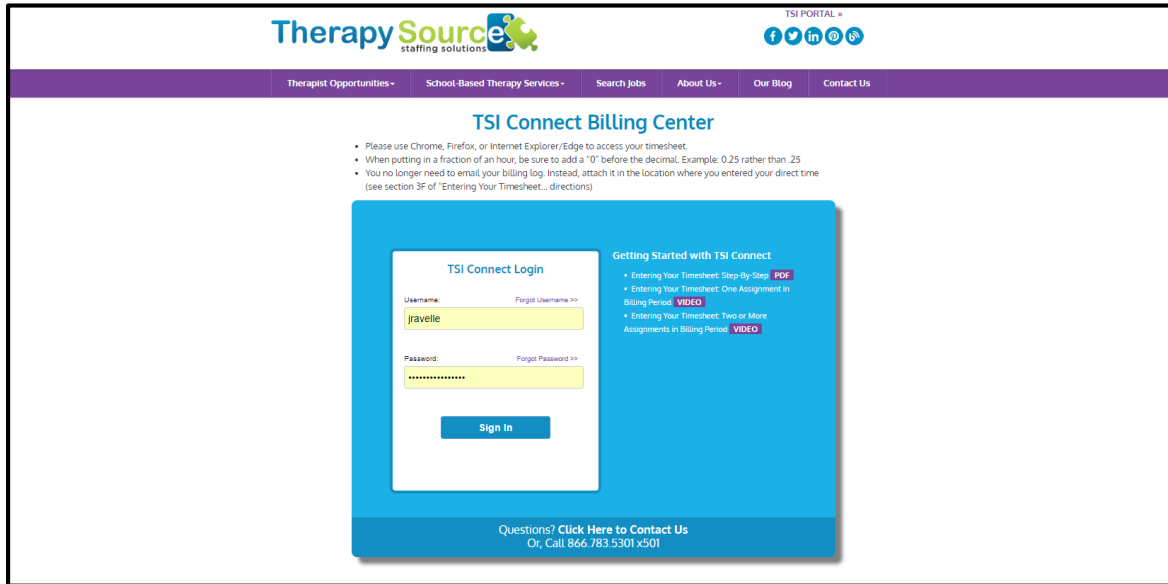


Entering a Daily Timesheet in TSI Connect

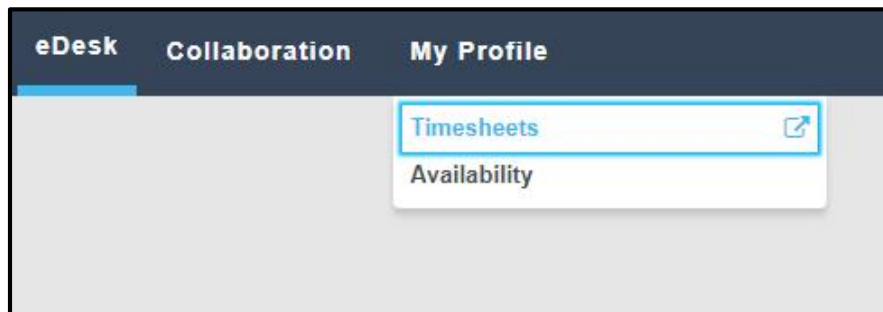
1. Visit www.txsource.com/tsi-portal, and enter your username and password to log into the system.



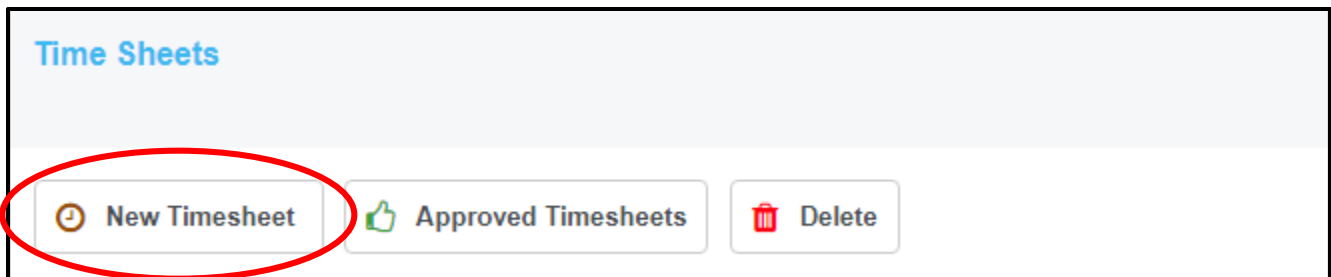
If it's your first time logging in: You will be prompted to enter your email address, username, and the password provided to you by Therapy Source. You will then have the option to select a password of your choice (but your username remains the same.)

For all logins beyond your first: you will just need to enter your assigned username and the password you selected, and click "Sign In."

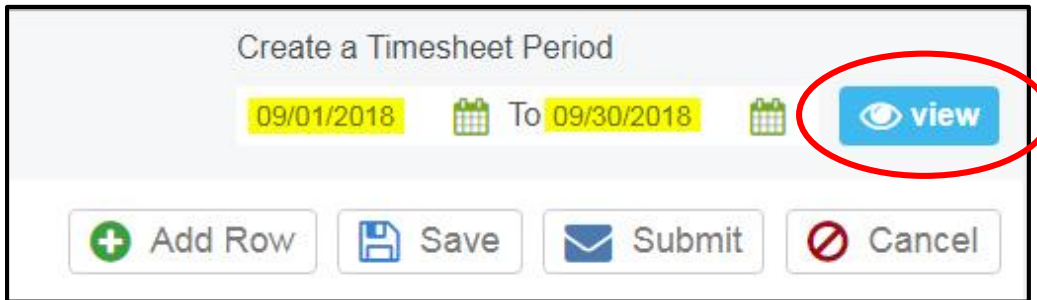
2. From the Dashboard, hover over "My Profile" in the top menu and click "Timesheets."



3. To create a new timesheet: from the new screen on the top left hand side of the page, click "New Timesheet" and the "Create Timesheet" page will appear.

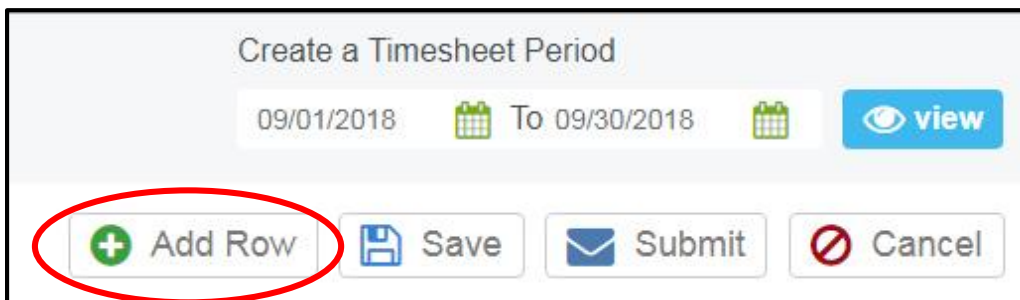


4. Once the timesheet loads, enter the start date and end date ranges for the month of service that you are trying to bill, from the top right hand side of the page. **Make sure to click “View” so those date ranges apply.**



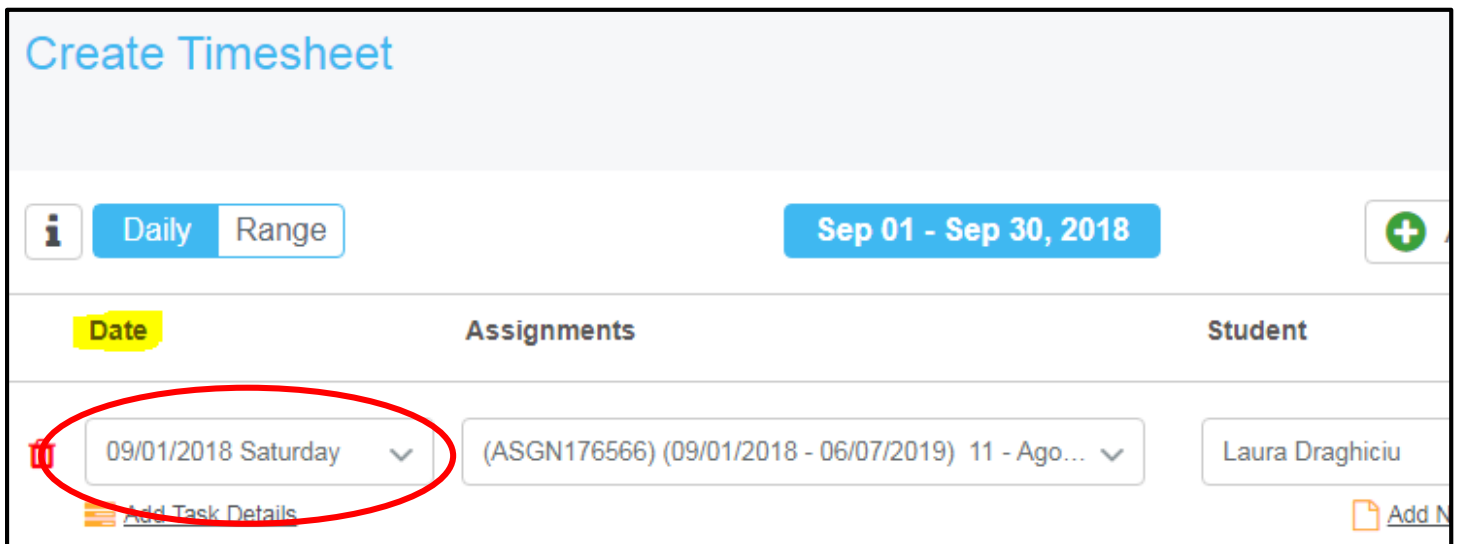
The screenshot shows a form titled "Create a Timesheet Period". It features two date input fields: "09/01/2018" and "09/30/2018", each with a calendar icon. To the right of the second date field is a blue button with an eye icon and the text "view", which is circled in red. Below the date fields are four buttons: "Add Row" (with a green plus icon), "Save" (with a floppy disk icon), "Submit" (with an envelope icon), and "Cancel" (with a red prohibition sign icon).

5. You will need to submit time daily for each student that you're providing services for that month, on each row. You can add multiple rows (as needed) by clicking on "Add Row" on the top right hand side of the timesheet.



This screenshot is similar to the previous one, showing the "Create a Timesheet Period" form. The "view" button is no longer circled. Instead, the "Add Row" button, which has a green plus icon, is circled in red.

6. When you're ready to enter your time, begin by selecting the first day of service for that month, for the student in question, from the date column.



The screenshot shows the "Create Timesheet" interface. At the top, there are tabs for "Daily" and "Range", and a date range selector set to "Sep 01 - Sep 30, 2018". Below this is a table with three columns: "Date", "Assignments", and "Student". The first row of the table is circled in red. The "Date" column contains "09/01/2018 Saturday" with a dropdown arrow. The "Assignments" column contains "(ASGN176566) (09/01/2018 - 06/07/2019) 11 - Ago..." with a dropdown arrow. The "Student" column contains "Laura Draghiciu". Below the "Date" cell, there is a link "Add Task Details" with a plus icon. To the right of the "Student" cell, there is a link "Add N" with a plus icon.

7. Next, from the assignment drop down menu, select the school assignment that you are trying to bill for. You can have multiple assignments with one school, depending on the type of service (type of service being in-person, online, or an evaluation). The selected school assignment will highlight in blue.

The screenshot shows the 'Create Timesheet' interface. At the top, there is a header 'Create Timesheet' and a date range 'Sep 01 - Sep 30, 2018'. Below this, there are tabs for 'Daily' and 'Range'. The main table has three columns: 'Date', 'Assignments', and 'Student'. The 'Date' column contains three entries: '09/04/2018 Tuesday', '09/02/2018 Sunday', and '09/03/2018 Sunday'. The 'Assignments' column contains three entries: '(ASGN176569) (09/04/2018 - 06/07/2019) 11 - Agora Cyber Classroom Richard - SLP TW', '(ASGN176566) (09/01/2018 - 06/07/2019) 11 - Agora Cyber Classroom Richard - SLP Eval', and '(ASGN176568) (09/04/2018 - 06/07/2019) 11 - Agora Cyber Classroom Richard - SLP'. A red arrow points to the assignment dropdown for '09/03/2018 Sunday', which is highlighted in blue.

8. Next, you can select the student that you are trying to bill for, from the student drop down menu. The student you are trying to bill for will highlight in blue.

The screenshot shows the 'Create Timesheet' interface. At the top, there is a header 'Create Timesheet' and a date range 'Sep 01 - Sep 30, 2018'. Below this, there are tabs for 'Daily' and 'Range'. The main table has three columns: 'Date', 'Assignments', and 'Student'. The 'Date' column contains three entries: '09/04/2018 Tuesday', '09/02/2018 Sunday', and '09/03/2018 Sunday'. The 'Assignments' column contains three entries: '(ASGN176568) (09/04/2018 - 06/07/2019) 11 - Ago...', '(ASGN176566) (09/01/2018 - 06/07/2019) 11 - Ago...', and '(ASGN176568) (09/04/2018 - 06/07/2019) 11 - Ago...'. The 'Student' column contains three entries: 'Laura Draghiciu', 'Laura Draghiciu', and 'Shannon Bowman'. A red arrow points to the student dropdown for '09/02/2018 Sunday', which is highlighted in blue.

- Once you have entered your first session, you can enter your time for your next sessions, until you've submitted all of your visits for the month for that student. Just follow steps 6-10 to complete your visits for that same student for that month.

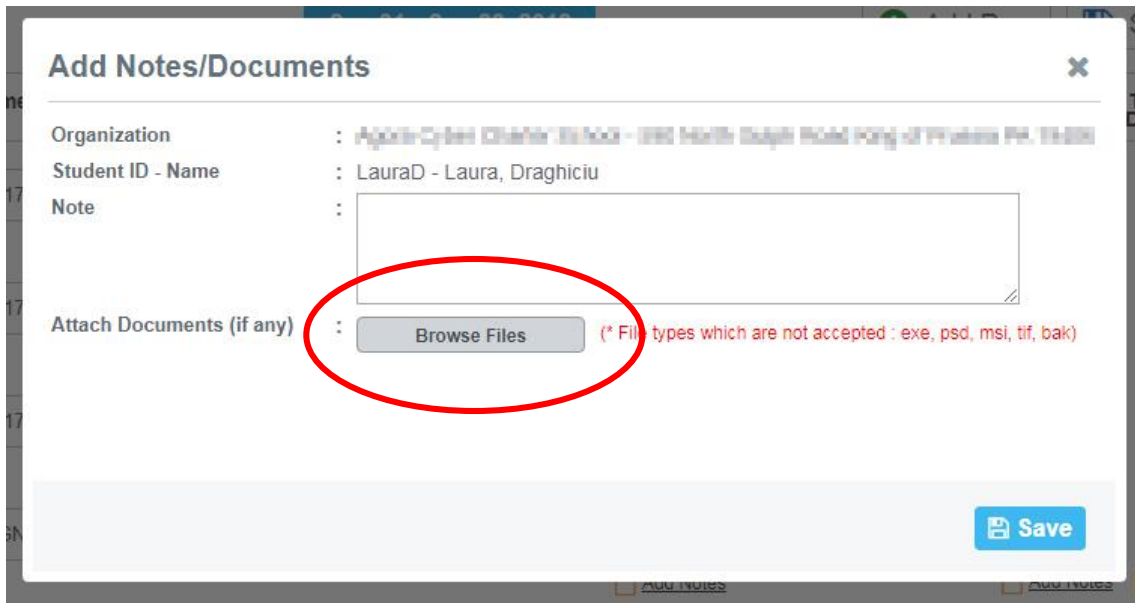
Date	Assignments	Student	Type
09/04/2018 Tuesday	(ASGN176568) (09/04/2018 - 06/07/2019) 11 - Agor...	Shannon Bowman	REG (REG)
09/11/2018 Tuesday	(ASGN176568) (09/04/2018 - 06/07/2019) 11 - Agor...	Shannon Bowman	REG (REG)
09/18/2018 Tuesday	(ASGN176568) (09/04/2018 - 06/07/2019) 11 - Agor...	Shannon Bowman	REG (REG)
09/25/2018 Tuesday	(ASGN176568) (09/04/2018 - 06/07/2019) 11 - Agor...	Shannon Bowman	REG (REG)

SLP-IEP Meeting	SLP-Indirect	Mileage	TW-SLP Indirect	SLP-Late Cancel	TW-SLP Late Cancel	SLP-Eval Late Cancel	SLP-Direct
Hours	0.25	12.00		Hours			0.50
Add Notes	Add Notes	Add Notes	Add Notes	Add Notes	Add Notes	Add Notes	Add Notes
Hours	0.25	12.00		Hours			0.50
Add Notes	Add Notes	Add Notes	Add Notes	Add Notes	Add Notes	Add Notes	Add Notes
Hours	0.25	12.00		Hours			0.50
Add Notes	Add Notes	Add Notes	Add Notes	Add Notes	Add Notes	Add Notes	Add Notes
Hours	0.25	Miles		0.50			Hours
Add Notes	Add Notes	Add Notes	Add Notes	Add Notes	Add Notes	Add Notes	Add Notes

- Once you've completed entering all of your time for this student, you can now upload your billing log and/or any supporting documentation. You can do so by clicking on the "Add Notes" under the direct time service box.

SLP-Late Cancel	TW-SLP Late Cancel	SLP-Eval Late Cancel	SLP-Direct
Hours			0.50
Add Notes	Add Notes	Add Notes	Add Notes

13. After you click on “Add Notes”, you’ll get a popup allowing you to upload your billing logs and/or documents. From this popup, you’ll need to click “Browse Files” so you can select the necessary files from your computer. You are able to select and upload multiple files. Make sure that the billing logs/files uploads, pertains only to the student in question. **Please note: document name files will not be accepted with characters that are not letters or numbers (i.e., commas, dots, underscores, etc).**



The screenshot shows a modal window titled "Add Notes/Documents" with a close button (X) in the top right. The form contains the following fields:

- Organization : Agustin-Cyber Center School - 1280 North Eagle Road Irving, TX 75039
- Student ID - Name : LauraD - Laura, Draghiciu
- Note : [Empty text area]
- Attach Documents (if any) : **Browse Files** (* File types which are not accepted : exe, psd, msi, tif, bak)

A blue "Save" button is located at the bottom right of the modal. The "Browse Files" button is circled in red.

14. Once you’ve uploaded the file(s), they will be listed underneath the “Browse Files” button. You are now ready to “Save”.

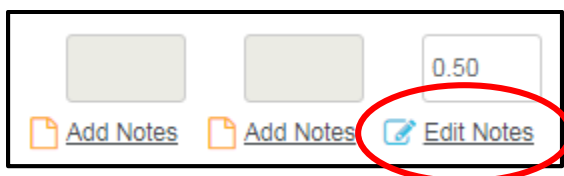


The screenshot shows the same "Add Notes/Documents" modal window. The "Attach Documents (if any)" section now displays two uploaded files:

- 1280 - Billing Log 17-18.xlsx
- 1280 - Mileage Log 17-18.doc

The "Save" button at the bottom right is circled in red.

15. After you save the file to the timesheet, you’ll be able to see “Edit Notes” under the time billed.



The screenshot shows a row in a timesheet with a time value of 0.50. Below the time value are three buttons:

- Add Notes
- Add Notes
- Edit Notes** (circled in red)

16. Now that you have finished submitting time for your first student, you are ready to submit time for a second student, or any other assignment(s) that you have for that month. You can do this by repeating Steps 6-15. If you need additional rows, repeat step 5. **Remember, your time should be entered per each date of service for each student serviced. Frequencies and durations should reflect the student’s IEP.**

Date	Assignments	Student	Type
09/04/2018 Tuesday	(ASGN176568) (09/04/2018 - 06/07/2019) 11 - Agor...	Shannon Bowman	REG
Add Task Details		Add Notes	
09/11/2018 Tuesday	(ASGN176568) (09/04/2018 - 06/07/2019) 11 - Agor...	Laura Draghiciu	REG
Add Task Details		Add Notes	

17. If you have not finished providing all services for the month and you need to complete your billing at a later time, you can hit “Save” (in the top right hand corner of the timesheet) and continue at a later date.

Create a Timesheet Period

09/01/2018 To 09/30/2018 [view](#)

[+ Add Row](#)
[Save](#)
[Submit](#)
[Cancel](#)

18. If you have finished entering your time for every visit for all students for the month, you are now ready to submit your time for review by Therapy Source. Click “Submit” in the top right hand corner of the page.

Create a Timesheet Period

09/01/2018 To 09/30/2018 [view](#)

[+ Add Row](#)
[Save](#)
[Submit](#)
[Cancel](#)

19. Once you’ve submitted everything, you can view your pending timesheets on the main timesheet page. On this page, you will also see any additional timesheets that you previously started, but did not complete.

Time Sheets					
New Timesheet		Approved Timesheets		Delete	
<input type="checkbox"/>	Start Date	End Date	Timesheet Layout	Total	Status
<input type="checkbox"/>					All
<input type="checkbox"/>	09/04/2018	09/18/2018	Custom	38.25	Submitted to Accounts
<input type="checkbox"/>	09/04/2018	09/04/2018	Custom	13.00	Saved