

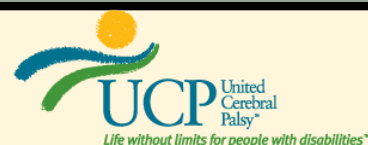
# HCBS PROGRAM NEWS

UNITED CEREBRAL PALSY OF CENTRAL ARIZONA

## NEW TIMESHEET PROCESS:

In an effort to be more well organized, HCBS has been reviewing our timesheet and payroll process. This will also help HCBS stay in compliance with auditors and DDD guidelines. Here are a few highlights of the new timesheet process:

- ⇒ You will continue to send your timesheet by email [hcbspayroll@ucpofcentralaz.org](mailto:hcbspayroll@ucpofcentralaz.org) or fax 602-943-4936 to UCP. Please continue to turn in your timesheets on the 16th and 30/31st by noon.
- ⇒ In addition, you will also need to submit your original Wet Ink hard copy for the month. You will need to mail your copy or drop it off at one of our two UCP locations. UCP Laura Dozer 1802 W. Parkside Lane Phoenix, AZ 85027 or UCP Downtown 1007 N. 7th St. Phoenix, AZ 85006. If you choose to mail your hard copies in, please contact your HCBS coordinator for more information. Wet Ink time sheets are due no later than the 5th of each month for the previous month's timesheet.
- ⇒ If you are putting in time for Training, Admin/ISP, and/or Travel Time, please enter your time in DDReports under "hourly input" and list the names Training, Admin/ISP, and Travel Time.
- ⇒ Please make sure timesheets have guardian signature and initials.
- ⇒ If you need to hand write your timesheet, HCBS Timesheets are also available on the Intranet.
- ⇒ Please turn your time within the appropriate pay period. If you did not work during a pay period or if you are going to be late please notify your HCBS coordinator immediately.
- ⇒ If you have any questions, please contact your HCBS coordinator.



### PHONE NUMBERS:

UCP Downtown  
Main Line  
602-313-8999

Terry Wideman  
Director of Non-Clinical DDD Programs  
602-313-8995

Tammy Ellis  
HCBS Coordinator  
602-313-8997

Delia Chavez  
HCBS Coordinator  
602-313-8996

### PLEASE SUBMIT YOUR TIMESHEETS TO:

**Mail:**  
UCP HCBS Department  
1802 W. Parkside Lane  
Phoenix, AZ 85027

### Drop Off (Hours 8 AM to 5 PM):

UCP Laura Dozer  
1802 W. Parkside Lane  
Phoenix, AZ 85027

UCP Downtown  
1007 N. 7th St.  
Phoenix, AZ 85006

**Email: (Not valid for Wet Ink Timesheets)**  
[hcbspayroll@ucpofcentralaz.org](mailto:hcbspayroll@ucpofcentralaz.org)

**Fax: (Not valid for Wet Ink Timesheets)**  
602-943-4936

### IMPORTANT:

#### DDReports Passwords Reset:

All Direct Care Workers should be using their UCP email. If you need assistance with your UCP email, please contact Carlos Ferron at 602-309-5772. On December 5<sup>th</sup>, all Direct Care Workers will be sent an email from DDReports to reset your DDReports password. You will need to have your UCP email address to reset your password.

### Friendly Reminders:

- ⇒ The maximum hours a Direct Care Worker can provide Respite services are 11.75. Please do not go over the maximum hours permitted in a 24 hour period (midnight to midnight).
- ⇒ All overtime must be approved by the HCBS Program Director or HCBS Coordinator.
- ⇒ Direct Care Workers hired part-time (29 hours per week) must monitor their hours not to go over 29 hours per week. If you are needed to provide services for more than 29 hours approval is needed from the HCBS

Program Director or HCBS Coordinator.

- ⇒ If you are going to be absent from your shift please contact your Program Coordinator immediately to ensure there is no gap of services with the member.
- ⇒ Mileage is limited to 60 miles per member per pay period. Mileage is approved as long as it is in the member's ISP that he/she needs to be transported.
- ⇒ When corresponding to UCP, please make sure you are using your UCP email.

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## MEET THE HCBS STAFF:

**Terry Wideman**  
Director of Non-Clinical  
DDD Programs



Terry recently moved into a new position as Director of Non-Clinical DDD Programs. Terry now oversees HCBS, DTT and DTA. Terry has nearly 30 years of experience in working with the disability community and has expertise in DDD policy, program implementation and direct care.

**Tammy Ellis**  
HCBS Coordinator



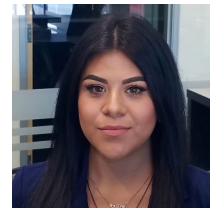
Tammy joined the UCP team in October, 2003 as a Direct Care Worker, then quickly shifted to Program Coordinator. Tammy fulfills her passion of helping families and the members we serve in her role.

**Delia Chavez**  
HCBS Coordinator



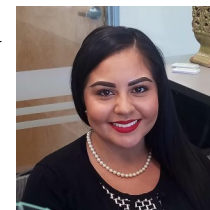
Delia joined the UCP team in July, 2016 as the Bi-lingual Program Coordinator. Her position allows her to serve the community with firsthand experience, as she is the mother of a child with a disability. She strives to reach out to families, members and our providers in order to provide an environment that promotes trust by addressing the needs of everyone involved.

**Bianca Rodriguez**  
Downtown Receptionist  
Community Outreach



Bianca joined the UCP team in August, 2016 as the afternoon Receptionist/Community Outreach Specialist for UCP Downtown. In her role Bianca utilizes her skills and experience to provide assistance to the HCBS program as well as the Therapy Clinic.

**Belinda Caballero**  
Downtown Receptionist  
Community Outreach



Belinda joined the UCP team in July, 2016 as the morning Receptionist/Community Outreach Specialist for UCP Downtown. She is beyond grateful to be part of such a wonderful nonprofit organization and hopes to take her role in Community Outreach to another level to truly make a change.

### DCW Continuing Education Training

If you are a Direct Care Worker providing attendant care services, you are required to complete DCW Continuing Education Training annually. Please keep an eye out in the coming weeks from the Training Department asking you to complete this online training. If you have any questions regarding Continuing Education or any other training, please contact Melinda Campbell-Weber at 602-682-1871 or Daniela Serrano at 602-682-1807. Or you can email your question to [MWeber@ucpofcentralaz.org](mailto:MWeber@ucpofcentralaz.org) or [DSerrano@ucpofcentralaz.org](mailto:DSerrano@ucpofcentralaz.org).

*Your continued dedication and service to our members is greatly appreciated.  
Thank you for all you do!*