



EMPLOYEE WEEKLY TIME SHEET

Employee Name: JULIE DOE Client Name: JOHN DOE

Day	Date Worked	Time In	Time Out	# of Hours	Client Signature- please sign each day staff worked
Saturday	7-14-12				
Sunday	7-15-12	8:00am	4:00pm	8	<i>John Doe</i>
Monday	7-16-12	8am/12pm	10am/3pm	5	<i>John Doe</i>
Tuesday	7-17-12	8:00am	4:00pm	8	<i>John Doe</i>
Wednesday	7-18-12	9:30am	5:30pm	8	<i>John Doe</i>
Thursday	7-19-12	7:00pm	10:00pm	3	<i>John Doe</i>
Friday	7-20-12	8am/6pm	12pm/10pm	8	<i>John Doe</i>
Total Hours				40	

Employee Agreement: I certify that I have worked the hours listed on this time sheet. I understand that my paycheck will be delayed if this time sheet is incomplete.

Julie Doe
 Employee Signature

07-20-2012
 Date

Client's signature certifies that the hours of service noted above have been received. Overtime & overlapping shifts must be pre-approved.

Late Fee charge applies to all time sheets turned in two weeks late or more.

Time sheets are due before 4PM EVERY MONDAY.



2740 American Blvd. W, Suite 110, Bloomington, MN 55431
 TEL: (952) 854-6104 FAX: (952) 854-6134

PCA Time and Activity Documentation

Dates of service	07-14-12	07-15-12	07-16-12	07-17-12	07-18-12	07-19-12	07-20-12
	MM/DD/YY (Saturday)	MM/DD/YY (Sunday)	MM/DD/YY (Monday)	MM/DD/YY (Tuesday)	MM/DD/YY (Wednesday)	MM/DD/YY (Thursday)	MM/DD/YY (Friday)

Activities	07-14-12	07-15-12	07-16-12	07-17-12	07-18-12	07-19-12	07-20-12
Dressing		JD	JD	JD	JD	JD	JD
Grooming		JD	JD	JD	JD	JD	JD
Bathing		JD		JD		JD	
Eating							
Transfers		JD	JD	JD	JD	JD	JD
Mobility							
Positioning							
Toileting							
Health Related		JD	JD	JD			JD
Behavior							
Other		JD		JD		JD	
IADL's (18 and up)							JD

IADL's= meal prep, laundry, household tasks, shopping/errands, accompany to appointments (18 and over ONLY)

Visit One	07-14-12	07-15-12	07-16-12	07-17-12	07-18-12	07-19-12	07-20-12
Ratio staff to recipient	1:1	1:2	1:3	1:1	1:2	1:3	1:1
Shared care location							
Time In (Circle AM / PM)		8:00 AM	8:00 AM	8:00 AM	9:30 AM	7:00 AM	8:00 AM
Time Out (Circle AM / PM)		4:00 PM	10:00 PM	4:00 PM	5:30 PM	10:00 PM	12:00 PM

Visit Two	07-14-12	07-15-12	07-16-12	07-17-12	07-18-12	07-19-12	07-20-12
Ratio staff to recipient	1:1	1:2	1:3	1:1	1:2	1:3	1:1
Shared care location							
Time In (Circle AM / PM)			12:00 AM				6:00 AM
Time Out (Circle AM / PM)			3:00 AM				10:00 AM

Visit Three	07-14-12	07-15-12	07-16-12	07-17-12	07-18-12	07-19-12	07-20-12
Ratio staff to recipient	1:1	1:2	1:3	1:1	1:2	1:3	1:1
Shared care location							
Time In (Circle AM / PM)							
Time Out (Circle AM / PM)							

DAILY TOTAL (Minutes)	Minutes	480	300	480	480	180	480
Total Minutes This Timesheet		Total 1:1		Total 1:2		Total 1:3	
		2400					

Relationship - I am related to the recipient as:
 Parent, Adoptive parent, Sibling, Adult Child, Grandparent or Grandchild (U1) None of the above (UD)

Acknowledgement and Required Signatures
 After the PCA has documented his/her time and activity, the recipient must draw a line through any dates and times he/she did not receive services from the PCA. Review the completed time sheet for accuracy before signing. It is a federal crime to provide false information on PCA billings for Medical Assistance payment. Your signature verifies the time and services entered above are accurate and that the services were performed as specified in the PCA Care Plan.

RECIPIENT NAME (FIRST, MI LAST)	MA MEMBER # OR BIRTH DATE	PCA NAME (FIRST, MI LAST)	PCA PROVIDER #
John S. Doe	02-10-1945	JANE DOE	A123456789
RECIPIENT/RESPONSIBLE PARTY SIGNATURE	DATE	PCA SIGNATURE	DATE
[Signature]	07-20-12	[Signature]	07-20-12



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PROGRESS NOTES



Client Name John Doe Staff Name Jane Doe
Week from 07-14-2012 to 07-20-2012

Date	Time	Notes Should be Signed by PCA
7-15-12	3:30pm	John was doing fine today. He had his bath and ate most of his breakfast and lunch.
7-16-12	10:00am 2:45pm	John had a good morning. His son came to take him out for breakfast. He was excited about being with his son, said that had a great time.
07-17-12	3:30pm	John went to the MD today. He had a check up and everything was good. No medication changes. He will go back November 29th at 10:00am.
7-18-12	5:00pm	Today it was cool so he wanted to sit out on the porch. He had his lunch and dinner outside.
7-19-12	9:45am	A good morning. His daughter came and picked John up for the day.
7-20-12	11:30pm 9:30pm	He was not feeling so well so doc he asked for some pepso, he thinks it's something he ate. John said the pepso helped with his stomach and he's a little more peppy tonight.
PCA Signature		<u>Jane Doe</u>