



# **PPL@Home** **Navigation for** **Providers**

Walk-Me Guide | California SDP



PPL@Home is your home base for your California SDP experience. It can show you services you can provide to your participant, your rates, and how to submit invoices.

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

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

The screenshot displays the 'Details for Mary' profile page. At the top, there is a navigation bar with a profile icon and the name 'Mary'. Below this is a horizontal menu of tabs: Summary, Enrollment Information, To Do List, Associated Participants, Provider Services, Service Credentials, Upload Documents, Signature, Forms, Checklist, Timesheet, Invoice, and Sick Time. The 'Summary' tab is highlighted with a red box. Below the navigation bar is a dark green header for the 'Application Summary' section. This section contains three main cards: 'Welcome Letter (Independent Provider)' with 'View' and 'Download' buttons; 'Independent Provider for participant(s)' with a large green '1' indicating the count; and 'To Do List' with a table showing 'Pending' (1) and 'Completed' (1).

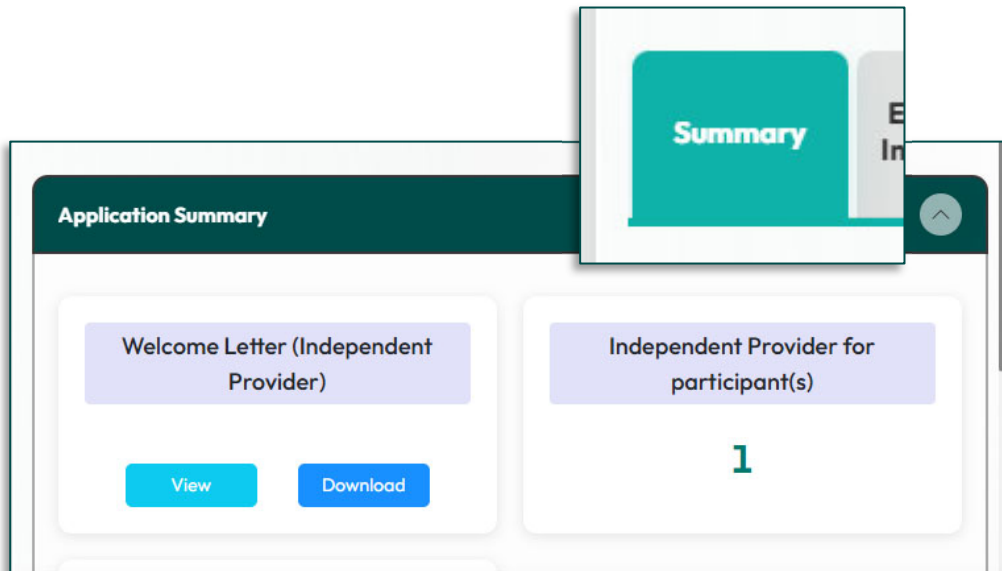
After logging in, you will see your Summary tab. This is your home page for PPL@Home.

# Summary

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

What can I find and do here?

- View Welcome Letter
- View your W2
- View the number of participants assigned to you
- To Do list tracker

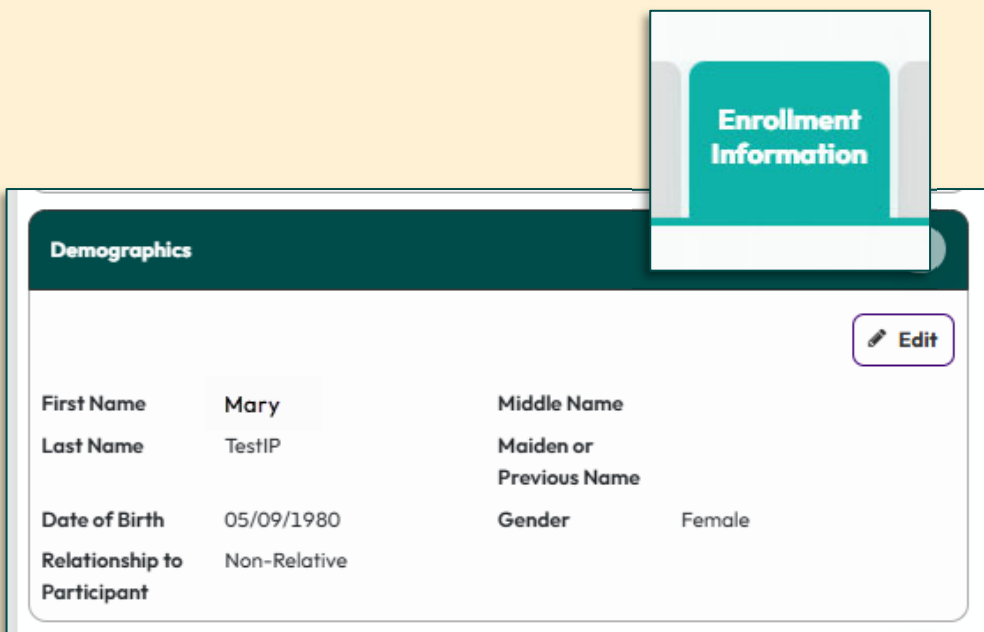


# Enrollment Information

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

What can I find and do here?

- PPL ID
- Information about you
- Contact/ communication details
- Payment method

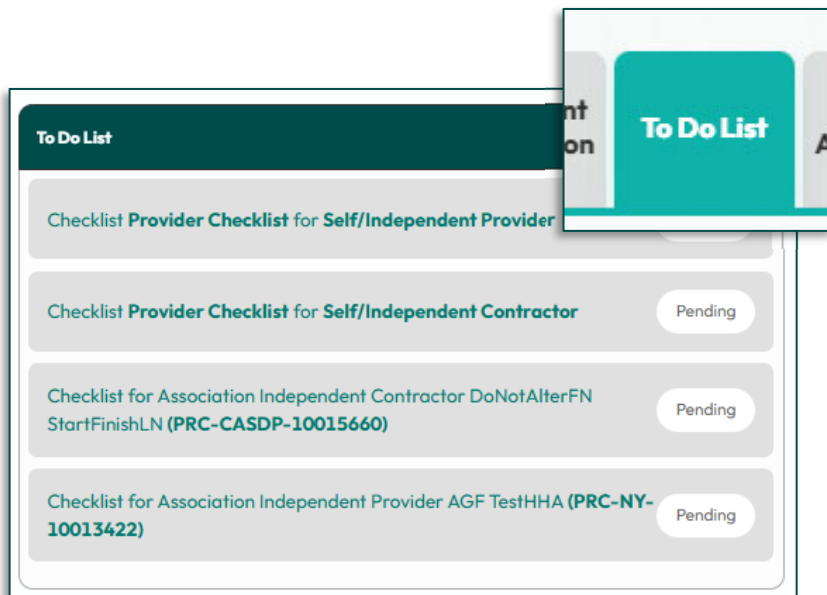


# To Do List

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

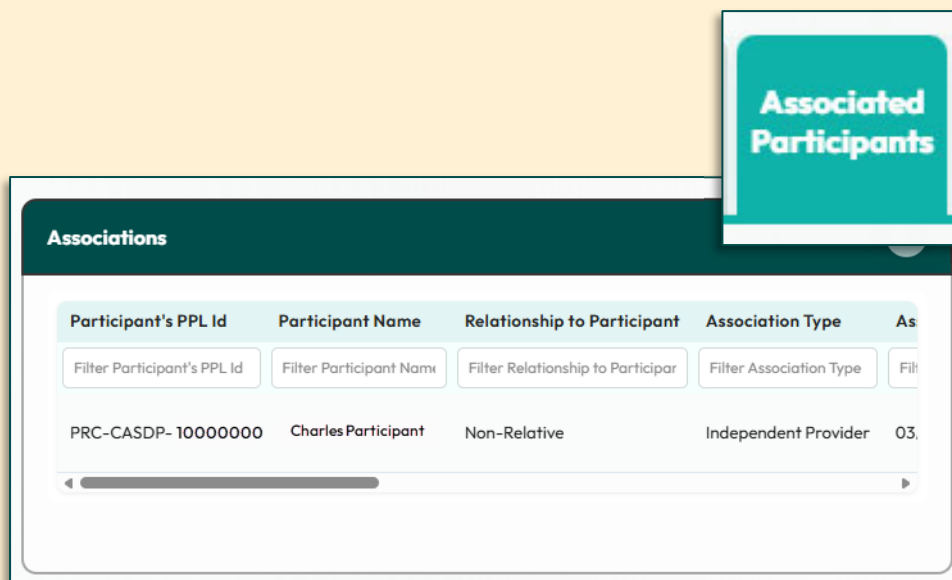


# Associated Participants

Lists all participants you are providing services to.

What can I find and do here?

- View details of each participant

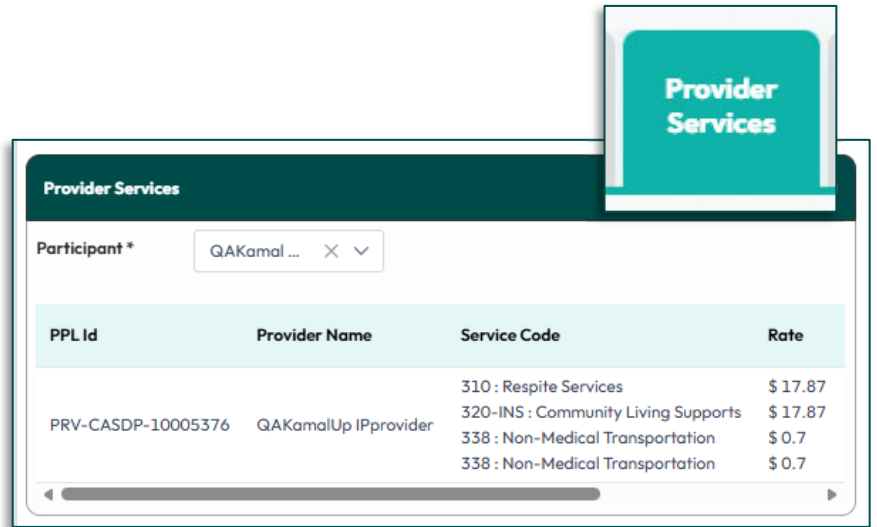


# Provider Services

Shows all approved services you can perform for each participant.

What can I find and do here?

- View services you are approved to provide
- View your rates for services



The screenshot shows the 'Provider Services' interface. At the top, there is a dropdown menu for 'Participant \*' with 'QAKamal ...' selected. Below this is a table with the following data:

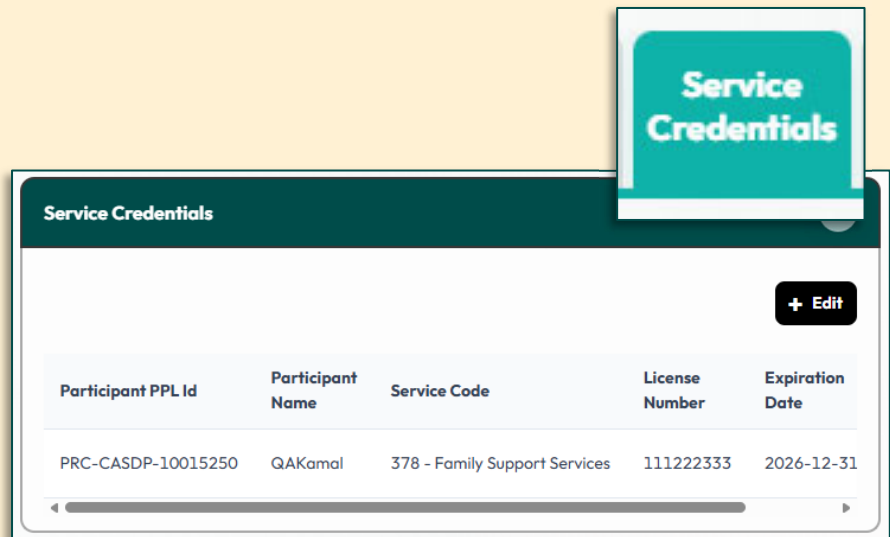
PPL Id	Provider Name	Service Code	Rate
PRV-CASDP-10005376	QAKamalUp IPprovider	310 : Respite Services	\$ 17.87
		320-INS : Community Living Supports	\$ 17.87
		338 : Non-Medical Transportation	\$ 0.7
		338 : Non-Medical Transportation	\$ 0.7

# Service Credentials

View and add credentials for the approved services you can provide to your participant.

What can I find and do here?

- View your service credentials
- Add and edit credentials



The screenshot shows the 'Service Credentials' interface. At the top right, there is a '+ Edit' button. Below this is a table with the following data:

Participant PPL Id	Participant Name	Service Code	License Number	Expiration Date
PRC-CASDP-10015250	QAKamal	378 - Family Support Services	111222333	2026-12-31

# 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

Enter Name

Mary P

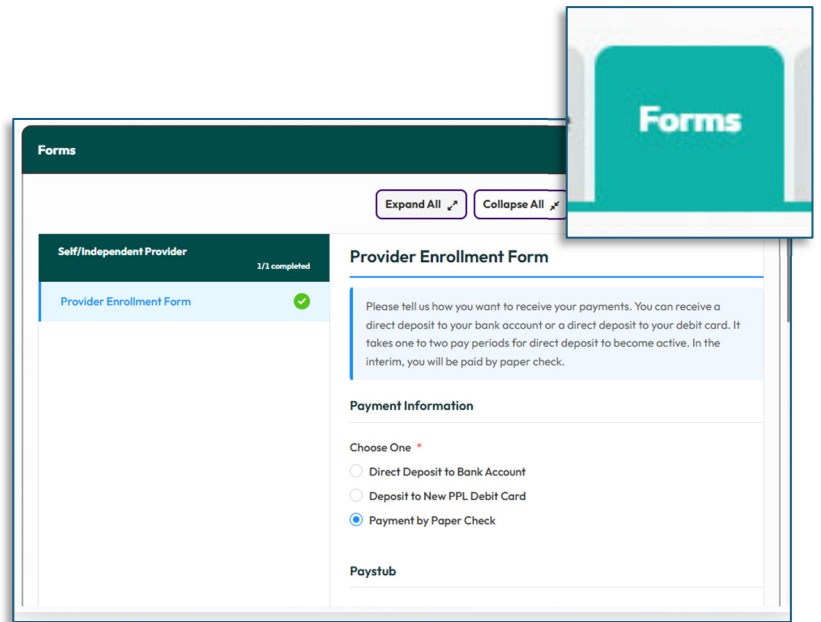
**Signature**

# Forms

**Holds all forms required to complete enrollment, begin providing services and receive payment.**

What can I find and do here?

- View and complete tax forms
- Choose your payment method
- Electronically notate and sign all forms for your participants

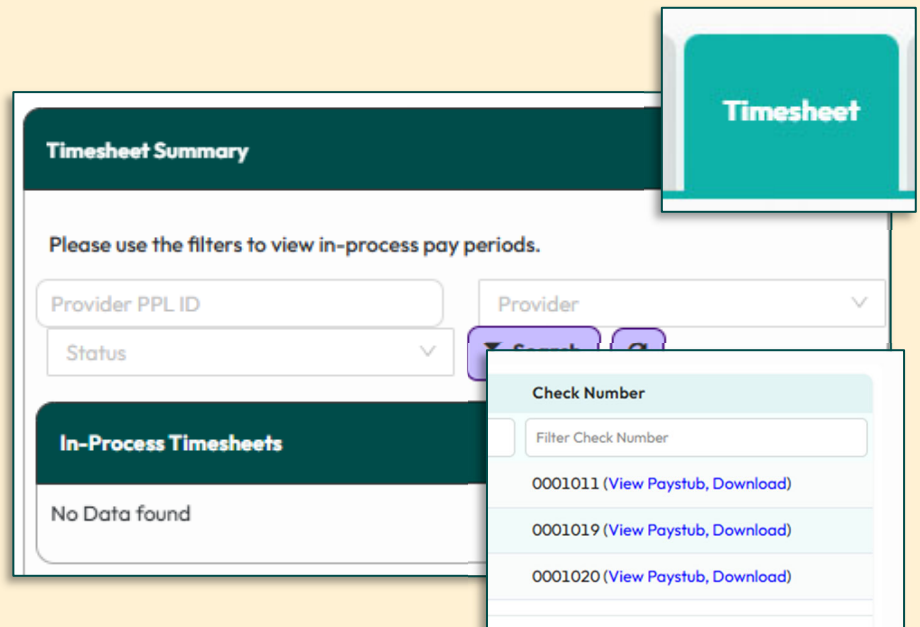


# Timesheet

**View and enter time entries.**

What can I find and do here?

- View your logged shifts through Time4Care or another means
- View the status of each timesheet and status
- View your paystub each week



PPL@Home should not be a primary means of submitting time as it is not Electronic Visit Verification (EVV) compliant. PPL@Home should be used as a last resort to enter time.

# Invoice

## View and submit invoices.

What can I find and do here?

- View submitted invoices
- Add new invoices
- View processed and paid invoices

The screenshot shows a user interface for managing invoices. At the top right, there is a teal button labeled "Invoice". Below it is a purple button with a plus sign and the text "+ Add Invoice". The main content area is titled "Invoice Summary" and "In Process Invoice". It displays a list of invoice details:

Invoice Date	03/16/2026
Invoice Number	KamalblockedTEST
Participant Name	QAKamal EightDonotuse
Participant PPL ID	PRC-CASDP-10015250
In Process Service Lines	1
Processed Service Lines	0
Invoice Total Amount	7.5

At the bottom right of the "In Process Invoice" section, there is a "View" button with an eye icon.

# Sick Time/Paid Time Off

## View and submit sick time.

What can I find and do here?

- Submit sick time/ paid time off
- View the approval status of submitted sick time/ paid time off

The screenshot shows a form titled "Apply Time Off". It contains several fields for user input:

- Participant \***: A dropdown menu with the text "Select Participant".
- Service Code \***: A dropdown menu with the text "Select Service".
- Service Date \***: A text input field with the text "Select Service Date".
- Time In \***: A text input field with the format "HH:MM AM/PM".
- Time Out \***: A text input field with the format "HH:MM AM/PM".
- Total Time \***: A text input field with "--".

At the bottom of the form, there is a checkbox with the text: "By signing below, I certify that I have provided the services to the participant during the times described on this timesheet." To the right of the checkbox is a "Submit" button with a checkmark icon.

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



YOUR LIFE  
YOUR CARE  
YOUR PEOPLE