

Pikes Peak Respite Services

Special Newsletter for Providers

Important Information Inside

Dear PPRS Providers,

We're excited to bring you this *out-of-cycle* newsletter packed with important updates just for you! Please take a moment to review the information below, as it contains details to help you stay informed and make the most of your role with PPRS.

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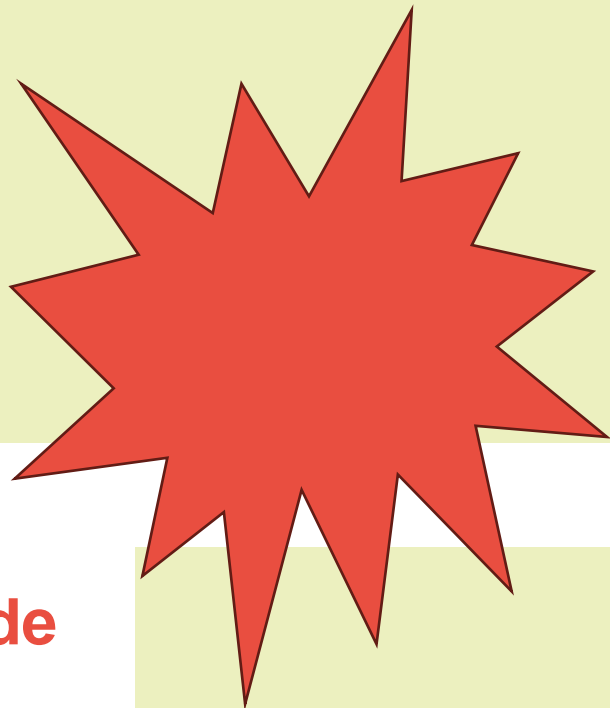
Thank you for your dedication and commitment to the individuals and families we serve! 🌟 Keep reading for all the details.

January 2025 Contractor Agreements have gone out today via Adobe Fillable Forms!

Please check your emails if you are a contractor.

**Open Enrollment Meetings through Vida HR begins
February 5, 2024**

Open Enrollment is your time to ask any questions about benefits.



2024 W2 Information

Your 2024 W-2 forms are on their way! ✉️ They'll be mailed out by the end of this month, and you'll also have access to a digital copy through iSolved by **January 31, 2025**. 📄 📄

Got questions or need a hand? Don't hesitate to reach out to **Andrea** at

andrea@vidahr.com.

Just include your name and mention that you're part of the **PPRS crew** so she can assist you as quickly as possible!



Thank you for being amazing, and here's to wrapping up 2024 in style!

Community Connector Shifts Memo

Pikes Peak Respite Services (PPRS) policy adjustment memorandum on Community Connector (CC) and Supported Community Connections (SCC) shifts and stipends

PPRS existing policy scheduled and claimed CC and SCC shifts is as follows below. (Effective 7-1-24 through 1-16-25)

- 2-hour scheduling minimum per CC or SCC shift. Shifts that terminate earlier than the 2-hour scheduling minimum for an emergent or significant behavioral reason will be approved.
- 1 claim in Dory for transportation reimbursement for each SCC shift. Applies to both contractors and employees.
- CC shifts come with an automatic transportation stipend, for employees only, per CC shift

PPRS new policy on scheduled and claimed CC and SCC shifts below. (Effective 1-17-25 and until further notice)

- 2-hour scheduling minimum per CC or SCC shift. Shifts that terminate earlier than the 2-hour scheduling minimum for an emergent or significant behavioral reason will be approved.
- **If the client has a medically (or behavior related) documented reason from a physician or licensed behavioral technician for a variance to our 2-hr. scheduling minimum for CC and SCC shifts, please submit it to our CEO Beverly Seeman at bev.seemann@pikespeakrespiteservices.com for an exception to policy. This is the only way to waive the 2-hour scheduling minimum for CC and SCC shifts.**
- **1 claim in Dory for transportation reimbursement for each SCC shift provided per client**, maximum of **1 claim per calendar day**. Applies to both contractors and employees.
- CC shifts come with an automatic transportation stipend, for employees only, per CC shift per client. Maximum of 1 stipend payable per calendar day per client.

Questions or concerns regarding this memorandum can be addressed by our executive team here at PPRS.



- Open Enrollment meetings will kick off on
 - **February 5 at 10:00 AM.**
 - Be sure to watch your email for important updates and instructions.
- Open Enrollment will officially begin the following day. Please note that PPRS is switching carriers for medical insurance this year, so it's critical to review your options and make your selections.
- **Important:** You will not be automatically rolled over into your current plans, so participation in Open Enrollment is required to ensure your coverage continues. Stay tuned for more details!

Dear PPRS Providers,

We are excited to announce the rollout of the Sirius Care app for managing your shifts and compliance requirements. The Sirius Care app is now available for download on Google Play and the Apple App Store. **Please take the time to carefully read this letter, as it contains important information and instructions for using the new system.**

Key Details and Instructions:

App Availability and Start Date:

The Sirius Care app will not be ready for use until **6:00 AM on Monday, January 20th**. Please do not attempt to use the app prior to this time.

IMPORTANT: If you download the app from now until January 20th at 6:00 AM, it will not function properly. Please continue logging shifts as normal until that time.

IMPORTANT: After 6:00 AM on January 20th, you will no longer log into Sandata. This is critical, as the data will no longer be collected appropriately if Sandata is used.

- **Logging Shifts Until Transition:**
 - a. Continue logging shifts as usual in Dory and Sandata until 11:59 PM on Sunday, January 19th.
 - b. If you are clocking in or out of a shift between 12:00 AM and 6:00 AM on Monday, January 20th, email the details (date, times, and visit notes) to c.malave@pikespeakrespite.com for manual entry.
- **Data Migration:**
 - a. All prior shifts will be moved to Sirius Care. You do not need to re-enter any past data.
- **Real-Time Clock-In Requirement:**
 - a. Starting January 20th, all shifts must be submitted in real time. This means you will:
 - b. Clock in at the beginning of each shift and service provided.
 - c. Clock out at the end of each shift and service provided.
 - d. This process will automatically log your shift in the State of Colorado's Sandata system simultaneously. There will be no need to log into Sandata separately, even for non-EVV shifts.

- **Payroll Implications:**

- a. Adherence to real-time clock-in is crucial for payroll processing. Failure to comply with this requirement may significantly impact your payroll.
- b. Summary of Action Items:
- c. Download the Sirius Care app from Google Play or the Apple App Store.

Do not log in or update your profile until after 6:00 AM on Monday, January 20th.

Enable GPS tracking within the app.

Continue logging shifts in Dory and Sandata until 11:59 PM on Sunday, January 19th.

For shifts between 12:00 AM and 6:00 AM on Monday, January 20th, email the details to c.malave@pikespeakrespiteservices.com.

Begin using the Sirius Care app exclusively for shift logging starting 6:00 AM on January 20th.

If you have any questions or require clarification, please contact the administrative team for assistance.

Thank you for your cooperation and commitment to ensuring a smooth transition. We appreciate your attention to these instructions and your dedication to providing exceptional care.

Best regards,
PPRS Administrative Team
Pikes Peak Respite Services

Welcome To Sirius Care!!

Hello employees and contractors for Pikes Peak Respite Services! This training is to give you step-by-step instruction to get you set up with our new app Sirius Care. This app will take the place of both Sandata and DORY.

As things progress more features will be added, as well as any errors fixed. Please look out for updates as they are posted on our website or on Facebook.

Important!! Two providers can not claim services for the same client at the same time!