



Dear Self-Directed Employee:

Beginning with the Public Partnerships (PPL) payroll period of **August 24 – September 6, 2020**, a soft rollout of the Division of Developmental Disabilities' service documentation requirement will move forward. Beginning with the timesheet submission on **September 7**, service documentation notes must be included as part of a properly completed timesheet. These service notes must explain how you helped the individual meet their outcome(s) as outlined in their service plan. We expect to move to full mandatory service documentation in late fall/early winter.

For employees who submit timesheets electronically through BetterOnline or Time4Care:

- After entering service details (date, type, start and stop times, and plan, outcome and service numbers), click on the Activity button. This will generate an Activities and Notes box.
- Select all applicable activities for the date of service.
- Enter service notes for the date of service.

For employees who submit paper timesheets by fax or email, there are two steps:

1. Submit your timesheet as usual to PPL.
2. Submit your timesheet and service notes log(s) to the Division of Developmental Disabilities. At this time, the timesheet and service notes log(s) **must be submitted by fax to 609-341-2226**, with a cover sheet that includes employee name and phone number, name of individual receiving services, and start and end date of the payroll period.

Included with this letter are a service documentation log, fax cover sheet, and service documentation guidance. All service documentation forms and information are available on the Self-Directed Services page of the Division's website:

<https://nj.gov/humanservices/ddd/programs/selfdirected>

If you have questions or need assistance, please email the Division's Fee-for-Service Helpdesk:

DDD.FeeForService@dhs.nj.gov

Thank you.

NJ Division of Developmental Disabilities
Public Partnerships (PPL)