**Holiday**—Any agency holiday. MOPS provides 6 paid holidays that full time employees are entitled to be paid for, including New Years Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, Christmas. If you do not work “full time” then you may only record the appropriate pro rated number of hours (for example, if you work 30 hours a week, then you may only record 6 hours for a paid holiday).

**Training**—Approved training activities such as agency-sponsored workshops or other trainings that have been approved by the executive director. If you are in graduate school, you are not allowed to use this category for regular class work. This category is also to be used for employee orientation. All training, other than orientation, requires a record (copy of certificate) of the training to be forwarded to the administrative coordinator and must be reported on the “Monthly Summary Form” that is submitted to the QA committee.

**Paperwork**—This category is to be used for all non-billable hours that do not meet any of the other service classifications. You must physically be at an agency-designated location to bill for these hours unless previously approved by the Executive Director.

**Travel**—This category is for the actual time spent traveling on MOPS business. In almost all cases, you should be submitting “mileage” requests to accompany this time. Anyone requesting mileage reimbursement must also make sure that a valid copy of your driver’s insurance is on file with the payroll department.

**Supervisee**—This is the time that a clinician spends in supervision (both group and individual). In most cases, student interns will not be paid for supervision time.

**Other**—In some instances, staff will be given prior permission to bill for a service that cannot be classified and should be recorded here (or in one of the other “other” slots, depending on the reimbursement rate agreed to by the supervisor). This might include activities such as non-billable staffings with outside agencies (P1), the time spent on the stand at court appearances (P2) or other similar activities. In all cases, the nature of the services is to be specified.

**CSP**—Any case management service that is conducted from an agency location. This includes all phone CSP services and direct contact with clients. This service is to be billed as an 8-minute minimum. Every CSP service should have a matching entry on the Service Activity Log (SAL) and should have a case note.

**QA**—Most clinicians are eligible to conduct Quality Assurance reviews on other clinician’s charts. The time spent conducting these reviews and the time spent attending QA meetings should be recorded in this space. Additionally, clinicians may be assigned specific QA activities (ie. Focused reviews, research projects) that may be recorded under this heading. This service type is not to be used for the time spent correcting your own charts (this is to be billed as paperwork).

**Admin**—In some cases, supervisory staff will assign specific administrative duties to a clinician. This may include program development activities, agency research projects, or other activities that facilitate the administrative functioning of the agency. You are only allowed to bill under this category with specific permission of your administrative supervisor and/or the Executive Director.

**Intake/DA**—This service includes the face-to-face time that you spend completing an intake and/or diagnostic assessment. It does not include the time spent reviewing charts, completing reports, etc. This service is to be billed as an 8-minute minimum. Each unit of Intake/DA should have a corresponding hour on the SAL/Scheduler and should have a case note. Generally, student interns are not paid for this service, as it is part of their academic training.

**Testing**—This service includes the face-to-face time that is spent administering tests. It does not include time spent by the client completing testing while you are not present (ie. The MMPI), and it does not include time spent scoring/interpreting/reporting on the test results (these are “paperwork” activities). This service is to be billed as an 8-minute minimum. Each unit of testing must have a corresponding unit on the SAL/Scheduler and must have a case note.

**Individual**—This service includes the face-to-face time that is spent engaging in individual/family/couples counseling/psychotherapy (keeping in mind that all cases must have an identified client that is being billed for). This service is to be billed as an 8-minute minimum. Each unit of counseling/psychotherapy must have a corresponding hour on the SAL/Scheduler and must have a case note.

**Group**—This service includes the time that you spend in direct contact with a treatment group. If a group lasts 2 hours, then you can record 2 hours on your time sheet. You cannot bill under this service type the time that you spend preparing for group, reviewing homework assignments, or doing case notes; these activities are billed as paperwork time. Each group session should have corresponding clients reported on a scheduler/SAL reflecting that participants were present for the group (although if you are co-facilitating the group, then these names may appear on the other therapist's scheduler/SAL).

**AOD Grp**—This is the same as “Group” above, but the service is specifically related to AOD issues.

**AOD Ind**—This is the same as “Individual” above, but the service is being billed as a specific AOD service type.

**Off Site CSP**—This is the same as CSP above, but the service must be face-to-face, and must occur off of the MOPS premises or other assigned work area. Telephone contacts can never be billed as Off Site CSP.

**Supervisor**—This service includes the time spent supervising a clinician who is working under the provider's license. This does not include consultation with other staff—this should be billed as “paperwork”. This does not include the time spent reviewing case notes (this is an administrative function and should be billed as administrative time).

**Off Site Ind**—This service includes the time clinicians are engaged in face-to-face counseling with individuals/families/couples in a location off of the MOPS premises or other assigned work area (for example, home based services).

**Evaluation**—This includes the face-to-face time spent conducting a formal evaluation. It does not include the time spent scoring tests, writing up the report, or reviewing collateral materials (these activities are “paperwork” time).