

Task Codes By Service

Waiver	
Residential Habilitation - RH10, RH20, RD	
1000	To be used when providing Residential Habilitation Services (RHS)
5011	To be used when a customer utilizes their RHS for Employment purposes.
6002	To be used when a customer utilizes their RHS to attend CEO class.
6102	To be used when a customer utilizes their RHS for BETA class.
7001	To be used when a customer utilizes their RHS for Night Owl or Electronic Monitoring (Daily Rate customers ONLY)

Community Habilitation - CHG (group) & CHIO (individual)	
3000	Community Habilitation Individual - CHIO - 1 on 1 staffing
6000	For customers with CHG (Community Habilitation Group) attending CEO - or individual group home resident attending CEO
6003	To be used when a customer utilizes their Community Individual Habilitation (CHIO) to attend CEO class (must be 1 on 1 staff)
6100	For customers with Community Habilitation Group (CHG) attending BETA classes
6101	Report to the individual group home resident if attending BETA Program
6103	To be used when a customer utilizes their Community Individual Habilitation (CHIO) to attend BETA classes (must be 1 on 1 staff)

Supported Employment	
5100	To be used for EXTS and HSE
5101	To be used for Work Place Assistance (WPA)

Participant Attendant Care (PAC)	
1000	To be used when providing residential services to individuals on the Family Support Waiver

Residential Based Habilitation Services (RBHA)	
1000	To be used when providing goal based services to individuals on the ATTC and TBI Waiver

RSPO	
1500	Respite

ATTC	
1600	Attendant Care
6016	To be used when a customer uses ATTC to attend CEO class.

Electronic Monitoring (Night Owl)	
7000	Electronic Monitoring services

Transportation	
8000	CEO Transportation for CEO ONLY
8001	BETA Transportation for BETA ONLY
8003	SLS Transportation to be used with customers who have Residential Daily rates ONLY

Group Homes

1000	Res Habilitation
1201	Health Care Coordination/ Wellness Coordination Services (NURSE ONLY)
4000	Laundry
6001	Day Habilitation (report to the group home if Day program is at the home.)

Progress Notes/Documentation Time

0002	15 minutes permitted for progress note/time entry for settings WITHOUT kiosks
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Training

	Hourly employees in classes at the office will report to Customer 9000 task code 9000
	Hourly employees in meetings that are not customer meetings (leadership, Communityittee, etc) will report to Network Admin task code 9202
	Hourly employees in online classes will report to Customer 9000 task code 9300
	Hourly employees that participate in paid training outside of LifeDesigns (conferences, etc) will submit a CE form and report to Network Admin task code 9202
	Hourly employees that participate in customer specific orientation will report to Network Admin task code 9004
	Hourly employees that participate in customer team meetings will report to Network Admin task code 9202
	Hourly employees providing direct service while attending a meeting/training should report their time as direct service.
	Un-paid training outside of LIFEDesigns in NOT reported through Accel Trax; however an Independent Study CE form should be turned in.
	All training should be documented on a CE form to receive credit.

Admin/PTO

0000	Admin time should be reported to the Network Admin or Group Home Customer for which the work was performed
0001	Present - Admin to be used by salaried personnel ONLY.
0098	To be used for bereavement only (usually only immediately family - consult the handbook for clarification as to when bereavement time can be used)
0099	To be used for PTO (Paid time off). This is the only code that can be entered in advance. PTO should be reported to the Network Admin or Group Home Customer for which the employee would have worked.

Behavior Support

7010	Behavior Support (Behavior Clinician ONLY)
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Nursing

1200	Health Care Coordination/ Wellness Coordination Services; Face to Face services (NURSE ONLY)
1201	Health Care Coordination/ Wellness Coordination Services; Group Homes (NURSE ONLY)
1202	Health Care Coordination/ Wellness Coordination Services; Consultation services (NURSE ONLY)

DDRS Respite

1570	DDRS Respite
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Employment - VR

5003	Work Experience (Prior to 7/1/2015)
5004	Hourly
5005	Milestone 1 (Prior to 7/1/2015)
5006	Milestone 2 (Prior to 7/1/2015)
5007	Milestone 3 (Prior to 7/1/2015)
5008	Milestone 4 (Prior to 7/1/2015)
5009	Pre-Benefits Counseling
Employment - VR After 7/1/15	
5201	Discovery: Job Shadow - onsite
5202	Discovery: Job Shadow - offsite
5203	Discovery: Situational Assessment - onsite
5204	Discovery: Situational Assessment - offsite
5205	Discovery: Other - onsite
5206	Discovery: Other - offsite
5207	Work Experience Development
5208	Work Experience A
5209	Work Experience B
5210	Work Experience C
5211	Milestone 1 2015
5212	Milestone 2 2015
5213	Milestone 3 2015
5214	Job Search Assistance/Job Placement Assistance - onsite
5215	Job Search Assistance/Job Placement Assistance - offsite
5216	Job Readiness Training - onsite
5217	Job Readiness Training - offsite
5218	On the Job Support (short term)
5219	Supported Employment Level 1 2015
5220	Supported Employment Level 2 2015
5221	Supported Employment Level 3 2015
5222	Supported Employment Level 4 2015
5223	Supported Employment Level 5 2015
5224	Supported Employment Level 6 2015
5225	Supported Employment Hourly 2015