

May 25, 2017

**MetroWest
Center For
Independent Living**

**People with Disabilities
Living in the Community**

MyTimeSheet: Electronic Visit Verification for the MassHealth PCA Program

The MassHealth Personal Care Attendant Program is converting from paper timesheets to the new MyTimesheet system. This new system is a mobile web based application, allowing hours to be input at any time and place via your mobile devices. The system is modeled on a time clock, where PCA's will "check in" on the mobile app when they begin work, and "check out" on the mobile app when they finish. Consumers will review and approve the hours. Once approved, the hours will be sent to the Fiscal Intermediary so that the PCA can be paid. The system will have added value for consumers as the app will allow them to manage their authorized hours more closely.

MassHealth plans to begin a Pilot Program this summer, and use the feedback for a staged roll out beginning in January of 2018. As with all new online systems, until one is using it, it is difficult to predict the nuances and roadblocks. *The Pilot Program will be key to filling in these gaps.*

We have attached extensive information on this program, or you can visit mass.gov/eohhs/MyTimesheet webpage.

Listening Sessions:

MassHealth will conduct Public Listening Sessions. These sessions will include a program overview, and allow PCAs and Consumers to provide feedback on the program. These sessions will be held in June at several locations across Massachusetts. Download the [PDF Listening Schedule](#).

Frequently Asked Questions:

MassHealth has authored an extensive [FAQ document \(PDF\)](#). My first question was "What if a PCA forgets?". The answer is found on page 6 - Questions 18 and 19.

Information for PCAs:

MassHealth has provided an overview directed towards PCAs. Download the [PDF document for PCAs](#).

Information for Consumers:

MassHealth has written another overview for Consumers. Download the [PDF document for Consumers](#).

Information for Consumer Surrogates:

MassHealth has written an overview for Consumer Surrogates. Download the [PDF document for Consumer Surrogates](#).

Electronic Visit Verification is a requirement of the 21st Century Cures Act. By becoming educated on the implementation, and providing your feedback, we can make the system a useful tool and not a painful job.

Thank you.

Paul Spooner, Executive Director

P.S. We have provided all of the attachments in PDF format. Please reply to this email if you are unable to access the information and we will convert them to MS Word or plain text.



Massachusetts State House in Boston

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