



## NURSING VENDOR TIMESHEET

All DOE and school timesheets for every period of Monday through Friday are due by end of day Friday. Please confirm with Angela Hankinson which timesheet dates were received.

VENDOR NAME:

NPORT

VENDOR CODE:

LAST NAME:

FIRST NAME:

RN LICENSE #

Week Beginning: (Saturday)

Week Ending: (Friday)

	MON		TUES		WED		THURS		FRI		SAT		SUN	
DATE	DATE		DATE		DATE		DATE		DATE		DATE		DATE	
DISTRICT/ SCHOOL NAME or ATS DBN	DISTRICT/ SCHOOL NAME or ATS DBN		DISTRICT/ SCHOOL NAME or ATS DBN		DISTRICT/ SCHOOL NAME or ATS DBN		DISTRICT/ SCHOOL NAME or ATS DBN		DISTRICT/ SCHOOL NAME or ATS DBN		DISTRICT/ SCHOOL NAME or ATS DBN		DISTRICT/ SCHOOL NAME or ATS DBN	
	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out
SCHOOL COVERAGE	:	:	:	:	:	:	:	:	:	:	:	:	:	:
AFTERSCHOOL	:	:	:	:	:	:	:	:	:	:	:	:	:	:
TRIP	:	:	:	:	:	:	:	:	:	:	:	:	:	:
SPECIAL EVENTS (specify below)	:	:	:	:	:	:	:	:	:	:	:	:	:	:
TOTAL HOURS WORKED														
CONFIRMATION #														
Principal/ Authorized Name (PRINT) and Title														
Principal/ Authorized Signature														
DATE SIGNED														
COMMENTS:														

**\*\*HOURS SHOULD NOT OVERLAP\*\***

### Early & Periodic Screening, Diagnosis & Treatment Labor Allocation

*School Coverage & Special Events ONLY*

ACTIVITY CODE	MON	TUES	WED	THUR	FRI	SAT	SUN
1	:	:	:	:	:	:	:
2	:	:	:	:	:	:	:
3	:	:	:	:	:	:	:
4	:	:	:	:	:	:	:
5	:	:	:	:	:	:	:
6	:	:	:	:	:	:	:
7	:	:	:	:	:	:	:
8	:	:	:	:	:	:	:
9	:	:	:	:	:	:	:
10	:	:	:	:	:	:	:
11	:	:	:	:	:	:	:
12	:	:	:	:	:	:	:
13	:	:	:	:	:	:	:
TOTAL HOURS WORKED							

**\*\*\*Your EPSDT Labor Allocation must match the total hours worked each day in 15 minute increments\*\*\***

## ACTIVITY CODE SUMMARY DESCRIPTIONS

### OUTREACH

#### Code 1 Medicaid Programs

Identifying children potentially eligible for Medicaid & informing them/their families of EPSDT/health services.

#### Code 2 Non-Medicaid Programs

Informing children/families about Non-Medicaid programs & how to access.

### ASSISTING WITH ELIGIBILITY

#### Code 3 Medicaid Program

Helping families apply for Medicaid

#### Code 4 Non-Medicaid Programs

Helping families apply for SSI, CHPP, day care, etc.

### DIRECT SERVICES

#### Code 5 First Aid, Patient Counseling, Therapeutic Care

Providing direct services including patient assessment, follow-up, counseling & all related paperwork (including ASHR entry).

### SERVICE REFERRAL, COORDINATION & MONITORING

#### Code 6 Medical Services

Making referrals for coordinating and/or monitoring delivery of medical & mental health services. Note: Does NOT include State DOE-mandated vision screening, immunizations & entry exams.

#### Code 7 Non-Medical Services

Making referrals for coordinating and/or monitoring delivery of social, educational & other services. Note: Does NOT include State DOE-mandated services listed above.

### PROGRAM PLANNING, DEVELOPMENT & INTRA/INTERAGENCY COORDINATION

#### Code 8 For Medical Services

Developing systemic strategies to improve the coordination & delivery of medical/dental/mental health services to students.

#### Code 9 For Non-Medical Services

Developing systemic strategies to improve the coordination & delivery of non-medical and/or DOE-mandated services to students.

### ADMINISTRATION

#### Code 10 Supervision & Training

Supervising/being supervised & attending training & staff or school meetings.

#### Code 11 Uncompensated Time

Any uncompensated time for example lunch time.

### SCHOOL-RELATED & EDUCATIONAL

#### Code 12 School-Related & Educational Activities

Examples:

- Conducting group/class health education such as Open Airways & violence prevention & anti-smoking campaigns.
- Record-keeping for school immunizations, vision screening & entry exams (DOE-mandated).
- Organizing student records at beginning & end of year.
- Preparing student records for transfers.

### INDIVIDUAL EDUCATIONAL PROGRAM (IEP)

#### Code 13 Individual Education Program (IEP)

Any IEP functions, tasks and services provided.

*Overall Note : Record-keeping for any activity is generally included in the time spent on that activity.*

**Vendors please email completed timesheet to [EPSDT@health.nyc.gov](mailto:EPSDT@health.nyc.gov)**

### KEY REMINDERS

- When arriving at your school assignment, you must report your time of arrival to both your agency and the NYC DOE Nursing Liaison within 10 minutes of arrival. If the liaison doesn't pick up, please leave a message with the date of the call, and the time you came in.

- If upon arriving, there was a medical emergency and you couldn't call the liaison right away, please call the liaison, Lori and nursing supervisor after the emergency is resolved with the date, details of emergency, and actual start time. Messages should be left if the liaison, Lori, or nursing supervisor don't pick up the phone.

- Time exceeding or deviating from the scheduled hours for your assignment must have prior approval. Please notify your agency and the NYC DOE Nursing Liaison immediately.

- Timesheets must be originals, and the use of whiteout is prohibited. You are required to keep a copy of all your timesheets for a period of at least 7 years from the date services were provided. If at any time during those 7 years, a timesheet is requested by NPORT, you must present a copy.

- If you have to stay past your scheduled end time, please notify the liaison and Lori Brennan. If the liaison and/or Lori doesn't pick up, please leave a message with the date of the call, the time you are staying up to and the reason you are staying past your scheduled end time.

- **Please send timesheets on a weekly basis. Timesheets for a particular week are due by the end of the day of the particular week's Friday." All late timesheets may have payment delays.**

- The work week begins 12:00 AM on Sunday and ends 11:59 PM on Saturday. All hours done past Saturday 11:59 PM are paid in the following workweek/pay period. Overtime rate is only paid for all hours worked past 40 hours during a workweek.