

Types of Connect Reports:

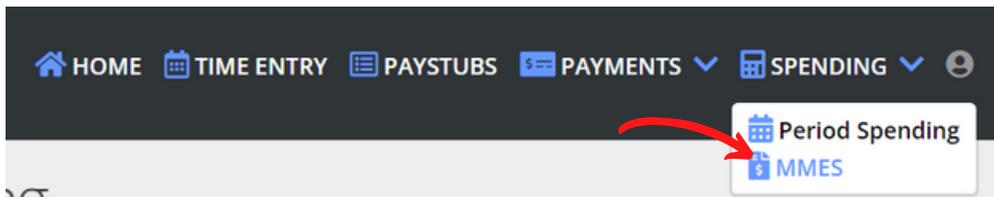
In addition to being Palco's time entry system, the Connect Portal also provides valuable reports for supporting the journey of self-directed services and supports. Those features include Spending Summaries, Monthly Member Expenditure Statements (MMES), and Payment Details. These reports can be accessed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

2022-04-01 - 2023-03-31

DOWNLOAD/PRINT

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

A	Name:	Rossie Cotton
	Medicaid ID:	5555556
	Certification Period:	2022-04-01 - 2023-03-31
	Authorized Representative:	Rossie Cotton

Spending Summary

Account Group	Allocation	Expenditures	Hours	Balance
CDASS	\$72,098.96	\$57,671.31	2,841.48	\$14,427.65

Attendant Pay

Attendant Name	Relationship To Participant	Months Worked	Average Hours/Month	Average Hourly Wage
Phil Space	Other Non-relative	0	0.00	\$0.00

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

Filter By Account Group

Month ^D	Account Group ^E	Allocation ^F	Expenditures ^G	Employer Costs Withheld ^H	Balance ^I	Percent Utilized ^J
Apr 2022	CDASS	\$5,893.53	\$5,432.81	\$262.40	\$460.71	92.18%
May 2022	CDASS	\$5,893.53	\$5,389.95	\$260.33	\$503.57	91.46%
Jun 2022	CDASS	\$5,893.53	\$5,375.99	\$259.66	\$517.54	91.22%
Jul 2022	CDASS	\$6,013.49	\$5,562.94	\$268.69	\$450.55	92.51%
Aug 2022	CDASS	\$6,013.49	\$5,337.76	\$257.81	\$675.72	88.76%
Sep 2022	CDASS	\$6,013.49	\$4,794.57	\$231.58	\$1,218.92	79.73%
Oct 2022	CDASS	\$6,013.49	\$5,334.46	\$257.65	\$679.02	88.71%
Nov 2022	CDASS	\$6,013.49	\$5,203.81	\$251.34	\$809.67	86.54%
Dec 2022	CDASS	\$6,013.49	\$5,295.02	\$255.75	\$718.46	88.05%
Jan 2023	CDASS	\$6,112.48	\$5,099.69	\$290.17	\$1,012.79	83.43%
Feb 2023	CDASS	\$6,112.48	\$4,844.31	\$275.64	\$1,268.16	79.25%
Mar 2023	CDASS	\$6,112.48	\$0.00	\$0.00	\$6,112.48	0.00%
TOTAL		\$72,098.96	\$57,671.31		\$14,427.65	

- 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** "Allocation" provides the total monthly funds that were available that month.
- G** "Expenditures" shows the total amount spent that month. Only fully processed/ paid timesheets will display.
- H** "Employer Cost Withheld" displays the employer taxes that were collected for the month. This amount is reflected in the total displayed in the Expenditures column.
- I** "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.



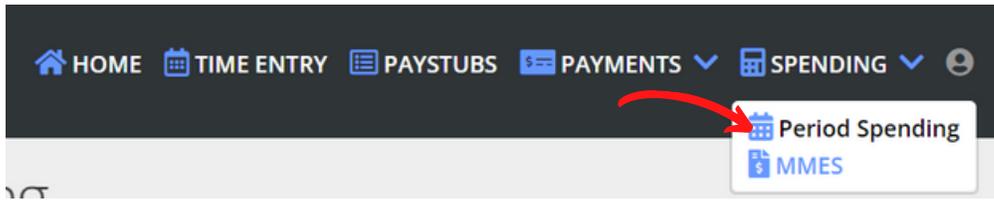
Quick Tip: Should you need to print the MMES or save it as a PDF to your computer, follow these instructions.

Once you have chosen the certification period, the option to Download/Print will appear. Click the button to save a copy for your records!



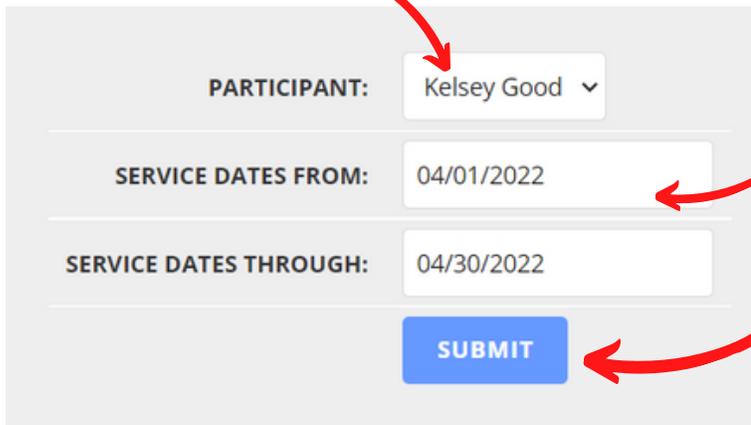
Period Spending

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.



PARTICIPANT: Kelsey Good

SERVICE DATES FROM: 04/01/2022

SERVICE DATES THROUGH: 04/30/2022

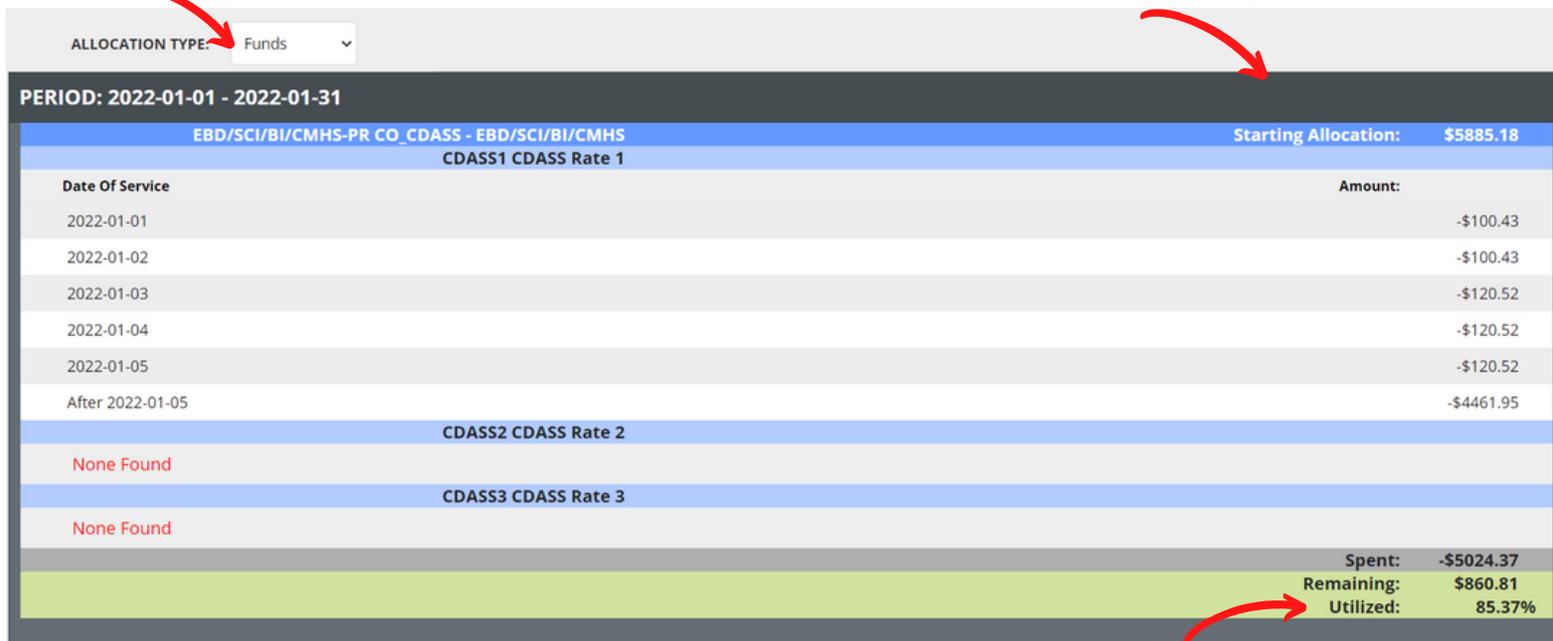
SUBMIT

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.



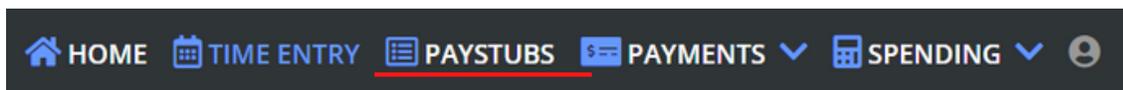
ALLOCATION TYPE: Funds

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).

The screenshot shows the 'Payments' screen with a list of payment stubs. The 'History from' dropdown is set to 'Last 90 Days' and the 'For' dropdown is set to 'Jane Doe'. Each row in the list has a black triangle on the left and a 'view stub' link on the right.

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

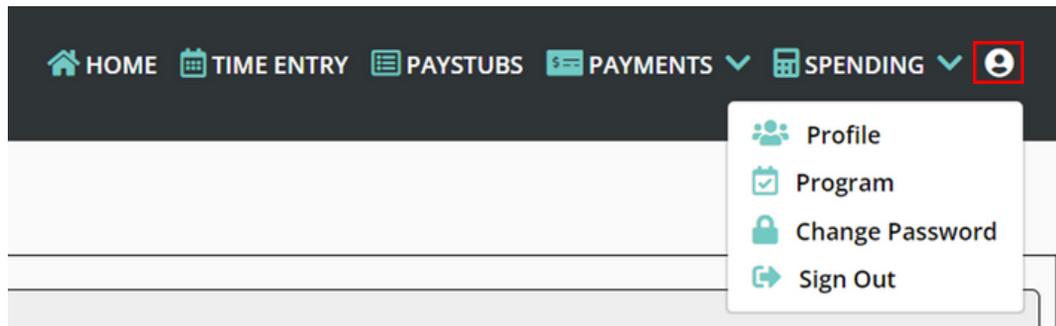
The screenshot shows the expanded payment stub details for Check No: 8417. It includes a table for Earnings and Deductions, and a separate window for the full stub details with a print button.

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

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	
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						\$1432.96

Update Profile

To make Connect more self-service, Palco has added a feature where users are able to make changes to their information by navigating to their profile by clicking on the icon in the top left corner and clicking "Profile."



Employers will be directed to the Profile page directly where they will be able to edit their contact information. To make changes, the employer will click on "Make Changes." This will allow the users to edit their contact information which includes phone number, Email, mailing address, and physical address. Once they are finished with any edits, the user will click on the "Save" option to update their information or the "Cancel" option to discard any changes they do not wish to make.

Profile

[MAKE CHANGES](#)

Phone 1: (111) 111-1111

Phone 2:

Email: kelly.l@arpalco.33mail.com

Mailing Address	Physical Address
123 Test St. LAWRENCE, KS 66044 Douglas	123 Test St, LAWRENCE, KS 66044 Douglas

Profile

[CANCEL](#) [SAVE](#)

Phone 1:

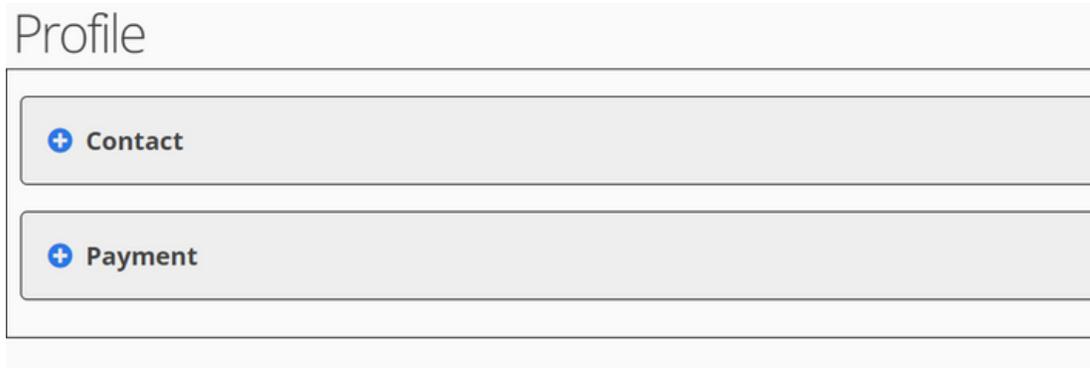
Phone 2:

Email:

Mailing Address	Physical Address
<input type="text" value="123 Test St."/>	<input type="text" value="123 Test St."/>
<input type="text" value="Mailing Street 2"/>	<input type="text" value="Physical Street 2"/>
<input type="text" value="LAWRENCE"/>	<input type="text" value="LAWRENCE"/>
<input type="text" value="Kansas"/>	<input type="text" value="Kansas"/>
<input type="text" value="66044"/>	<input type="text" value="66044"/>
<input type="text" value="Douglas"/>	<input type="text" value="Douglas"/>

Update Profile (cont.)

Employees will be directed to a page where it gives the option to change their contact information or their payment information. To edit the contact information, the employee will click on the "+" icon next to "Contact." Once they do that, the employee will be able to change the information as seen in the instructions above.



The screenshot shows a 'Profile' page with two main sections. The first section is titled 'Contact' and has a blue plus icon to its left. The second section is titled 'Payment' and also has a blue plus icon to its left. Both sections are currently collapsed.

To make changes to the payment information, the employee will click the "+" icon next to "Payment." To make changes to the payment information, the employee will click on "Make Changes."

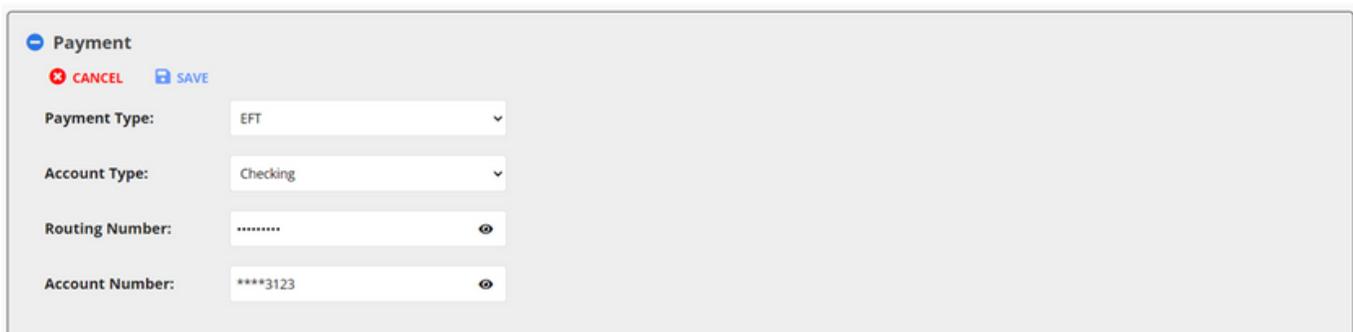


The screenshot shows the 'Payment' section expanded. At the top, there is a blue minus icon and the word 'Payment'. Below that is a blue link with a pencil icon labeled 'MAKE CHANGES'. The form contains the following fields:

Payment Type:	EFT	
Account Type:	Checking	
Routing Number:	*****	👁️
Account Number:	****3123	👁️

The 'Payment Type:' label is highlighted with a red box.

The employee can then change their payment information by inserting the information in the fields listed. To save the changes, the employee must click "Save" or to discard the information, the employee can click "Cancel" at any time. When updating payment info, please allow five business days for the change to take effect.



The screenshot shows the 'Payment' section expanded. At the top, there is a blue minus icon and the word 'Payment'. Below that are two buttons: a red 'CANCEL' button and a blue 'SAVE' button. The form contains the following fields:

Payment Type:	EFT	▼
Account Type:	Checking	▼
Routing Number:	*****	👁️
Account Number:	****3123	👁️

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