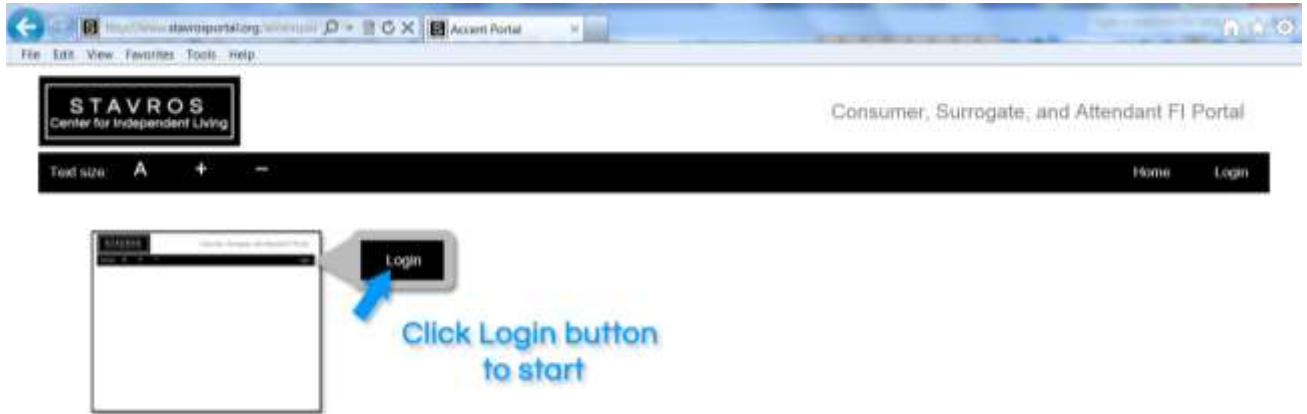


Stavros Log-in Home Page:

<http://www.stavrosportal.org/accentportal>



How to Submit an E-timesheet for a Consumer:

STEP 1

Select the Timesheets button on the toolbar.



STEP 2

Select the New Timesheet Icon.

Please select one of the following options:



New Timesheet

Create a new timesheet.



Timesheets Waiting For Approval

Show timesheets which have a signature.



Saved Timesheets

Show timesheets which you have created and do not have a signature.

STEP 3

Select the desired Attendant in the PCA dropdown list.

[Timesheets](#) > Create New Timesheet

Timesheet Metadata

Consumer PCA Program
Start date End date

STEP 4

Select the desired Program.

[Timesheets](#) > Create New Timesheet

Timesheet Metadata

Consumer: SMITH, JOHN (AP24) PCA: SMITH, JANE Program: FI

Start date: 06/16/2013 End date: 06/29/2013

STEP 5

Select the Start Date of the Timesheet.

[Timesheets](#) > Create New Timesheet

Timesheet Metadata

Consumer: SMITH, JOHN (AP24) PCA: SMITH, JANE Program: FI

Start date: 06/16/2013 End date: 06/29/2013

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

STEP 6

Select the Validate button to start the process for creating punches.

[Timesheets](#) > Create New Timesheet

Timesheet Metadata

Consumer: SMITH, JOHN (AP24) PCA: SMITH, JANE Program: FI

Start date: 06/16/2013 End date: 06/29/2013

Validate

NOTE: Validating will check the Consumer's validity to submit a timesheet for the selected program and selected dates.

STEP 7

Once the dates are validated, please type in your first in and out punch and then select the Add button.

[Timesheets](#) > New Timesheet

Timesheet Metadata

Consumer: SMITH, JOHN (AP24) PCA: SMITH, JANE

Start date: 6/16/2013 End date: 06/29/2013

NOTE:
Please select the appropriate date for your punches. You are only allowed two punches per day.

Date	In	Out	
Sun 06/16/2013	7	AM	8 AM

Add

STEP 8

Continue adding more punches if any more punches are necessary. Once all punches are entered, please proceed to step #9.

Remove Button: Selecting the "Remove" button will remove the punch from the list.

Save Button: You can change your punches after adding it by specifying the edited punch and select the "Save" button.

Totals: Punch Totals and Weekly totals are automatically calculated for you.

Date	In	Out	Day	Night	Hol
Sun 06/16/2013	7:00 AM	8:00 AM	1:00	0:00	0:00
Week 1 Total			1:00	0:00	0:00
Week 2 Total			0:00	0:00	0:00

STEP 9

Select the Save button if you want to simply save the timesheet OR select the Submit button to apply a signature to the timesheet.

Submit Button: Select the Submit button if you wish to sign the timesheet and forward the timesheet for the Attendant to sign.

Save Button: Select this button if you wish to save the timesheet so that you can add more punches later.

Date	In	Out	Day	Night	Hol
Sun 06/16/2013	7:00 AM	8:00 AM	1:00	0:00	0:00
Sun 06/16/2013	11:30 AM	12:45 PM	1:15	0:00	0:00
Mon 06/17/2013	3:00 AM	5:00 AM	0:00	2:00	0:00
Wed 06/26/2013	5:00 PM	8:00 PM	3:00	0:00	0:00
Week 1 Total			2:15	2:00	0:00
Week 2 Total			3:00	0:00	0:00

STEP 10 – If selected Submit button in Step #9

Select the certification checkbox, specify your user name and password, and select the Sign button to sign the timesheet.

Approval - Electronic Signature

I understand under the pains and penalty of perjury that my User ID and Password are confidential and have not been shared with anyone for the purposes of submitting timesheets and/or any other information related to the MassHealth PCA program.

By signing below, I certify under the pains and penalty of perjury that I have received MassHealth PCA services.

The screenshot shows a form with the following elements: a checked checkbox for certification, a 'User' field containing 'consumeruser@stavros.org', a 'Password' field with masked characters, and a 'Sign' button. Three blue arrows point to the checkbox, the User field, and the Sign button.

How to Submit an E-Timesheet for PCA:

How to Submit an Attendant Timesheet

STEP 1

Select the Timesheets button on the toolbar.

Consumer, Surrogate, and Attendant FI Portal



STEP 2

Select the New Timesheet Icon.

Please select one of the following options:



New Timesheet

Create a new timesheet.



Timesheets Waiting For Approval

Show timesheets which have a signature.



Saved Timesheets

Show timesheets which you have created and do not have a signature.

STEP 3

Select the desired Consumer in the Consumer dropdown list.

[Timesheets](#) > Create New Timesheet

Timesheet Metadata

Consumer PCA Program

Start date End date

STEP 4

Select the desired Program.

[Timesheets](#) > Create New Timesheet

Timesheet Metadata

Consumer PCA Program

Start date End date

STEP 5

Select the Start Date of the Timesheet.

Timesheets > Create New Timesheet

Timesheet Metadata

Consumer: SMITH, JOHN (AP24) PCA: SMITH, JANE Program: FI

Start date: 06/16/2013 End date: 06/29/2013

Validate

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

NOTE: The End date will automatically populate when the Start date is selected

STEP 6

Select the Validate button to start the process for creating punches.

Timesheets > Create New Timesheet

Timesheet Metadata

Consumer: SMITH, JOHN (AP24) PCA: SMITH, JANE Program: FI

Start date: 06/16/2013 End date: 06/29/2013

Validate

NOTE: Validating will check the Consumer's validity to submit a timesheet for the selected program and selected dates.

STEP 7

Once the dates are validated, please type in your first in and out punch and then select the Add button.

[Timesheets](#) > New Timesheet

Timesheet Metadata

Consumer: SMITH, JOHN (AP24) PCA: SMITH, JANE

Start date: 6/16/2013 End date: 06/29/2013

NOTE:
Please select the appropriate date for your punches. You are only allowed two punches per day.

Date	In	Out	Add
Sun 06/16/2013	7 AM	8 AM	Add

STEP 8

Continue adding more punches if any more punches are necessary. Once all punches are entered, please proceed to step #9.

Date	In	Out	Add
Sun 06/16/2013	11:30 AM	12:45 PM	Add

Remove Button:
Selecting the "Remove" button will remove the punch from the list.

Date	In	Out	Day	Night	Hol	Save	Remove
Sun 06/16/2013	7:00 AM	8:00 AM	1:00	0:00	0:00	Save	Remove
Week 1 Total			1:00	0:00	0:00		
Week 2 Total			0:00	0:00	0:00		

Totals:
Punch Totals and Weekly totals are automatically calculated for you.

Save Button:
You can change your punches after adding it by specifying the edited punch and select the "Save" button.

STEP 9

Select the Save button if you want to simply save the timesheet OR select the Submit button to apply a signature to the timesheet.

Date	In	Out	Day	Night	Hol				
Sun 06/16/2013	7:00	8:00	AM	AM	1:00	0:00	0:00	Save	Remove
Sun 06/16/2013	11:30	12:45	AM	PM	1:15	0:00	0:00	Save	Remove
Mon 06/17/2013	3:00	5:00	AM	AM	0:00	2:00			
Wed 06/26/2013	5:00	8:00	PM	PM	3:00	0:00			
Week 1 Total				2:15	2:00				
Week 2 Total				3:00	0:00				

Submit Button:
Select the Submit button if you wish to sign the timesheet and forward the timesheet for the Consumer to sign.

Save Button:

Select this button if you wish to save the timesheet so that you can add more punches later.

Save Submit

STEP 10 – If selected Submit button in Step #9

Select the certification checkbox, specify your user name and password, and select the Sign button to sign the timesheet.

Approval - Electronic Signature

I understand under the pains and penalty of perjury that my User ID and Password are confidential and have not been shared with anyone for the purposes of submitting timesheets and/or any other information related to the MassHealth PCA program.

By signing below, I certify under the pains and penalty of perjury that I have provided MassHealth PCA services.

User

Password

Sign

How to Approve an E-Timesheet for Consumer:

STEP 1

Select the Timesheets button on the toolbar.

Consumer, Surrogate, and Attendant FI Portal



STEP 2

Select the Timesheets Waiting For Approval Icon.

Please select one of the following options:



New Timesheet

Create a new timesheet.



Timesheets Waiting For Approval

Show timesheets which have a signature.



Saved Timesheets

Show timesheets which you have created and do not have a signature.

STEP 3

Select the Edit button on the desired Timesheet row.

NOTE: The red background color on the PCA Signed column means that you have to approve/sign the timesheet.

[Timesheets](#) > Waiting For Approval

End Date	Last Name	First Name	Date Created	Consumer Signed	Authorized Name	PCA Signed	
6/29/2013	USER	PCA	7/2/2013	Signed	USER, PORTAL	Not Signed	<input type="button" value="Edit"/>

NOTE: The green background color on the Consumer Signed and Authorized Name columns means that the Consumer has already signed the timesheet electronically.

STEP 4

Review the Dates of service and hours. Once satisfied with the timesheet, Submit button to sign the timesheet.

Date: Tue 06/18/2013
 In: [] AM
 Out: [] AM

Date	In	Out	Day	Night	Hol		
Sun 06/16/2013	7:00 AM	8:00 AM	1:00	0:00	0:00	<input type="button" value="Save"/>	<input type="button" value="Remove"/>
Sun 06/16/2013	11:30 AM	12:45 PM	1:15	0:00	0:00	<input type="button" value="Save"/>	<input type="button" value="Remove"/>
Mon 06/17/2013	3:00 AM	5:00 AM	0:00	2:00	0:00	<input type="button" value="Save"/>	<input type="button" value="Remove"/>
Mon 06/17/2013	5:00 PM	8:00 PM	3:00	0:00	0:00	<input type="button" value="Save"/>	<input type="button" value="Remove"/>
Week 1 Total:			5:15	2:00	0:00		
Week 2 Total:			0:00	0:00	0:00		

NOTE: Editing punches will result in the Consumer needing to approve and sign the timesheet again.

STEP 5

Select the certification checkbox, specify your user name and password, and select the Sign button to sign the timesheet.

Approval - Electronic Signature

I understand under the pains and penalty of perjury that my User ID and Password are confidential and have not been shared with anyone for the purposes of submitting timesheets and/or any other information related to the MassHealth PCA program.

By signing below, I certify under the pains and penalty of perjury that I have received MassHealth PCA services.

User

Password



Step 6

Your timesheet will be processed by a Stavros associate. You will receive an email stating that the timesheet was received and another email when the timesheet is completed and paid.

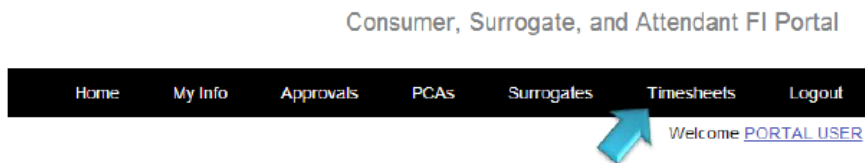
Finished

How to Approve a PCA E-Timesheet:

How to Approve an Attendant Timesheet

STEP 1

Select the Timesheets button on the toolbar.



How to Approve an Attendant Timesheet

STEP 2

Select the Timesheets Waiting For Approval Icon.

Please select one of the following options:



New Timesheet

Create a new timesheet.



Timesheets Waiting For Approval

Show timesheets which have a signature.



Saved Timesheets

Show timesheets which you have created and do not have a signature.

STEP 3

Select the Edit button on the desired Timesheet row.

NOTE: The red background color on the Consumer Signed and Authorized name columns mean that you have to approve/sign the timesheet.

Timesheets > Waiting For Approval

End Date	Last Name	First Name	Date Created	Consumer Signed	Authorized Name	PCA Signed	
6/29/2013	USER	PCA	7/2/2013	Not Signed	None	Signed	<input type="button" value="Edit"/>

NOTE: The green background color on the PCA Signed column means that the Attendant has already signed the timesheet electronically.

STEP 4

Review the Dates of service and hours. Once satisfied with the timesheet, Submit button to sign the timesheet.

NOTE: Editing punches will result in the Attendant having to sign the timesheet again.

Date	In	Out	Day	Night	Hol	
Tue 06/18/2013			AM		AM	<input type="button" value="Add"/>
Sun 06/16/2013	7:00	8:00	AM	1:00	0:00	0:00
Sun 06/16/2013	11:30	12:45	PM	1:15	0:00	0:00
Mon 06/17/2013	3:00	5:00	AM	0:00	2:00	0:00
Mon 06/17/2013	5:00	8:00	PM	3:00	0:00	0:00
Week 1 Total				5:15	2:00	0:00
Week 2 Total				0:00	0:00	0:00

STEP 5

Select the certification checkbox, specify your user name and password, and select the Sign button to sign the timesheet.

Approval - Electronic Signature

I understand under the pains and penalty of perjury that my User ID and Password are confidential and have not been shared with anyone for the purposes of submitting timesheets and/or any other information related to the MassHealth PCA program.

By signing below, I certify under the pains and penalty of perjury that I have received MassHealth PCA services.

The screenshot shows a form with the following elements: a checked checkbox, a 'User' field containing 'consumeruser@stavros.org', a 'Password' field with masked characters, and a 'Sign' button. Three blue arrows point to the checkbox, the password field, and the 'Sign' button.

Step 6

Your timesheet will be processed by a Stavros associate. You will receive an email stating that the timesheet was received and another email when the timesheet is completed and paid.

Finished

How to Find Saved timesheets

How to Find My Saved Timesheets

STEP 1

Select the Timesheets button on the toolbar.



How to Find My Saved Timesheets

STEP 2

Select the Saved Timesheets Icon.

Please select one of the following options:



New Timesheet

Create a new timesheet.



Timesheets Waiting For Approval

Show timesheets which have a signature.



Saved Timesheets

Show timesheets which you have created and do not have a signature.



STEP 3

Select the View button to view/edit the timesheet OR the Delete button to permanently delete the timesheet.

View Button: The View button will show the timesheet details. You will be able to add, edit, or remove punches from your saved timesheet.

[Timesheets](#) > Saved

End Date	Last Name	First Name	Middle Name	Date Created		
6/29/2013	USER	PCA		7/2/2013	View	Delete

Delete Button: The Delete button will permanently delete the saved timesheet and all of its contents. This action cannot be undone.

How to Download Paid Timesheets:

STEP 1

Select the Timesheets button on the toolbar.

Consumer, Surrogate, and Attendant FI Portal

Home My Info Approvals PCAs Surrogates Timesheets Logout



Welcome [PORTAL USER](#)

STEP 2

Select the Paid Timesheets Icon.

Please select one of the following options:

New Timesheet
Create a new timesheet.

Timesheets Waiting For Approval
View timesheets which take a signature.

Saved Timesheets
View timesheets which you have created and do not have a signature.

Paid Timesheets
View timesheets which have been processed and paid. These are historical timesheets.

Note: You may have to scroll down to find the Paid Timesheets Icon. It appears as a second row of Icons.

STEP 3

Specify the date range of your timesheet. Then select the “Search” button.

[Timesheets](#) > Paid

start date End date

Note: The longer the Start and End Date ranges span the longer it takes to search. Please be precise if you wish to search for your timesheets quickly.

STEP 4

A list of timesheets will appear below the date range. Select the “View” button on any timesheet row to download the timesheet as a PDF.

[Timesheets](#) > Paid

Start date End date

End Date	Last Name	First Name	Middle Name	Date Approved	
6/15/2013	USER	PCA		7/2/2013	<input type="button" value="View"/>
6/29/2013	USER	PCA		7/2/2013	<input type="button" value="View"/>

Note: Depending on the settings on your browser, the PDF will be downloaded or it can appear on a new tab.

How to make request to change personal information:

How to Make a Request to Change My Information

STEP 1

Select the Timesheets button on the toolbar.



STAVROS
Center for Independent Living

How to Make a Request to Change My Information

STEP 2

Select the Make request to change info link on the top of the form.

My Info

[Make request to change info](#)

First Name	PORTAL		
Middle Name			
Last Name	USER		
Address 1	123 MAIN STREET		
Address 2			
City	SPRINGFIELD		
State	Massachusetts (MA)		
Zip Code	01111		
Home Phone	413-225-2222	Ext.	
Cell Phone	413-909-8888	Ext.	
Email	CONSUMERUSER@STAVR		
Birth date	2/4/1977		
Gender	Not disclosed		

[Make request to change info](#)


Note: Please make sure that the changes you want to make is not identical to what is already show in this form.

STAVROS
Center for Independent Living

STEP 3

Make the necessary changes on the form and select the “Submit” button.

First Name	PORTAL	
Middle Name		
Last Name	USER	
Address 1	123 MAIN STREET	
Address 2		
City	SPRINGFIELD	
State	Massachusetts (MA)	
Zip Code	01111	
Home Phone	413-225-2222	Ext
Cell Phone	413-969-8888	Ext
Email	CONSUMERUSER@STAVF	
Birth date	2/4/1977	
Gender	Not disclosed	
	<input type="button" value="Submit"/>	



STEP 4

An email notification will be sent to you once the changes are completed.

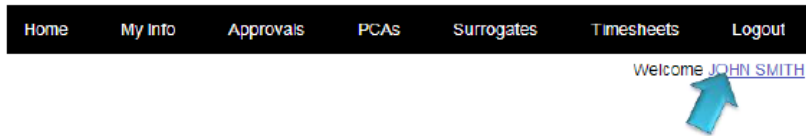
Finished

How to change password:

How to Change My Password

STEP 1

Select your name link under the toolbar.



How to Change My Password

STEP 2

Type your current password on the Current password text box.

Password Information

Current password

New password

Confirm new password

STEP 3

Type your new password under the “New password” text box and type it again under the “Confirm new password” text box. Click on the “Change Password” button once finished.



The screenshot shows a form titled "Password Information" with three text input fields: "Current password", "New password", and "Confirm new password". Each field contains a series of dots representing masked text. A "Change Password" button is located below the fields. Two blue arrows point to the "New password" and "Confirm new password" fields. To the right of the form is a blue box with the following text:

Note:
You new password must use the following rules:

- Have at least one lowercase character
- Have at least one uppercase character
- Have at least one non-alphanumeric character
- Password must be at least 8 characters long

STEP 4

A confirmation message will appear when you successfully change your password.



The screenshot shows the top of a web portal. On the left is the "STAVROS Center for Independent Living" logo. On the right is the text "Consumer, Surrogate, and Attendant FI Portal". Below the logo is a text size selector with "A", "+", and "-" icons. A navigation menu contains links for "Home", "My info", "Approvals", "PCAS", "Surrogates", "Timesheets", and "Logout". On the right side of the page, it says "Welcome JOHN SMITH". In the main content area, a message reads "Your password has been changed." with a blue arrow pointing to the text.

