

Types of Connect Reports:

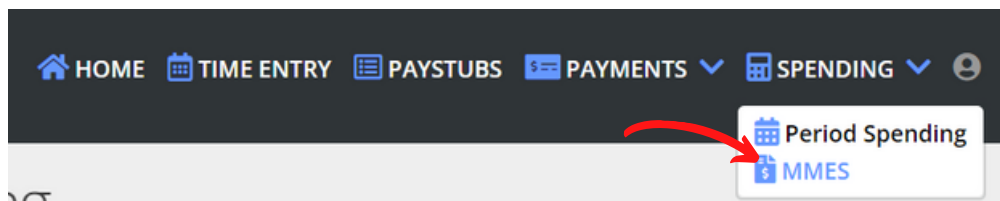
In addition to being Palco's time entry system, the Connect Portal also provides valuable reports for supporting the journey of self-directed services and supports. Those features include Spending Summaries, Monthly Member Expenditure Statements (MMES), and Payment Details. These reports can be accessed by logging in to the Connect Portal: <https://connect.palcofirst.com/>.

- **Monthly Member Expenditure Statements (MMES)** provides a breakdown of spending and remaining reserve funds for CDASS employers.
- **Period Spending** provides quick information to help you easily track your utilization.
- **Paystubs** provides both the employer and employees with access to pay stub information and history.

Note: The "Payments" tab is the interface for submitting paid time off (PTO) requests. For instructions [click here](#).

Monthly Member Expenditure Statements (MMES)

The MMES is available only to the employer and provides key details for the Member/Authorized Representative (AR) to monitor and track the spending that occurs during their certification period. The MMES will be available 24/7, and will display the previous month's data by the 15th of each month. Data shown will always be reflective of only the services processed and paid. To access it, navigate to "Spending" from the top tool bar and click on "MMES".



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

MONTHLY MEMBER EXPENDITURE STATEMENT

Rossie Cotton (061931)

2022-04-01 - 2023-03-31

Choose the certification period (budget span) you would like to see utilization for.

A Name:	Rossie Cotton (061931)
Medicaid ID:	0061931
Certification Period:	2022-04-01 - 2023-03-31
Authorized Representative:	Rossie Cotton (061931)

B Spending Summary

Account Group	Allocation	Expenditures	Hours	Balance
CDASS	\$72,098.97	\$42,432.29	2,095.75	\$29,666.68

C Attendant Pay

Attendant Name	Relationship To Participant	Hours/Month	Employee Hourly Wage
Isildur Celeborn	Spouse	4.80	\$18.00
Dana LDana	Other Non-relative	3.94	\$18.00

A This section provides key details about the member and their budget date span.

B This section provides totals such as the total allocation (annual budget amount), expenditures to date (dollars and hours) and the total remaining for the year.

C This section provides an overview of each attendant, their relationship to the participant, how many hours they worked during the month and their hourly wage. (average across all services)

Monthly Member Expenditure Statements (MMES) Cont.

Detailed Spending

D Month	E Account Group	F Authorized	G Utilized	H Withheld	I Remaining Balance	J % Utilized
2022-04-01	CDASS	\$5,893.53	\$5,432.81	\$262.40	\$460.71	92.18%
2022-05-01	CDASS	\$5,893.53	\$5,389.95	\$260.33	\$503.57	91.46%
2022-06-01	CDASS	\$5,893.53	\$5,375.99	\$259.66	\$517.54	91.22%
2022-07-01	CDASS	\$6,013.49	\$5,562.94	\$268.69	\$450.55	92.51%
2022-08-01	CDASS	\$6,013.49	\$5,337.76	\$257.81	\$675.72	88.76%
2022-09-01	CDASS	\$6,013.49	\$4,794.57	\$231.58	\$1,218.92	79.73%
2022-10-01	CDASS	\$6,013.49	\$5,334.46	\$257.65	\$679.02	88.71%
2022-11-01	CDASS	\$6,013.49	\$5,203.81	\$251.34	\$809.67	86.54%
2022-12-01	CDASS	\$6,013.49	\$0.00	\$0.00	\$6,013.49	0.00%
2023-01-01	CDASS	\$6,112.48	\$0.00	\$0.00	\$6,112.48	0.00%
2023-02-01	CDASS	\$6,112.48	\$0.00	\$0.00	\$6,112.48	0.00%
2023-03-01	CDASS	\$6,112.48	\$0.00	\$0.00	\$6,112.48	0.00%

- D** "Month" indicates the specific month the spending correlates to.
- E** Account Group will identify the specific budget the spending is from. SLS waiver participants will see a specific HMA budget if applicable.
- F** "Authorized" provides the total monthly funds that were available that month.
- G** "Utilized" shows the total amount spent that month. Only fully processed/paid timesheets will display.
- H** "Withheld" displays the employer taxes that were collected for the month. This amount is already reflected in the total displayed in the Utilized column.
- I** "Remaining Balance" displays the total funds left at the end of the month. This money becomes the members "reserve funds" which can be used in a future month during the same certification period, with Case Manager approval. If overspending occurred, a negative number will display.
- J** "% Utilized" provides the percentage of the total monthly budget that was used for tracking in accordance with the overspending protocol.

Budgets for Colorado are an annual budget (typically 12 months) that is distributed equally across the number of months in the span creating a monthly budget. Any money not used within the month, can be utilized in a future month as long as it falls within the span and follows the parameters of the spending protocol, this is commonly referred to as reserves. Any money not used by the end of the certification span is returned to Medicaid.

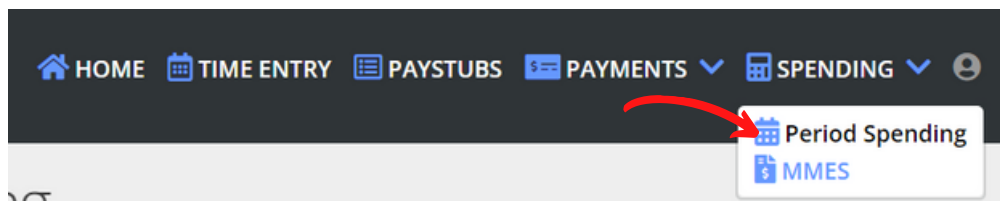


Quick Tip: Should you need to print the MMES or save it as a PDF to your computer, follow these instructions.

- 1) Right click on the MMES screen, choose print. 2) Change document layout to landscape. 3) Click on More settings >>> Scale >>> Custom, and enter 45. 4) Choose the appropriate printer from the drop down, select PDF if you want to save it as a file on your computer. 5) Click Print.

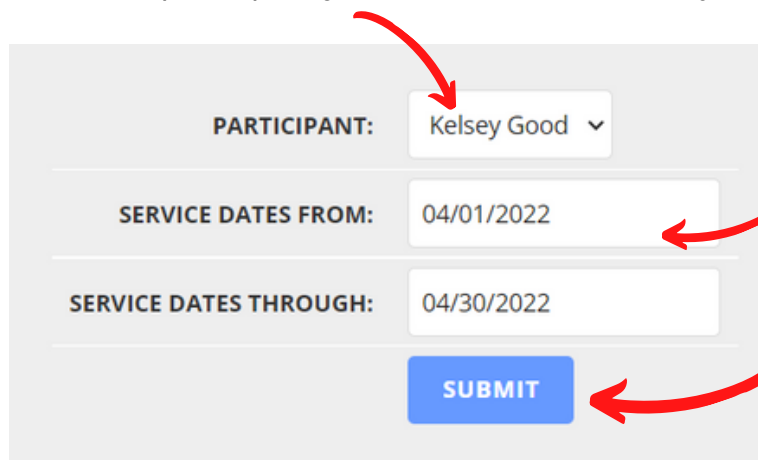
Period Spending

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 and click "Period Spending".



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.

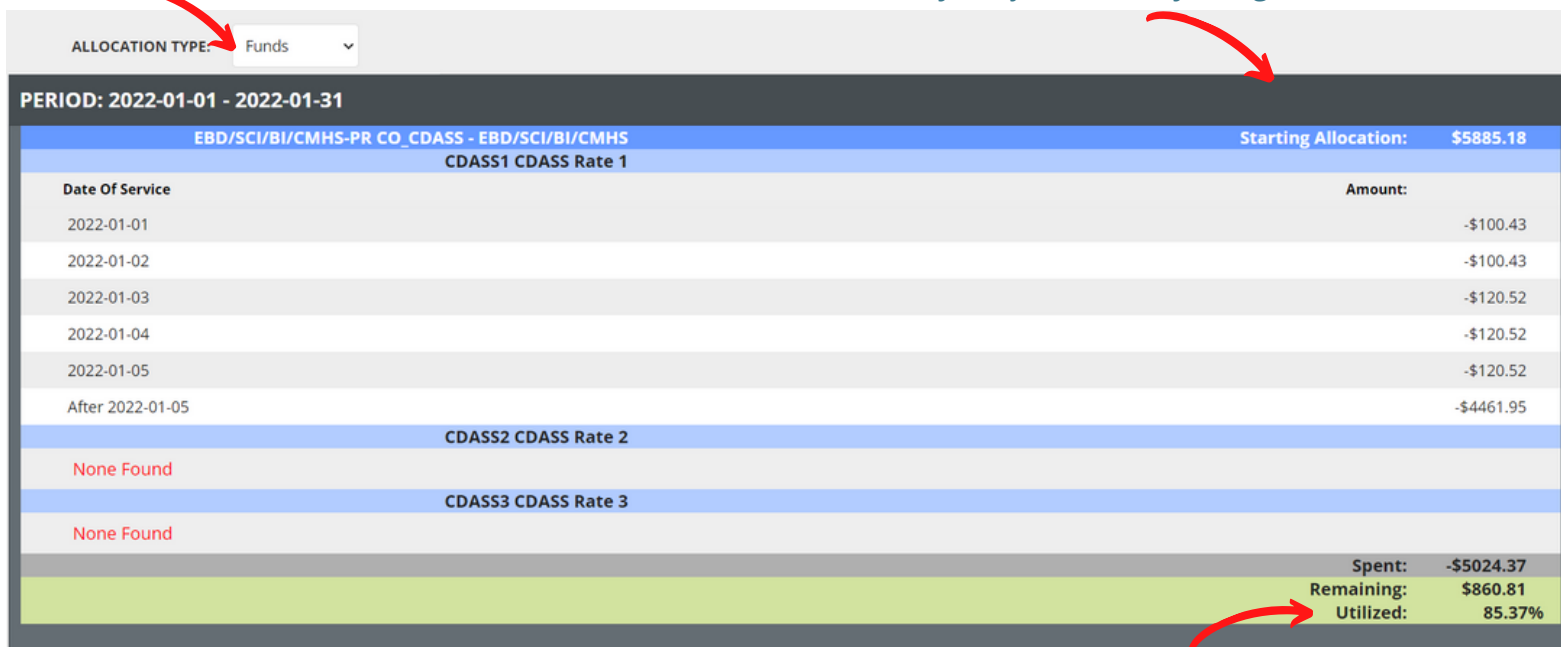
A screenshot of a search criteria form. It has three input fields and a submit button. The first field is labeled 'PARTICIPANT:' and contains 'Kelsey Good' with a dropdown arrow. The second field is labeled 'SERVICE DATES FROM:' and contains '04/01/2022'. The third field is labeled 'SERVICE DATES THROUGH:' and contains '04/30/2022'. Below these fields is a blue button labeled 'SUBMIT'. Red arrows point from the text annotations to each of these fields and the submit button.

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.

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

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

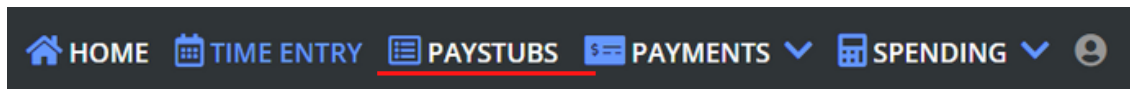
Starting Allocation will display your full monthly budget amount.

A screenshot of a report table showing spending details for the period 2022-01-01 to 2022-01-31. The table has columns for 'Date Of Service' and 'Amount'. The 'Amount' column shows negative values, indicating spending. The table is divided into sections for different CDASS rates. At the bottom, there is a summary row with 'Spent', 'Remaining', and 'Utilized' values. A red arrow points from the text annotation to the 'Starting Allocation' value in the top right of the table.

PERIOD: 2022-01-01 - 2022-01-31	
EBD/SCI/BI/CMHS-PR CO_CDASS - EBD/SCI/BI/CMHS	Starting Allocation: \$5885.18
CDASS1 CDASS Rate 1	
Date Of Service	Amount:
2022-01-01	-\$100.43
2022-01-02	-\$100.43
2022-01-03	-\$120.52
2022-01-04	-\$120.52
2022-01-05	-\$120.52
After 2022-01-05	-\$4461.95
CDASS2 CDASS Rate 2	
None Found	
CDASS3 CDASS Rate 3	
None Found	
Spent: -\$5024.37	
Remaining: \$860.81	
Utilized: 85.37%	

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.

Payment details are available to both the Employer and the Employees. To access, login to Connect and select "Pay Stubs" 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).

Payments

History from: Last 90 Days For: Jane Doe

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

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

Payments

History from: Last 90 Days For: Jane Doe

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

Check Number 8417 - Google Chrome

connect-test.palcofirst.com/#/view_stub_5876d181-fe07-4a80-b682-a90630ad56b8

Print

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	
				\$1600.00	\$19520.00	
DEDUCTIONS				This Payroll	Year to Date	
CO State Income Tax				-\$51.00	-\$651.00	
Federal Income Tax				-\$116.04	-\$1507.63	
				-\$167.04	-\$2158.63	
EFT Direct Deposit				-\$1432.96	-\$17470.18	
NET PAY				Net Pay:	\$1432.96	

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