

The Resource -- October 2020



DHS Background Study Fingerprinting Update

MRCI has been made aware that the Department of Human Services (DHS) will return to conducting fingerprint-based background studies that meet all state and federal requirements. While we are not certain as to when DHS will reinstate the fingerprints, we want you to be aware this is coming as this will change the length of time it takes to hire on new staff.

Our Human Resources team will continue to monitor the progress DHS is making towards re-opening fingerprint

locations and reinstating fingerprint background studies.

For all workers who have had a background study from April 2020 to current will need another background completed with fingerprints.

MN DHS has compiled answers to frequently asked questions about the return to compliance. Click the button to the right to be taken to this resource.



[Return to Compliance FAQ](#)

Holiday Calendar - Important Dates to Remember

As the holidays approach, MRCI would like to remind you of several deadlines.

Timesheets:

Monday, November 23rd is the deadline for payroll instead of Tuesday, November 24th. ALL timesheets must be submitted by the end of the day on November 23rd in order to be paid on December 4th.

Monday, December 21st is the deadline for payroll instead of Tuesday, December 22nd due to the Holidays. ALL timesheets must be submitted by the end of the day on the December 21st in order to be paid on December 31st.

Accounts Payables and Invoices:

November: All claim reimbursement and vendor invoices must be submitted to MRCI by the end of Monday, November 23rd in order to be paid on the 27th. This is due to the Holidays.

December: All claim reimbursements and vendor invoices must be submitted to MRCI by the end of Monday, December 21st in order to be paid on December 24th due to the holidays. All claims submitted after December 21st will not be paid until Friday, January 8th, 2021.

Nov-20						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26**	27	28
29	30					

*Deadline 11/23 has been adjusted due to Holiday

Dec-20						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

*Deadline 12/21 has been adjusted due to Holiday

- Due Dates for Payroll Information
- Pay Day
- C - MRCI Closed
- ** - CDCS, CSG and PCA Choice workers will be paid holiday pay per union contract.

MRCI will send out the 2021 payroll calendar in November, please keep an eye out.

Accessing Your Paystubs Online



Did you know that you can stop receiving paper pay statements?

This cuts down on the amount of mail you receive, is better for the environment, and helps MRCI reduce mailing costs.

Interested? You can access ADP Self-Service by clicking the button below and make the switch right now. The instructions to view your pay statement and go paperless are [available here](#).

ADP Self-Service
Login

Burnsville Location Open

MRCI CDS has opened an additional location in Burnsville, MN. We look forward to serving our current and future families from this convenient location right off Eagan Dr and County Road 42.



Electronic Visit Verification (EVV)

Over the past several months, the MRCI staff have been enrolling workers and families onto the EVV system for the **Personal Support, Respite and PCA Choice programs**.



CASHÉ

We are so appreciative of all the positive feed back on the Cashe system. If you have not signed up for EVV and would like to please call our office at 800-829-7110. Our staff will continue to be reaching out as we come to the end of 2020. Additional information can be found on the DHS website by clicking the button below. We've also added a link below to a resource created by [Applied Self-Direction](#) that answers frequently asked questions about EVV.

Minnesota DHS Website

EVV FAQ

Future Communications

We're going paperless! Coming in 2021, all mass communications from MRCI Client Directed Services will be sent directly to your email address.

Contact us today to make sure that we have your current email address on file.

Contact Us



2020 Training Schedule

Each year MRCI is required to assign training to all workers under the 245D programs of **Personal Support, Respite, and now Homemaker**. Below is the calendar of when the training will be assigned.

Training is assigned in the beginning of the month and is due by the last day of the month. If your worker **does not** complete the training they will be temporarily suspended and not able to clock in or out through the app, or be paid for the time worked until complete.

If you have questions regarding the completion of the training you can connect with our program staff at 800-829-7110.

Month:

October

November

Subjects:

CSSPA Review, Person-Centered Planning, Sexual Violence

Corporate Compliance (Anti-Fraud)

Homemaker Staff Under the 245D Programs: MRCI now is including the Positive Support Rule training annually. The training has been assigned, please log in and complete by the end of September.

MAKING THE DIFFERENCE



MRCI is one of Minnesota's largest human service non-profit organizations providing meaningful opportunities for individuals with disabilities or special needs to remain in their homes.

Visit our website at www.MRCICDS.org

Reach us by phone at 800.829.7110



MRCI is creating innovative and genuine opportunities for people with disabilities or disadvantages at home, at work and in the community.

DONATE

MRCI CDS

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Contact Us

