

Palco Connect CLE Reports

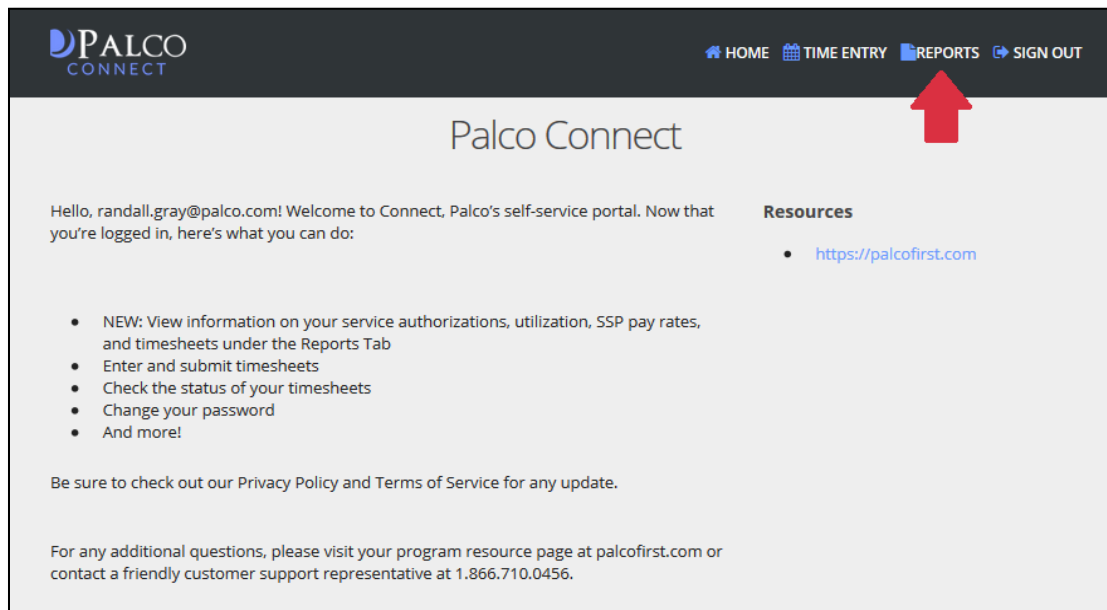
We are pleased to announce the launch of a new **Reports** feature on your Palco Connect Home Page! The new feature allows Common Law Employers (CLEs) to view and download information on Service Authorizations, Utilization, and Support Service Professional (SSP) Pay Rates and Timesheets. Along with the new feature, you can continue entering, reviewing, correcting, and approving your SSP's timesheets.

What reports are available?

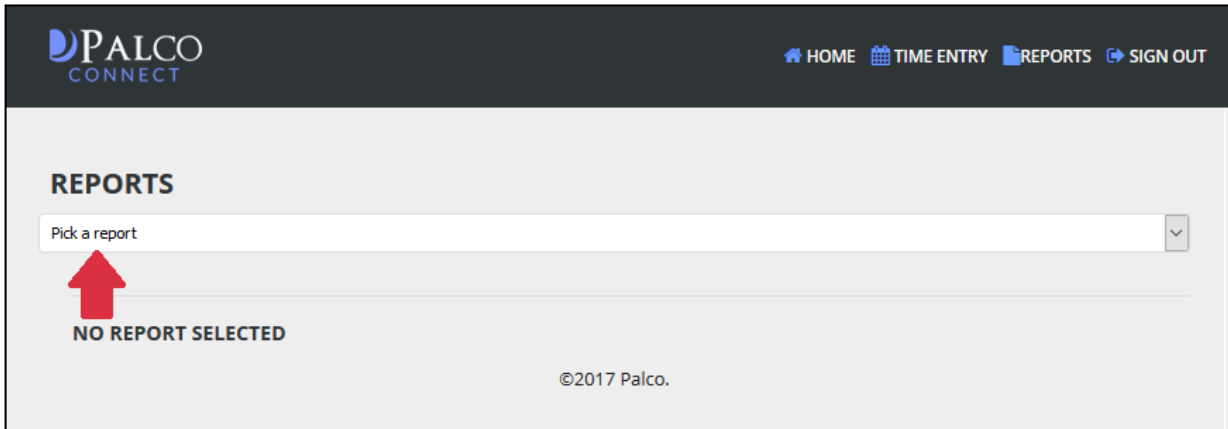
- **Utilization:** Shows the total dollars and units authorized for each service, the dollars and units that have been used, and the balances remaining, enabling the CLE to accurately engage in resource and budget planning.
- **Service Authorization:** Includes an individual's summary of planned and authorized services, as well as the total funds allocated based on the number of units required for each service.
- **Pay Rate:** Shows SSP's gross hourly rate for each service.
- **Timesheets:** Displays a summary of timesheets submitted for all SSPs within the data range selected.

How do I view the reports?

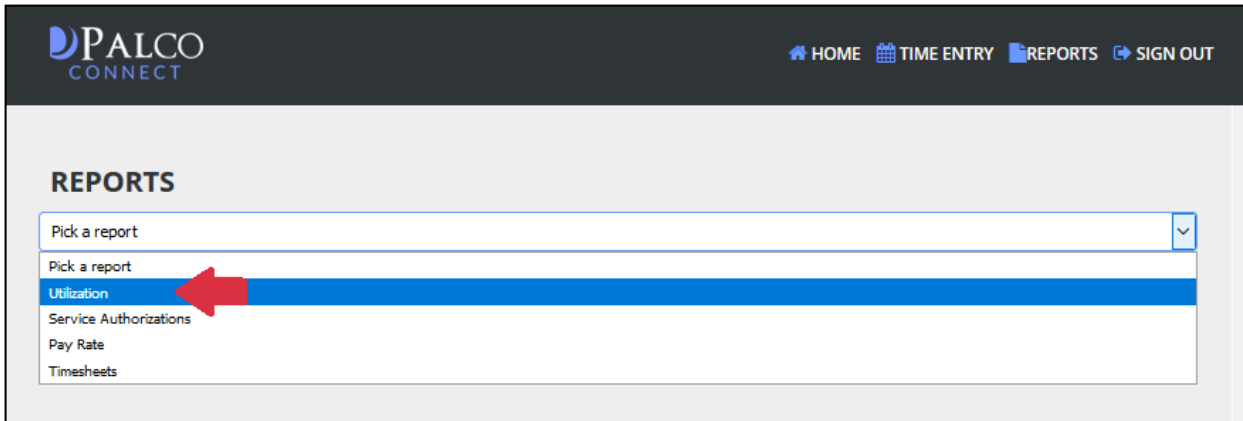
1. Login to Palco Connect at <https://connect.palcofirst.com/> with your username and password.
2. Select the REPORTS icon located on the top right corner of your browser.



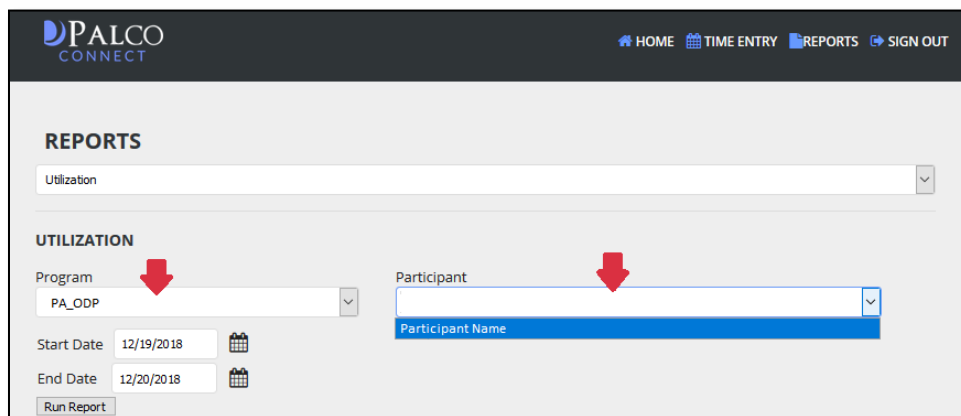
3. Select the “Pick a report” drop-down menu.



4. Choose a report from the list by clicking on the report name.



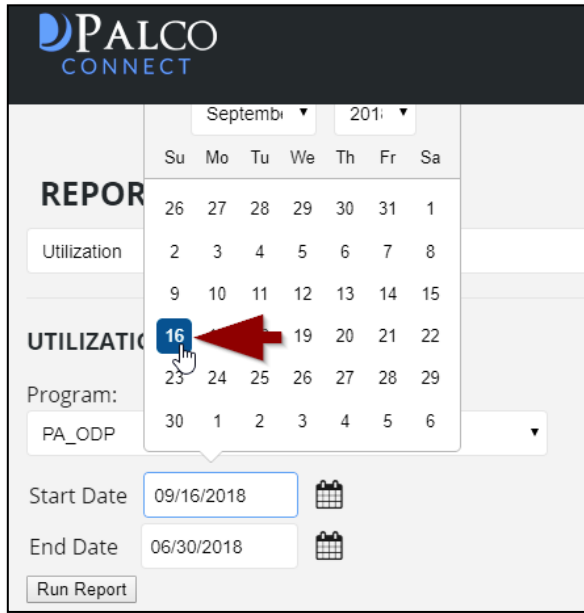
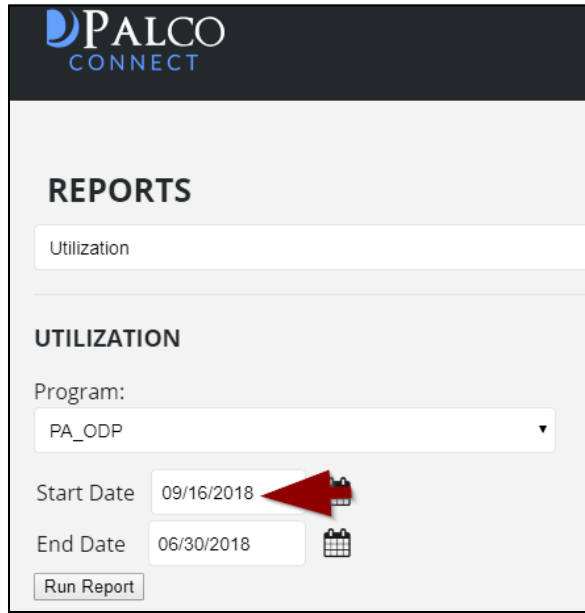
5. Select PA_ODP from the Program box. Then, select the individual's name from the Participant drop-down box.



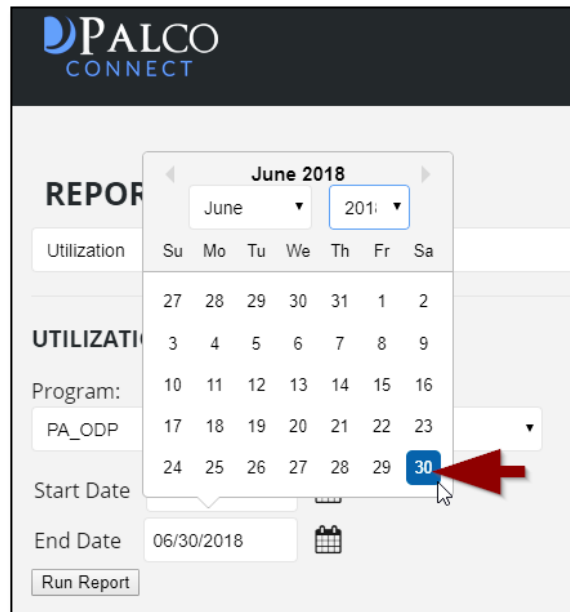
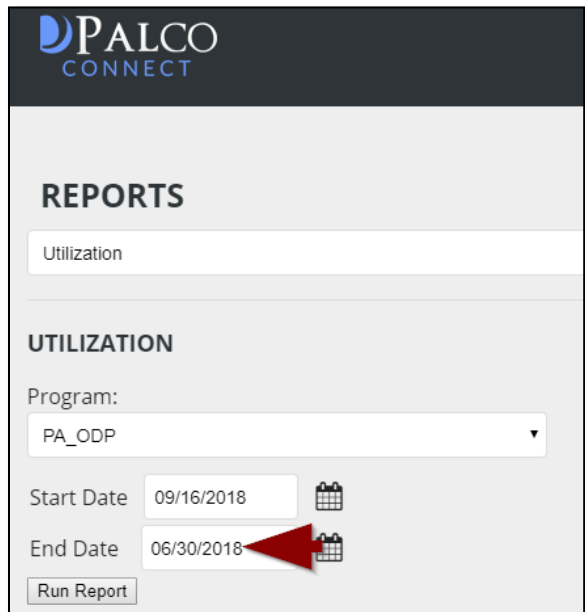
The Participant drop-down will list all individuals for whom you are the CLE.

If the report you selected requires a date range, a Start Date and End Date box will appear when you selected the report. Complete Steps 6 & 7 to select the date range. Otherwise, skip to Step 8.

- 6. Choose a starting date range for the report by clicking in Start Date box. Then, select a date.



- 7. Choose an ending date for the report by clicking in the End Date box. Then, select a date.



8. Click on the “Run Report” button.

REPORTS

Utilization

UTILIZATION

Program: PA_ODP Participant: King Boomer

Start Date: 09/16/2018
End Date: 06/30/2018

Run Report

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9. The report will appear directly underneath your selections.

REPORTS

Timesheets

TIMESHEETS

Program: PA_ODP Participant: King Boomer

Start Date: 09/16/2018
End Date: 06/30/2019

Download CSV

PARTICIPANT ID	PARTICIPANT NAME	CLE ID	CLE NAME	SSP ID	SSP NAME	SERVICE CODE	PAY PERIOD BEGIN	PAY PERIOD END	DATE OF SERVICE	TIME IN	TIME OUT	HOURS
047912	King Boomer	048163	Mandarin-Cong	050013	Joseph Green	W7060	2018-10-14	2018-10-27	2018-10-15	08:00	15:00	7.0000
047912	King Boomer	048163	Mandarin-Cong	050013	Joseph Green	W7060	2018-10-14	2018-10-27	2018-10-22	11:00	15:30	4.5000
047912	King Boomer	048163	Mandarin-Cong	050013	Joseph Green	W7060	2018-10-14	2018-10-27	2018-10-21	12:00	17:00	5.0000
047912	King Boomer	048163	Mandarin-Cong	050013	Joseph Green	W7060	2018-10-14	2018-10-27	2018-10-26	16:00	20:00	4.0000
047912	King Boomer	048163	Mandarin-Cong	050013	Joseph Green	W7060	2018-10-14	2018-10-27	2018-10-19	17:00	18:00	1.0000
047912	King Boomer	048163	Mandarin-Cong	050013	Joseph Green	W9862	2018-11-11	2018-11-24	2018-11-23	10:00	22:00	12.0000
047912	King Boomer	048163	Mandarin-Cong	050013	Joseph Green	W9862	2018-11-11	2018-11-24	2018-11-12	06:30	15:30	9.0000
047912	King Boomer	048163	Mandarin-Cong	050013	Joseph Green	W9862	2018-11-11	2018-11-24	2018-11-24	15:00	23:00	8.0000
047912	King Boomer	048163	Mandarin-Cong	050013	Joseph Green	W7060	2018-09-16	2018-09-29	2018-09-28	16:00	21:00	5.0000

10. To download a copy of the report, click on the “Download CSV” icon in the upper right corner of the report. Depending on your browser settings preferences, you can save your report in a specific location or directly to your Download folder.

PARTICIPANT ID	PARTICIPANT NAME	CLE ID	CLE NAME	SSP ID	SSP NAME	SERVICE CODE	PAY PERIOD BEGIN	PAY PERIOD END	DATE OF SERVICE	TIME IN	TIME OUT	HOURS
048163	King Boomer	048163	Respite/Day	050713	Joseph Green	W7060	2018-10-14	2018-10-27	2018-10-15	08:00	15:00	7.0000
048163	King Boomer	048163	Respite/Day	050713	Joseph Green	W7060	2018-10-14	2018-10-27	2018-10-22	11:00	15:30	4.5000
048163	King Boomer	048163	Respite/Day	050713	Joseph Green	W7060	2018-10-14	2018-10-27	2018-10-21	12:00	17:00	5.0000
048163	King Boomer	048163	Respite/Day	050713	Joseph Green	W7060	2018-10-14	2018-10-27	2018-10-26	16:00	20:00	4.0000
048163	King Boomer	048163	Respite/Day	050713	Joseph Green	W7060	2018-10-14	2018-10-27	2018-10-19	17:00	18:00	1.0000
048163	King Boomer	048163	Respite/Day	050713	Joseph Green	W9862	2018-11-11	2018-11-24	2018-11-23	10:00	22:00	12.0000
048163	King Boomer	048163	Respite/Day	050713	Joseph Green	W9862	2018-11-11	2018-11-24	2018-11-12	06:30	15:30	9.0000
048163	King Boomer	048163	Respite/Day	050713	Joseph Green	W9862	2018-11-11	2018-11-24	2018-11-24	15:00	23:00	8.0000
048163	King Boomer	048163	Respite/Day	050713	Joseph Green	W7060	2018-09-16	2018-09-29	2018-09-28	16:00	21:00	5.0000

To view a downloaded report, a program that can read CSV files, such as Excel, Notepad or TextEdit, is required.

11. Elements and Descriptions: The following is an example of the Timesheet Report. The reports view page contains several icons, fields and data for your convenience.

- i. You can run a different report.
- ii. You can download a copy of the report.
- iii. You can select a different program and participant (if applicable).
- iv. You can set the time interval by changing the dates.
- v. You can scroll through the report.

END DATE	SERVICE CODE	BEGIN PAY PERIOD	END PAY PERIOD	AUTHORIZED UNITS	UNIT TYPE	PAID UNITS	REMAINING UNITS	AUTHORIZED DOLLARS	PAID DOLLARS	REMAINING DOLLARS	GOODS
2018-09-29	W9864 Respite 2:1	2018-09-16	2018-09-29	400	15-minute	0.00	400	15000	0.00	15000	0.0000
2018-09-29	W9800 Respite Day 2:1	2018-09-16	2018-09-29	60	Day	0.00	60	15000	0.00	15000	0.00000000
2018-09-29	W1726 Companion Services	2018-09-16	2018-09-29	9020	15-minute	440.00	8580	26699.2	1265.56	25433.64	0.0000
2018-09-29	W7060 In Home Community Supports 1:1	2018-09-16	2018-09-29	6560	15-minute	320.00	6240	40737.6	1987.27	38750.33	0.0000
2018-09-29	W9862 Respite	2018-09-16	2018-09-29	60	15-minute	0.00	60	348.75	0.00	348.75	0.0000
2018-09-29	H2023 SE - Job Finding & Development	2018-09-16	2018-09-29	400	15-minute	0.00	400	15000	0.00	15000	0.0000
2018-09-29	W7285 Respite Camp 24 Hrs.	2018-09-16	2018-09-29	10	Day	0.00	10	15000	0.00	15000	0.00000000
2018-09-29	W7286 Respite Camp 15 Min.	2018-09-16	2018-09-29	1440	15-minute	0.00	1440	15000	0.00	15000	0.0000
2018-09-29	W7271 Transportation Mile	2018-09-16	2018-09-29	5617	Hour	276.00	5341	3061.27	150.42	2910.85	0.0000