



YOUR LIFE
YOUR CARE
YOUR PEOPLE

Pennsylvania
Office of Developmental Programs (ODP)
2:1 Service Fact Sheet

PPL
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Alpharetta, GA 30009

Please see the following

- When using a 2:1 service, the Service Support Professionals (SSPs) should clock in and clock out at the same time. Otherwise, the system will pend the time entry.
- Participants/Common Law Employer (CLE) should reject time entries for 2:1 services, if the clock in and clock out times do not match.
- If multiple providers are providing 2:1 services within one day, they must clock in and clock out at the same time.
 - Example:
 - **Provider A works 8 am to 8 pm**
 - Provider A will clock in at the same time as Provider B at 8 am and clock out with Provider B at 10 am. Provider A will clock back in with Provider C at 10:01 am and clock out with Provider C at 8 pm.
 - **Provider B works 8 am to 10 am**
 - Provider B will clock in at the same time as Provider A at 8 am and clock out with Provider A at 10 am.
 - **Provider C works 10:01 am to 8 pm**
 - Provider C will clock in at the same time as Provider A at 10:01 am and clock out with Provider A at 8 pm.
 - Participants/CLEs should reject any time entries that do not match.