



Financial Management Services (FMS) Stakeholder Meeting

FMS Vendor Transition for Self-Directed Services

*Community HealthChoices
November 5, 2021*

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FMS Transition

Presented by your Community HealthChoices MCOs: AmeriHealth Caritas PA
CHC; Keystone First CHC; PA Health & Wellness, Inc.; and UPMC

AND Tempus Unlimited

Agenda

- What to Expect During the Transition
- Transition Information Sessions
- Payroll
- Tempus Website
- Questions

What to Expect during Transition



What to Expect during Transition



- Introductory letter mailed 10/28/2021 and regular communication from Tempus
- Transition Packets mailed to Participant/Common Law Employer
 - Common Law Employer (CLE) Transition Packet
 - Direct Care Worker (DCW) Transition Packet for each active DCW
- Attend Tempus Transition Information and Training Sessions
 - Call-in/Online Webex
 - In-Person
- Future Training
 - Introduction to Tempus EVV timesheet submission and approval process
 - Introduction to Tempus Online Tools and Self-Service Portal
 - Introduction to Tempus Enrollment Process
- Tempus Informational Website updates

Transition Packets for Common Law Employers and Direct Care Workers



- Tempus mailing pre-populated Transition Packets with information received from Public Partnerships LLC.
 - Packets will be mailed to the Common Law Employer's address on file.
- Participant/Common Law Employer Transition Packets will include:
 - Cover Letter
 - CLE Enrollment Checklist
 - Common Law Employer Agreement *
 - IRS Form 2678 - Employer/Payer Appointment of Agent *
 - Tempus Notice of Privacy Practices

* Sign and Return; Requires signature of the CLE
- Direct Care Worker Transition Packet will be sent for EACH of your DCWs, if you have more than one and will include:
 - Cover Letter
 - DCW Enrollment Checklist
 - Direct Care Worker Agreement **
 - Direct Care Worker Information and Acknowledgement Form **

** Sign and Return; Requires signature of both the CLE and the DCW

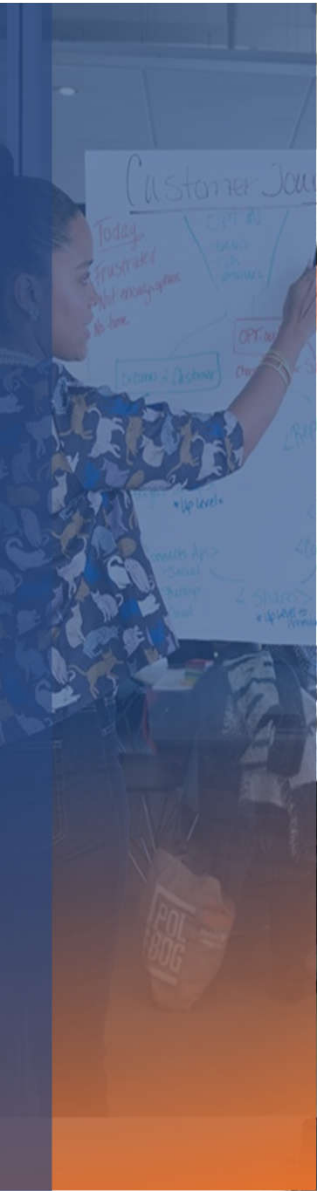
Transition Packet Mailing Schedule



- Transition packets will be mailed in phases based on MCO regions
 - Southwest Region – Mail by end of Oct; expect to receive by mid-Nov
 - Southeast Region – Mail by end of Oct; expect to receive by mid-Nov
 - Northwest/Northeast Region – Mail by beginning of Nov; expect to receive by end of Nov
 - Lehigh/Capital Region – Mail by mid Nov; expect to receive by beginning of Dec
- Participants should expect to receive transition packets, CLE and DCW, within two weeks of the scheduled mailing timeframe.
- CLEs and DCWs should plan to attend an Information Session for questions.
- If a transition packet was not received, email Tempus at PAFMS@tempusunlimited.org.

Transition Information Sessions



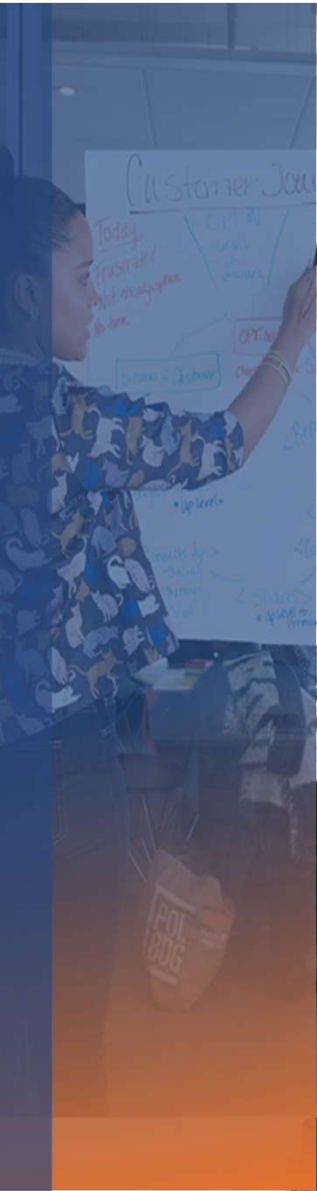


Call-in and Online Information Sessions



- Tempus will host **one-hour Call-in and Online WebEx sessions** in November and December to answer questions about transition and how to complete the transition paperwork.
 - Login Information in transition packets and posted to the Tempus website.

November 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 1:00 PM 7:00 PM	2 11:00 AM	3 7:00 PM	4 2:00 PM	5 9:00 AM	6 10:00 AM
7	8 1:00 PM	9 11:00 AM	10 7:00 PM	11 2:00 PM	12 9:00 AM	13
14	15 1:00 PM 7:00 PM	16 11:00 AM	17 7:00 PM	18 2:00 PM	19 9:00 AM	20 10:00 AM
21	22 1:00 PM	23 11:00 AM	24 7:00 PM	25 NO SESSION	26 9:00 AM	27
28	29 1:00 PM 7:00 PM	30 11:00 AM				



Call-in and Online Information Sessions



December 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 7:00 PM	2 2:00 PM	3 9:00 AM	4 10:00 AM
5	6 1:00 PM	7 11:00 AM	8 7:00 PM	9 2:00 PM	10 9:00 AM	11
12	13 1:00 PM 7:00 PM	14 11:00 AM	15 7:00 PM	16 2:00 PM	17 9:00 AM	18 10:00 AM
19	20 1:00 PM	21 11:00 AM	22 7:00 PM	23 2:00 PM	24 9:00 AM	25
26	27 1:00 PM 7:00 PM	28 11:00 AM	29 7:00 PM	30 2:00 PM	31 9:00 AM	

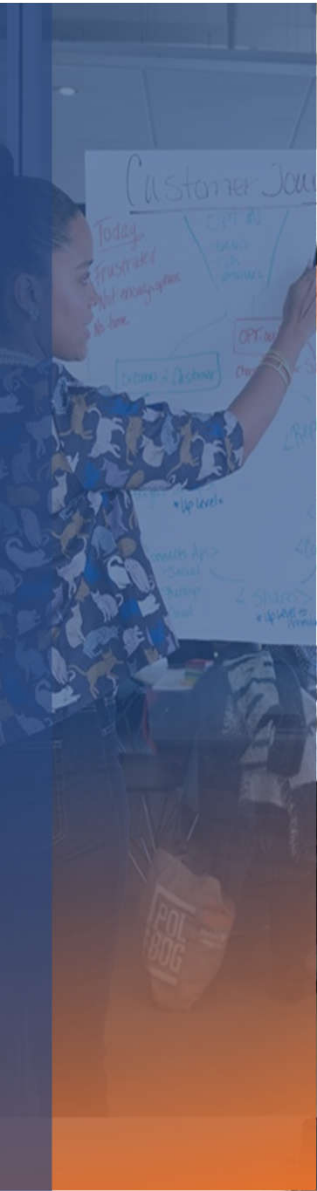
In-person Information Sessions



- In-person Information Sessions for Common Law Employers and Direct Care Workers will be held in each region across the Commonwealth beginning in November
 - Schedule of dates and times has been posted on the Tempus website

- ★ Southwest – Pittsburgh
- ★ Southeast – Philadelphia
- ★ Northwest – Erie
- ★ Northeast – Clarks Summit
- ★ Lehigh/Capital – Lancaster





In-Person Information Sessions



December 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 In-Person 9am-6pm Pittsburgh	2 In-Person 9am-6pm Pittsburgh	3	4
5	6	7	8 In-Person 9am-5pm Philadelphia	9 In-Person 9am-5pm Philadelphia	10	11
12	13 In-Person 9am-6pm Erie	14	15 In-Person 9am-6pm Clarks Summit	16 In-Person 9am-6pm Lancaster	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Payroll





Payroll Timeline

- Tempus will issue checks on or after April 1, 2022
- Payroll schedules for participants will remain the same
 - Participants on Schedule B with PPL
 - Services beginning with pay period **3/6–3/19/2022** will be submitted to Tempus
 - Payment date 4/1/2022
 - The payroll period of 3/20-4/2/2022 will be paid on 4/8/2022
 - Check dates will be every 2 weeks thereafter (4/22; 5/6; 5/20; etc.)
 - Participants on Schedule A with PPL
 - Services beginning with pay period **3/13–3/26/2022** will be submitted to Tempus
 - Payment date 4/1/2022
 - Check dates will be every 2 weeks thereafter (4/15; 4/29; 5/13; etc.)

Timesheet Submission & Approval Process



- **Electronic Visit Verification (EVV) requirements do not change. Changes to process include:**
 - New app to clock in and clock out
 - New approval process for CLEs
- **Every Common Law Employer and Direct Care Worker will need to be trained.**
- Tempus will host training sessions for CLEs and DCWs beginning in early 2022, including the following topics:
 - How to use Tempus EVV app to record time worked
 - Timesheet submission and approval process
 - Tempus Online Tools and Self-Service Portal
- Training will be conducted through:
 - Call-in/Online WebEx Sessions
 - In-person Sessions
 - How-to Guides and Videos posted to the Tempus website

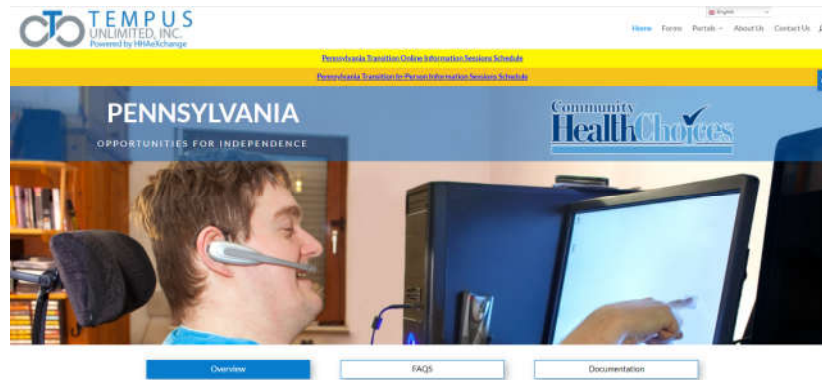
Tempus Website



Tempus Informational Website



- Website address: <https://pa.tempusunlimited.org>
 - This can be one of your primary sources of information



- **Check Frequently:** Information and updates from the MCOs and from Tempus will be posted to the Documentation section
- Webinars and In-person sessions: Soon we'll post the schedules for important webinars and in-person sessions to assist you with paperwork and to answer questions
- The FAQs will be updated as we provide more information to Participants, Common Law Employers, and Direct Care Workers

Pennsylvania In-State Hiring Initiative



- Tempus is looking to hire remote and in-office staff for Pennsylvania
- Tempus is planning to open three offices in Pennsylvania
 - Pittsburgh Area
 - Central Pennsylvania
 - Philadelphia area
- Individuals with lived experience or an understanding of self-direction would be valuable
- Please check the Tempus website frequently for job openings:
 - Website: <https://tempusunlimited.org>

Questions?

