

## Types of Connect Reports:

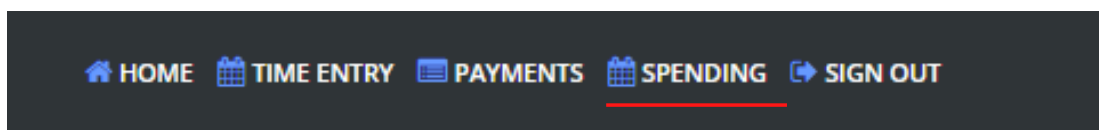
In addition to being Palco's time entry system, the Connect Portal also provides valuable reports for supporting the journey of self-directed services and supports. Two of those features are Spending Summaries and Payment Details. Both of these reports can be accessed by logging in to the Connect Portal: <https://connect.palcofirst.com/>.

**Spending Summaries** provides quick information to help you easily track your utilization.

**Payment Detail** provides both the employer and employees with access to pay stub information and history.

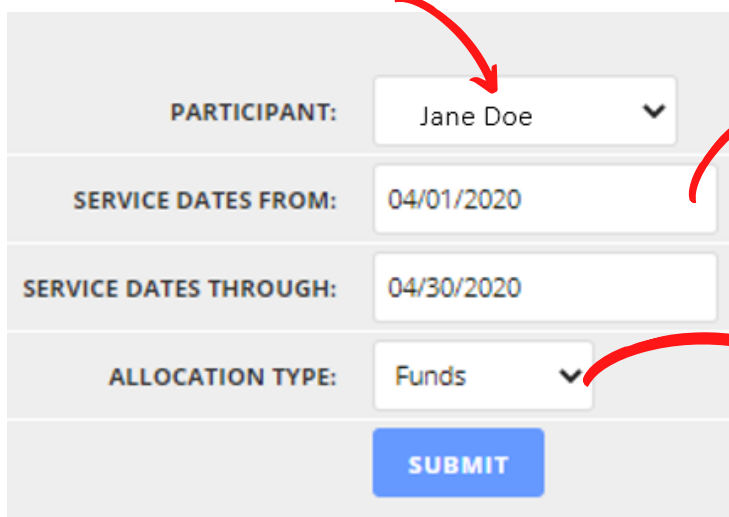
### Spending

Spending details are available only to the Employer. To access, login to Connect and select "Spending" from the tool bar in the top right of the screen.



Once on the spending screen, you can enter the details for the date span you would like see.

*If you are an employer for multiple participants, choose the participant you want to see utilization for.*

A light grey form with four rows. The first row is 'PARTICIPANT:' with a dropdown menu showing 'Jane Doe'. The second row is 'SERVICE DATES FROM:' with a date field '04/01/2020'. The third row is 'SERVICE DATES THROUGH:' with a date field '04/30/2020'. The fourth row is 'ALLOCATION TYPE:' with a dropdown menu showing 'Funds'. Below the form is a blue 'SUBMIT' button. Red arrows point from the explanatory text to the participant, service dates, and allocation type fields.

*Enter the start and end date for the span you would like to see, you can focus on one specific month or pull your entire certification period if you want to see more info.*

*Under "Allocation Type" you can select either **Funds** which will display dollars or **Units/Hours** to display the number of hours used.*

*Once you have set up all of your search criteria, hit **Submit**.*

## Spending- continued

Once you click Submit, the details will display.

PARTICIPANT: Jane Doe

SERVICE DATES FROM: 02/01/2020

SERVICE DATES THROUGH: 02/29/2020

ALLOCATION TYPE: Funds

SUBMIT

*Starting Allocation will display your full monthly budget amount.*

PERIOD: 2020-02-01 - 2020-02-29	
EBD/SCI/BI/CMHS-PR CO_CDASS - EBD/SCI/BI/CMHS	Starting Allocation: 7604.26
CDASS1 CDASS Rate 1	
Date Of Service	Amount:
2020-02-01	-3833.04
2020-02-16	-3540.88
CDASS2 CDASS Rate 2	
None Found	
CDASS3 CDASS Rate 3	
None Found	
	Spent: -7373.92
	Remaining: 230.34
	Utilized: 96.97%

The bottom bar will display the total amount spent and total amount remaining for the month. You will also see the percentage of the budget that was utilized.

If you spent more than your allocated budget the bar will display red. Example:

None Found	Spent: -7811.13
	Remaining: -206.87
	Utilized: 102.72%

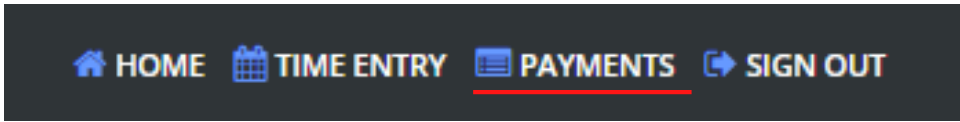
If you want to see multiple months or your entire certification period, enter those dates and multiple months will display. At the bottom of the results you will see a section called **Period Totals**. This section will total up all of the months within your search criteria and give you a overall snap shot of spending.

PERIOD TOTALS: 2019-11-01 - 2020-10-31	
EBD/SCI/BI/CMHS-PR CO_CDASS - EBD/SCI/BI/CMHS	Total Allocation: 90441.66
CDASS1 CDASS Rate 1	Total Spent: -45620.69
CDASS2 CDASS Rate 2	Total Spent: 0.00
CDASS3 CDASS Rate 3	Total Spent: 0.00
	Total Remaining: 44820.97
	Total Utilized: 50.44%

**CDASS Tip:** To determine the balance of your reserve funds, enter your certification start date and the last day of the most recent month. The **Period Total** will tell you under **Total Remaining** where you stand and if you have any reserve funds available for use.

# Payments

Payment details are available to both the Employer and the Employees. To access, login to Connect and select "Payments" from the tool bar in the top right of the screen.



Once on the payment screen there are many options and things you can do.

Select the time frame for what stubs you would like to see

If you are an employer with multiple employees, you can select the employee you wish to see.

Choose the black triangle on the left to expand the pay stub you would like to see more details on (shown below).

PAYMENT ISSUED	NET TOTAL	PAID TO	Check No:
June 8, 2020	\$1432.96	Jane Doe	8417
May 22, 2020	\$1432.96	Jane Doe	7602
May 8, 2020	\$1432.96	Jane Doe	7183
April 23, 2020	\$1432.96	Jane Doe	6609
April 8, 2020	\$1432.96	Jane Doe	6178
March 23, 2020	\$1432.96	Jane Doe	5811

By clicking on the blue "View Stub" link, a pop up will open with full stub details and ability to print.

Within the expanded display more details on the payment can be seen

DESCRIPTION	THIS PAYROLL	YEAR TO DATE
<b>EARNINGS</b>		
CDASS 1	\$1600.00	\$19520.00
	<b>\$1600</b>	<b>\$19520.00</b>
<b>DEDUCTIONS</b>		
	-\$167.04	-\$2158.63
<b>NET PAY</b>	<b>\$1432.96</b>	

STUB/WITHHOLDING/PAYMENT INFO				Check No: 8417	
EARNINGS	Service Dates	Hours/Units	Rate	This Payroll	Year to Date
CDASS 1	05/16/20	80	20.0000	\$1600.00	\$19520.00
<b>DEDUCTIONS</b>				This Payroll	Year to Date
				-\$51.00	-\$651.00
				-\$116.04	-\$1507.63
				-\$167.04	-\$2158.63
EFT Direct Deposit				-\$1432.96	-\$17470.18
<b>NET PAY</b>				<b>Net Pay: \$1432.96</b>	

Questions? Contact Palco! Phone: 1-866-710-0456 ; Email: info@palcofirst.com