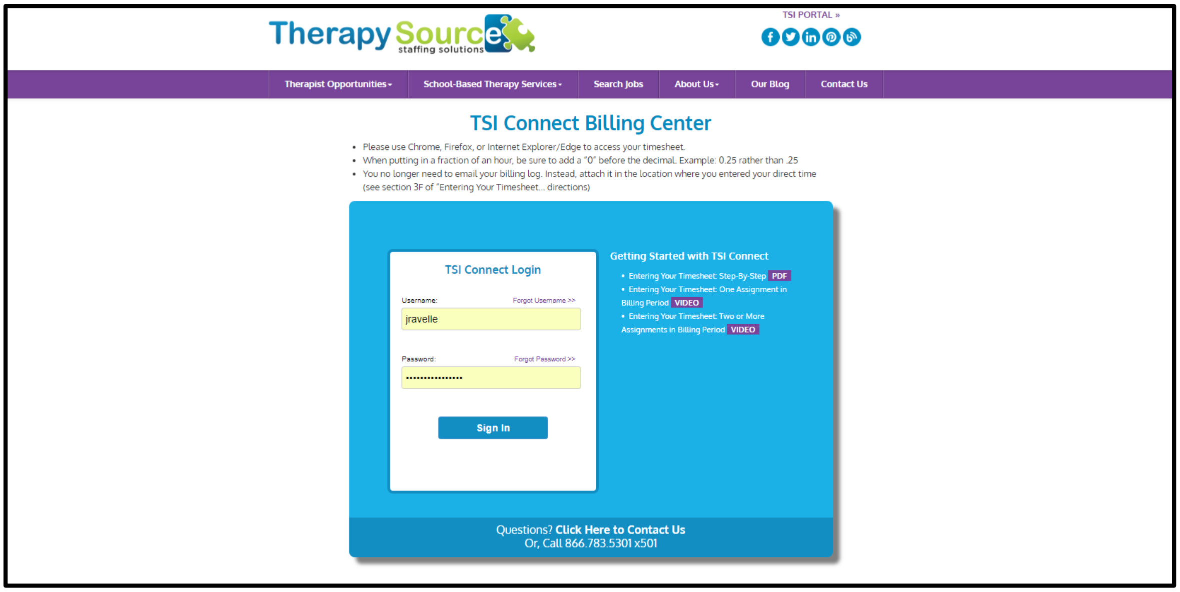
Entering a Daily Timesheet in TSI Connect

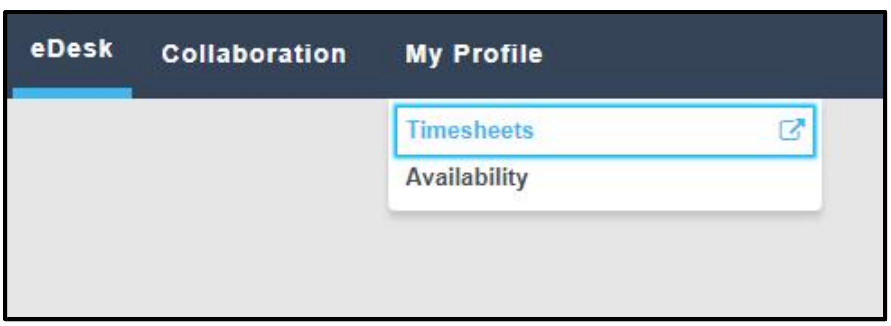
1. Visit [www.txsource.com/tsi-portal,](www.txsource.com/tsi-portal) and enter your username and password to log into the system.



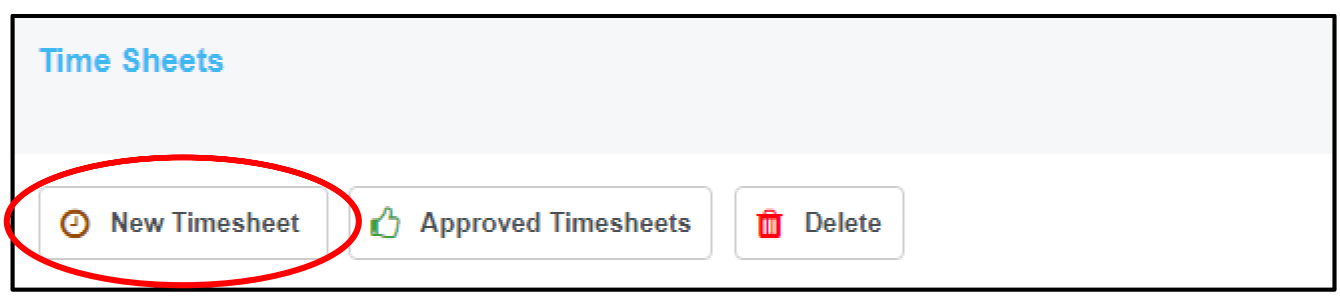
If it's your first time logging in: You will be prompted to enter your email address, username, and the password provided to you by Therapy Source. You will then have the option to select a password of your choice (but your username remains the same.)

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

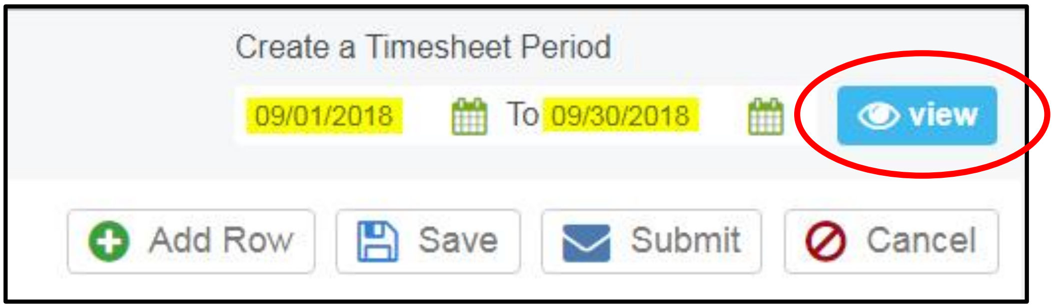
2. From the Dashboard, hover over "My Profile" in the top menu and click "Timesheets."



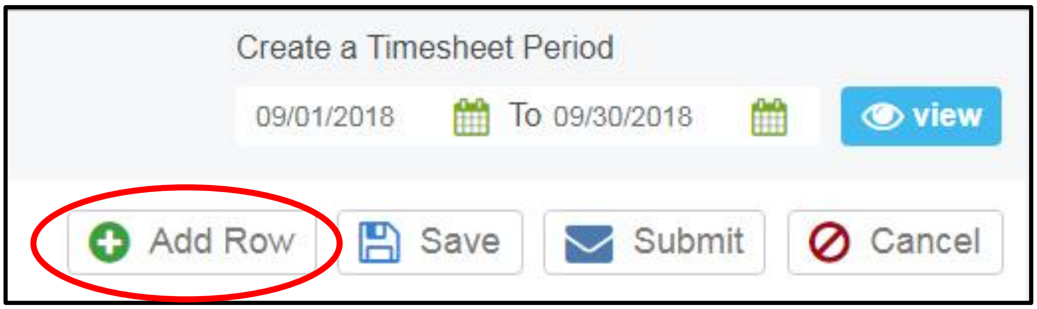
3. To create a new timesheet: from the new screen on the top left hand side of the page, click "New Timesheet" and the "Create Timesheet" page will appear.



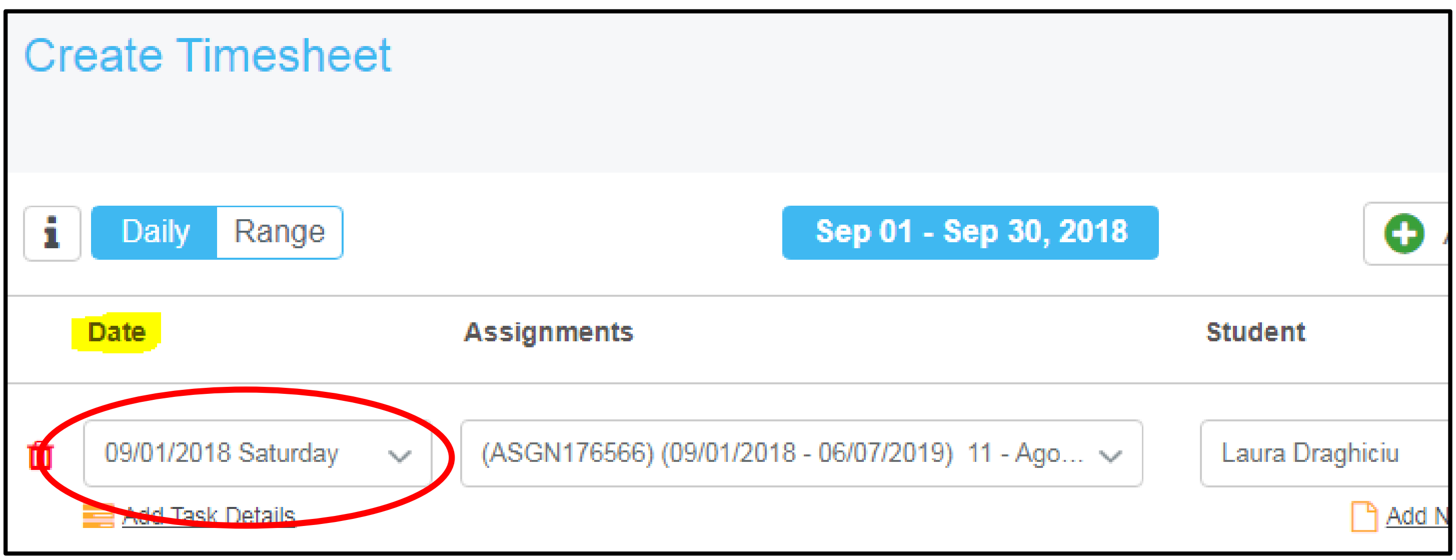
4. Once the timesheet loads, enter the start date and end date ranges for the month of service that you are trying to bill, from the top right hand side of the page. **Make sure to click "View" so those date ranges apply.**



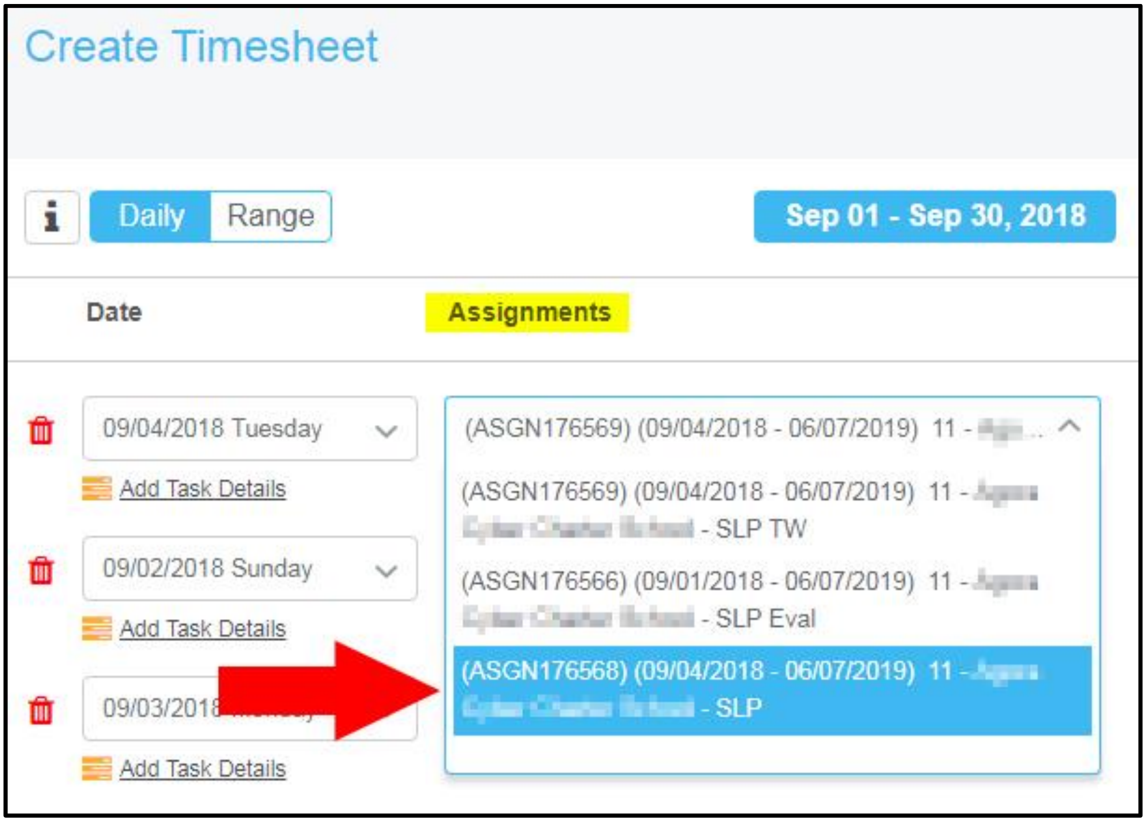
5. You will need to submit time daily for each student that you're providing services for that month, on each row. You can add multiple rows (as needed) by clicking on "Add Row" on the top right hand side of the timesheet.



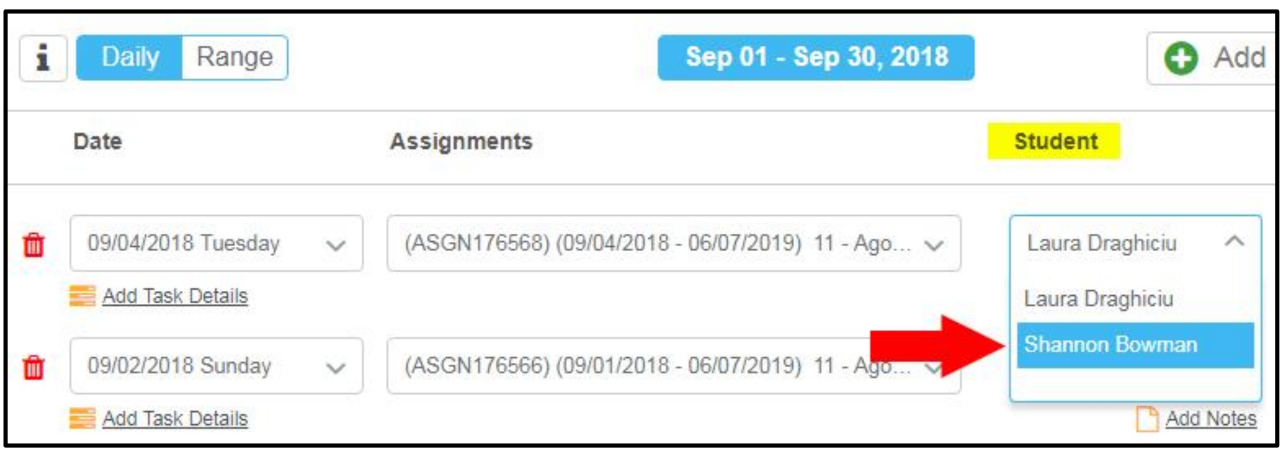
6. When you're ready to enter your time, begin by selecting the first day of service for that month, for the student in question, from the date column.



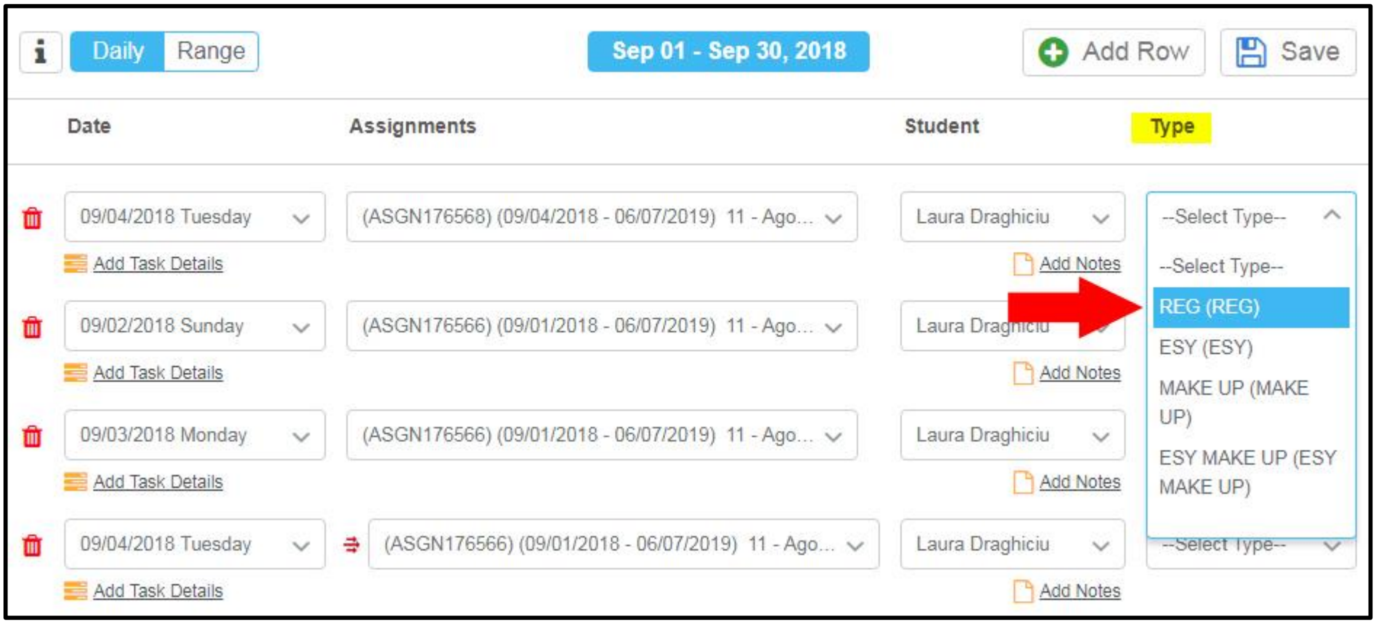
7. Next, from the assignment drop down menu, select the school assignment that you are trying to bill for. You can have multiple assignments with one school, depending on the type of service (type of service being in-person, online, or an evaluation). The selected school assignment will highlight in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



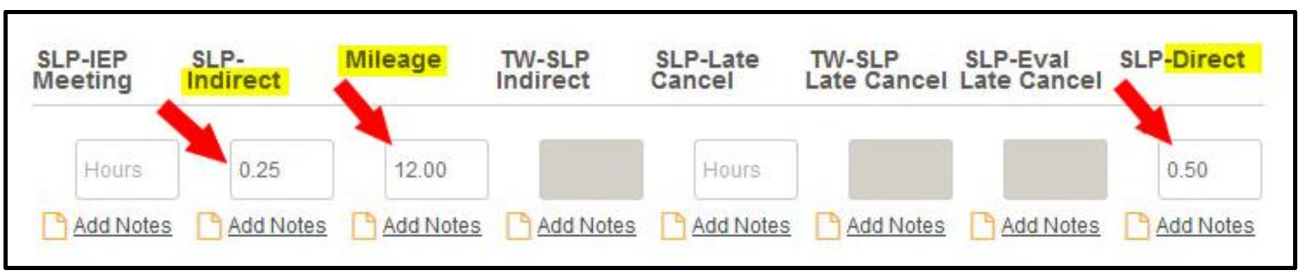
8. Next, you can select the student that you are trying to bill for, from the student drop down menu. The student you are trying to bill for will highlight in blue.



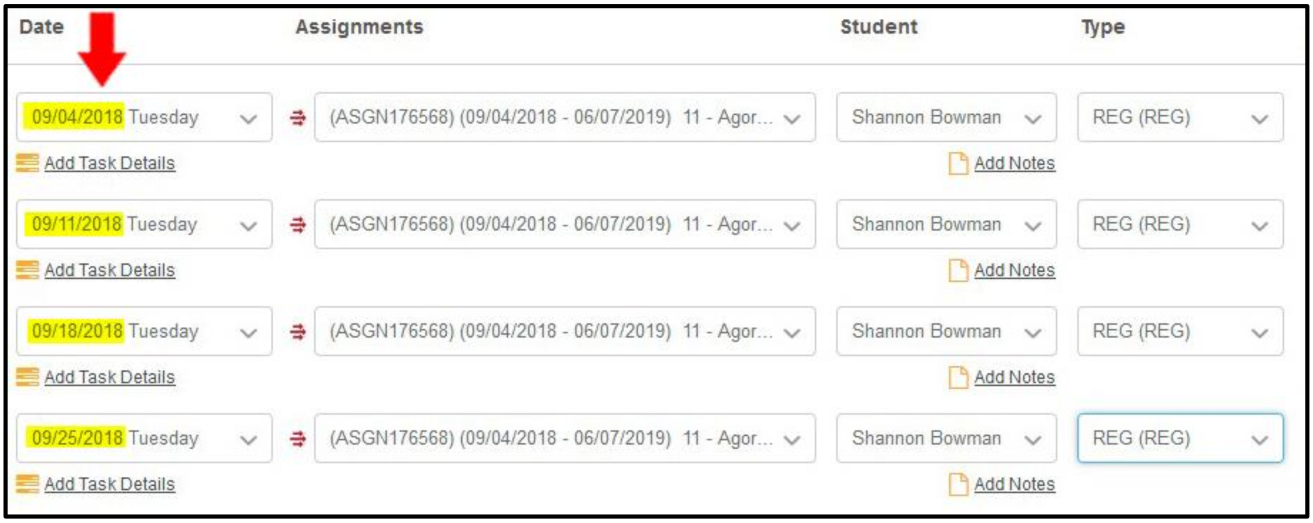
9. Once you select the student, from “Type” menu, you’ll need to select the type of service, whether it is regular services, ESY (extended school year), or makeup sessions (making up a missed session or compensatory time).



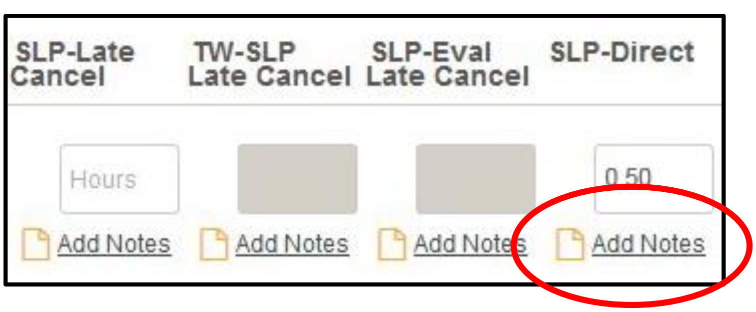
10. Once you select the type of service provided, you are now ready to enter your time in the appropriate service boxes. Make sure to scroll to the right so as to get a full picture of what is available to bill for. Depending on the school/student that you are billing for, different service boxes will open/become available. Here, you will enter your session time, whether you provided direct time, indirect time, travel or mileage. If you did not provide services, then select any other appropriate code allowed (late cancels, progress reports, etc). If certain boxes are not available, you may not be allowed to bill for those things at that school or for that assignment. Thus, you’ll want to ensure you are familiar with each school’s contract stipulation of billable services. **Please note: the system will require two decimal points for whole time units (i.e., 3.00) and a “0” in front of units less than “1” (i.e., 0.75).**



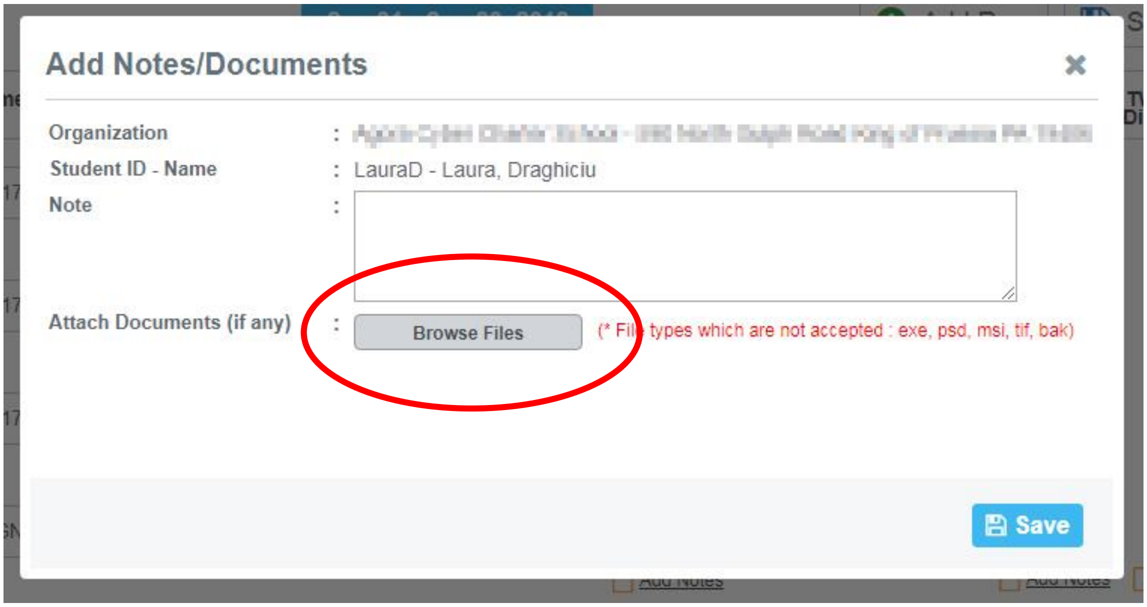
11. Once you have entered your first session, you can enter your time for your next sessions, until you've submitted all of your visits for the month for that student. Just follow steps 6-10 to complete your visits for that same student for that month.



12. 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.

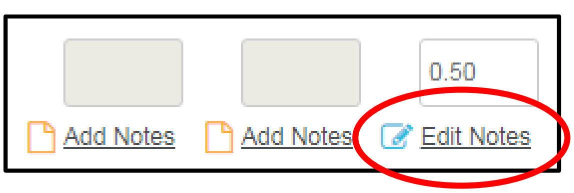


13. After you click on “Add Notes”, you’ll get a popup allowing you to upload your billing logs and/or documents. From this popup, you’ll need to click “Browse Files” so you can select the necessary files from your computer. You are able to select and upload multiple files. <u>Make sure that the billing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



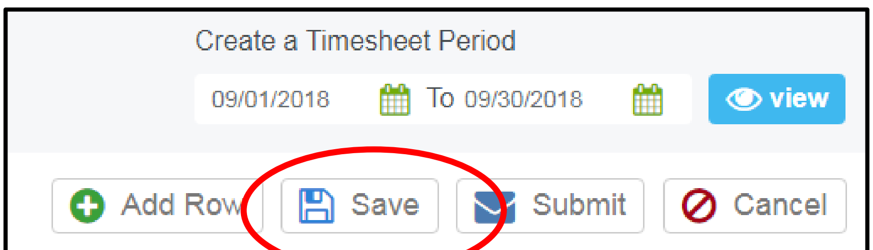
14. Once you’ve uploaded the file(s), they will be listed underneath the “Browse Files” button. You are now ready to “Save”.

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

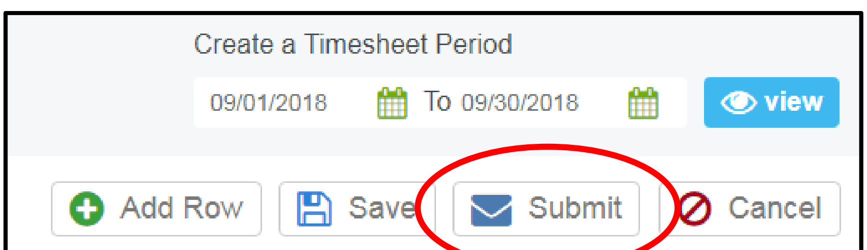


16. Now that you have finished submitting time for your first student, you are ready to submit time for a second student, or any other assignment(s) that you have for that month. You can do this by repeating Steps 6-15. If you need additional rows, repeat step 5. **Remember, your time should be entered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

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.



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.



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.