



# **PPL@Home** **Navigation for** **Participants**

Walk-Me Guide | California SDP



PPL@Home is your home base for your California SDP experience. It can show you your budget, approve invoices, and more.

Navigating your PPL@Home is simple; it is organized by easy to view tabs, each with a unique functionality of your role as a Participant.

Your PPL@Home profile is organized into tabs. Each tab has unique information to help you find your essential tasks as a Participant.

The screenshot shows the 'Details for Charles' page. At the top, there is a navigation bar with several tabs: Summary, Enrollment Information, To Do List, Service Authorizations, Associations, Provider Services, Upload Documents, Signature, Joint Employment Forms, Checklist, Timesheet, Purchase Request, Invoice, and Sick Time. The 'Summary' tab is highlighted with a red box. Below the navigation bar is the 'Application Summary' section, which contains three main cards: 'Application Status' (showing 'In PPL Review'), 'Active Authorizations' (showing '0'), and 'To Do List' (showing '2' Pending and '0' Completed).

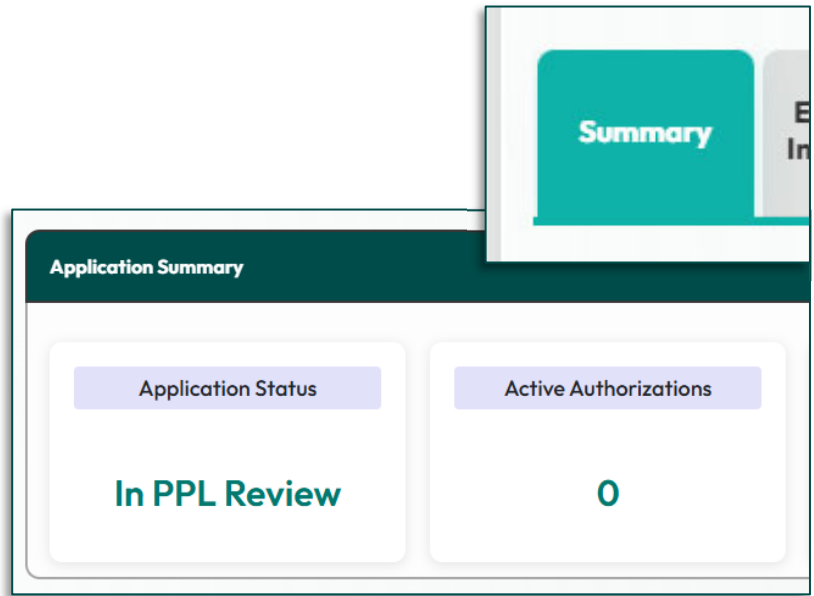
After logging in, you will see your Summary tab. This is your home page for PPL@Home.

# Summary

**Shows you general information about your account.**

What can I find and do here?

- Application status
- Shows the number of active authorizations
- To Do list tracker

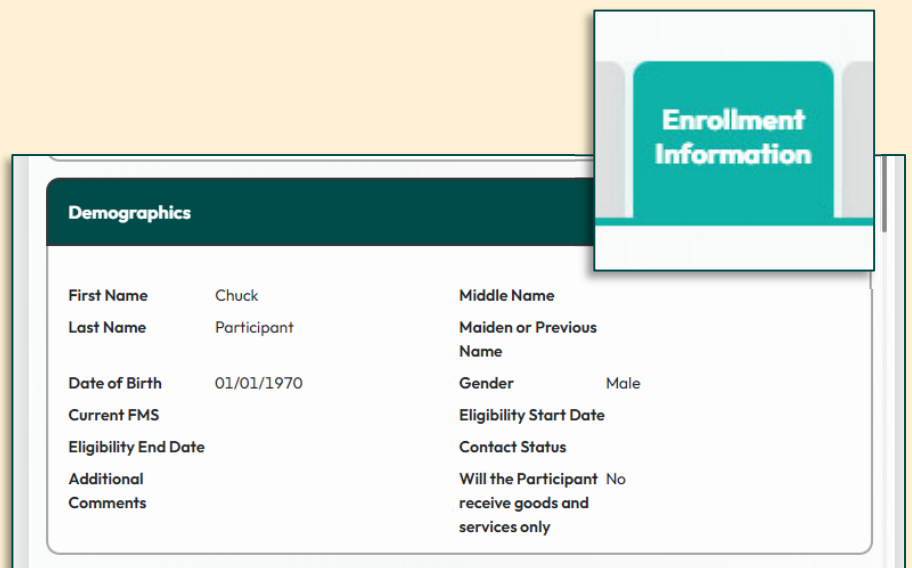


# Enrollment Information

**Shows demographic and unique information about you.**

What can I find and do here?

- PPL ID
- Enrollment status
- Information about you
- Your support team
- Contact/ communication details
- Identifiers

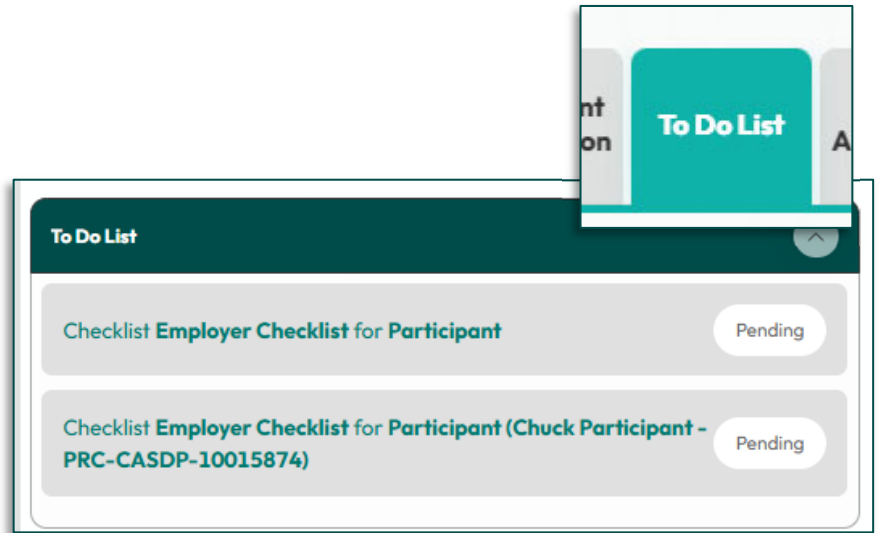


# To Do List

Shows the status of any required forms, documents, or actions that you must complete.

What can I find and do here?

- Required forms you need to finish
- Tasks that need action to complete your registration
- Status of completed forms

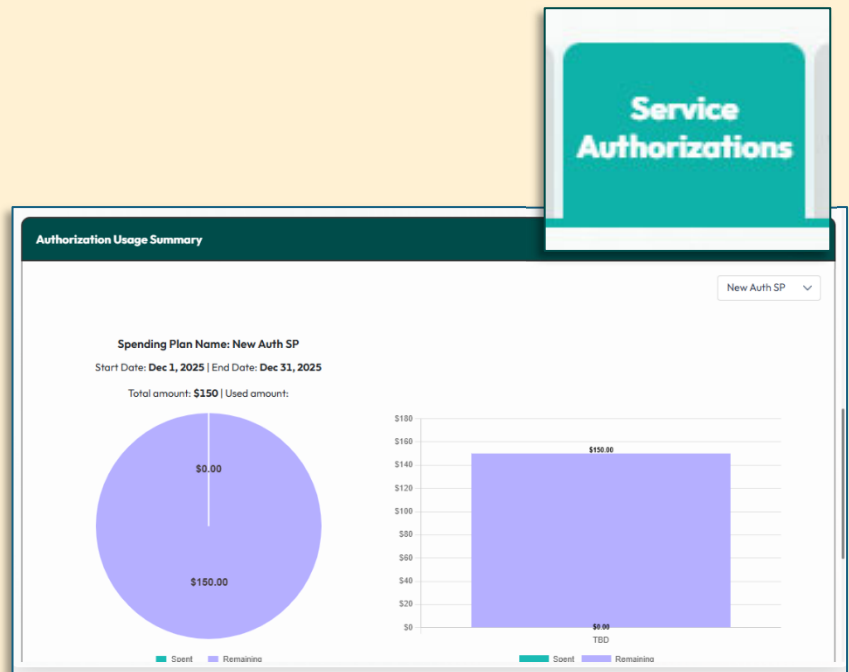


# Service Authorizations

Shows a breakdown of your budget, spending plan, use of your current authorization, and details about the authorization.

What can I find and do here?

- See all detailed information on your authorizations
- View your spending by provider, service code, and more

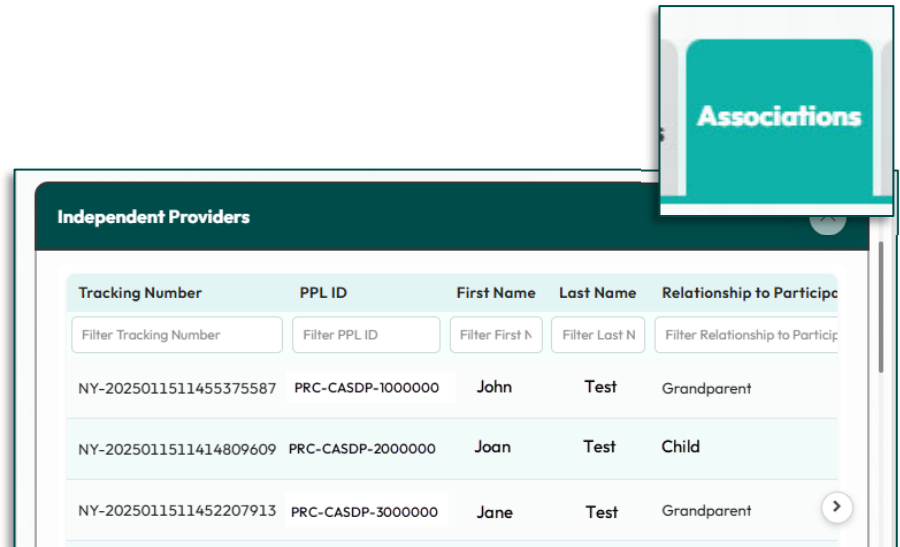


# Associations

Lists everyone you are working with in the SDP program. Each role is organized by menus, like Employer of Record, Independent Provider, Independent Contractor, Vendors, Independent Facilitators, and more.

What can I find and do here?

- View details of each of your associated roles
- Add new associated roles



**Independent Providers**

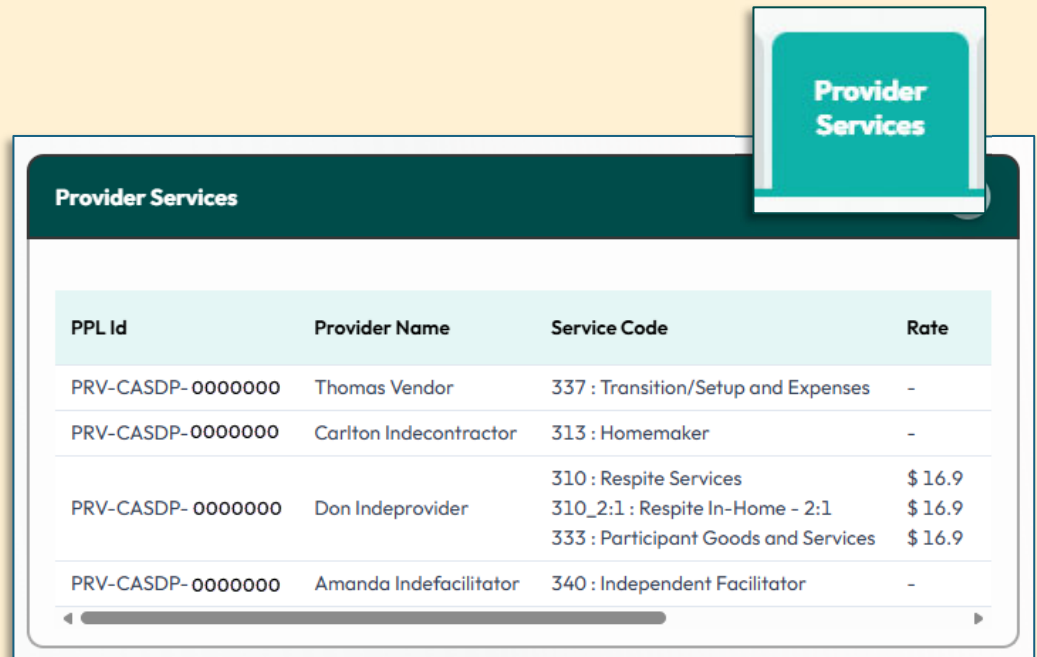
Tracking Number	PPL ID	First Name	Last Name	Relationship to Particip
<input type="text" value="Filter Tracking Number"/>	<input type="text" value="Filter PPL ID"/>	<input type="text" value="Filter First N"/>	<input type="text" value="Filter Last N"/>	<input type="text" value="Filter Relationship to Particip"/>
NY-2025011511455375587	PRC-CASDP-1000000	John	Test	Grandparent
NY-2025011511414809609	PRC-CASDP-2000000	Joan	Test	Child
NY-2025011511452207913	PRC-CASDP-3000000	Jane	Test	Grandparent

# Provider Services

Shows all approved services your Providers can perform. Click on the Provider drop down menu, then choose a provider to see information on your approved services, including the service code and rate.

What can I find and do here?

- View your approved services by code or Provider



**Provider Services**

PPL Id	Provider Name	Service Code	Rate
PRV-CASDP-0000000	Thomas Vendor	337 : Transition/Setup and Expenses	-
PRV-CASDP-0000000	Carlton Indecontractor	313 : Homemaker	-
PRV-CASDP-0000000	Don Indeprovider	310 : Respite Services	\$ 16.9
		310_2:1 : Respite In-Home - 2:1	\$ 16.9
		333 : Participant Goods and Services	\$ 16.9
PRV-CASDP-0000000	Amanda Indefacilitator	340 : Independent Facilitator	-

# Upload Documents

**Upload any required documents. Choose the document type from the drop down, then click Upload. Then you can choose the document you would like to add.**

What can I find and do here?

- Upload required documents and forms

**File Upload**

Please select a document type and upload supporting documents for it

Document Type

Select document type

Allowable file types: txt, pdf, doc, docx, xls, xlsx, csv, png, jpg, jpeg.

**Upload Documents**

# Signature

**View or edit your electronic signature. You can edit your signature by clicking the Edit button.**

What can I find and do here?

- Create an electronic signature for required forms

**Signature**

Name Charles

Charles

**Signature**

# Joint Employment Forms

**Holds all forms required to complete enrollment.**

What can I find and do here?

- View Joint Employment forms
- Electronically notate and sign all forms for people who you choose to work with you

**Forms**

Expand All Collapse All Download All Mail All

**Participant/Independent Contractor (Carlton Indecontractor - PRV-CASDP-10008058)**  
2/2 completed

IC Services and Rate Form

**Independent Contractor Agreement Form**

**Participant/Independent Contractor (Jon Doe - PRV-CASDP-10009926)**  
0/2 completed

**Independent Contractor Agreement Form**

View Form Download Mail Show Form History

# Timesheet

**View and approve your providers' timesheets.**

What can I find and do here?

- View provider time entries and timesheets
- Approve or reject time entries and offer a reason for provider correction

**Timesheet Summary**

Please use the filters to view in-process pay periods.

Provider PPL ID  Provider  Status

Search

**In-Process Timesheets**

Provider Name	Provider PPL ID	Service Date	Time In	Time Out	Status
Don Indeprovider	PRV-CASDP-0000000	04/08/2026	9:15 AM	11:15 AM	Participant Rejecte
Don Indeprovider	PRV-CASDP-0000000	04/11/2026	9:00 AM	1:00 PM	Participant Re

# Purchase Request

## Submit any purchase requests for goods.

What can I find and do here?

- Create a new purchase order
- View status of purchase order requests

**Purchase Request Summary**

+ Create Purchase Request

Please use the filters to view purchase requests.

Status ▾ Vendor  Search

**Purchase Requests**

Vendor ↑↓	Service ↑↓	Status ↑↓	Total Amount ↑↓	Order Number ↑↓	Tracking Number ↑↓	Update Date
<input type="text" value="Filter Venc"/>	<input type="text" value="Filter Service"/>	<input type="text" value="Filter Stat"/>	<input type="text" value="Filter Total"/>			<input type="text" value="Filter Up"/>
Amazon	368: Lenses and Frames	Submitted	\$200.00			04/14/
Amazon	368: Lenses and Frames	Submitted	\$100.00			04 >

# Invoice

## View and approve submitted invoices.

What can I find and do here?

- View submitted invoices
- Approve or reject submitted invoices

**Invoice Summary**

Please use the filters to view in-process invoices.

Provider ▾ Status ▾ Search Refresh

**In-Process Invoices**

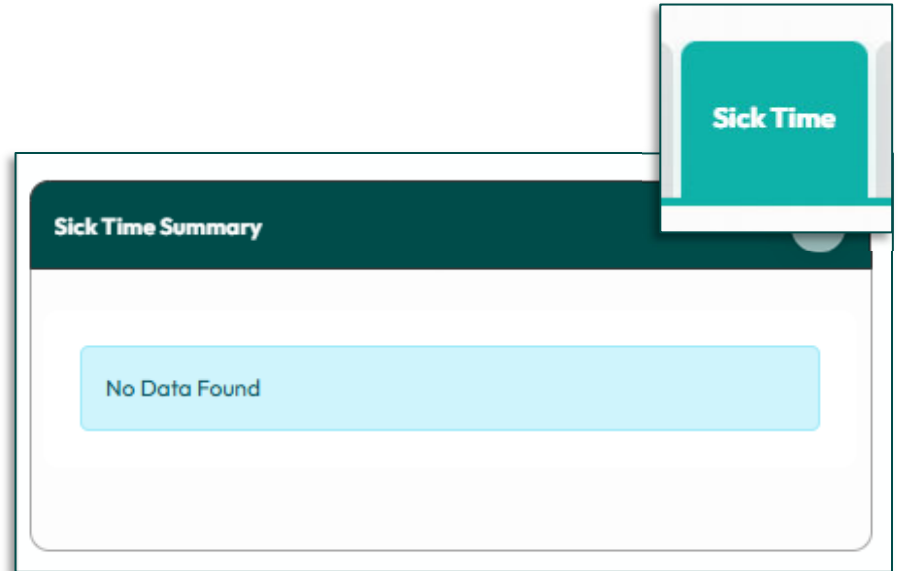
Invoice Date ↑↓	Invoice Number ↑↓	Provider Name ↑↓	Provider PPL ID ↑↓	Invoice Total Amount ↑↓	In Process Service Lines ↑↓
<input type="text" value="Filter Invoice"/>	<input type="text" value="Filter Provider Nar"/>	<input type="text" value="Filter Provider PPL ID"/>	<input type="text" value="Filter Invoic"/>	<input type="text" value="Filter In Prn"/>	
04/10/2026		Don Indeprovider	PRV-CASDP- 0000000	\$135.20	0 >

# Sick Time

## View and approve a provider's submitted sick time.

What can I find and do here?

- View all your provider's sick time
- Approve or reject submitted sick time requests



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Call or email your Support Broker or Enrollment Specialist if you have any questions.



YOUR LIFE  
YOUR CARE  
YOUR PEOPLE