


# In-Home Respite Time and Activity Documentation

TIMESHEETS ARE DUE BY 4:30PM MONDAY AFTER WEEK 2

WEEK 1 of pay period	MON	TUE	WED	THU	FRI	SAT	SUN	WEEK 2 of pay period	MON	TUE	WED	THU	FRI	SAT	SUN
Month/Day/Year								Month/Day/Year							
<b>VISIT ONE</b>								<b>VISIT ONE</b>							
TIME IN	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	TIME IN	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM
TIME OUT	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	TIME OUT	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM
Visit 1 Hours:								Visit 1 Hours:							
<b>VISIT TWO</b>								<b>VISIT TWO</b>							
TIME IN	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	TIME IN	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM
TIME OUT	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	TIME OUT	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM
Visit 2 Hours:								Visit 2 Hours:							
Total your daily hours in the boxes below								Total your daily hours in the boxes below							
Total Daily Hrs:								Total Daily Hrs:							
WEEK 1			Respite Wk 1 Total hours:					WEEK 2			Respite Wk 2 Total hours:				
<b>Activities</b>								<b>Activities</b>							
Monitor Client								Monitor Client							
Redirect behavior								Redirect behavior							
Keep residence tidy								Keep residence tidy							
Assist w/meals								Assist w/meals							
Appropriate dress								Appropriate dress							
Personal Care								Personal Care							
Assist w /appointments								Assist w/appointments							
Other (note on back)								Other (note on back)							

**Acknowledgements & 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. I certify and swear under penalty of law that I have accurately reported on this time sheet the hours I actually worked, the services I provided, and the dates and times worked. I understand that misreporting my hours is fraud for which I could face criminal prosecution.

<b>Print Recipient Name</b>	<b>MA Member # or DOB</b>	<b>Please use standard 12 hr time, in 15 min (quarter: 15, 25, 75) increments</b>			
		<b>Timesheet must indicate AM or PM for every Time IN and every Time OUT.</b>			
<b>Recipient/Responsible Party Signature:</b>	<b>Date:</b>	<b>Every date box must have month/day/year entered for entire timesheet.</b>			
		<b>Timesheet must be filled out each shift.</b>			
<b>Print PCA Name</b>	<b>PCA Provider # (office use)</b>	<b>Timesheet must be an ORIGINAL timesheet - not photocopied.</b>			
		<b>Incomplete, incorrect, or illegible timesheets cannot be accepted for billing.</b>			
<b>PCA Signature</b>	<b>Date:</b>	<b>Total Hours (office use)</b>			<b>DULUTH</b> <b>P: 218-727-0990</b> <b>F: 218-727-1179</b>
<b>Relative Status (check one): I (PCA) am this client's</b> <input type="checkbox"/> Parent/adoptive parent <input type="checkbox"/> Sibling <input type="checkbox"/> Child <input type="checkbox"/> Grandparent <input type="checkbox"/> Grandchild <input type="checkbox"/> Not related <input type="checkbox"/> Other (list relationship:)	<b>Dates &amp; location</b> of client stay in hospital or care facility				
<b>Late timesheets will not be processed until the next payroll cycle (2 more weeks)</b>					

Narrative, if applicable:

**2019 Pay Periods and Pay Days**

Charting is due every other **MONDAY**, after week 2 is over, unless Monday is a holiday, then submit by or before Tuesday. Payday is **FRIDAY**.

<u>Pay Period</u>		<u>Payday</u>
12/31/2018	-	1/13/2019
1/14/2019	-	1/27/2019
1/28/2019	-	2/10/2019
2/11/2019	-	2/24/2019
2/25/2019	-	3/10/2019
3/11/2019	-	3/24/2019
3/25/2019	-	4/7/2019
4/8/2019	-	4/21/2019
4/22/2019	-	5/5/2019
5/6/2019	-	5/19/2019
5/20/2019	-	6/2/2019
6/3/2019	-	6/16/2019
6/17/2019	-	6/30/2019
7/1/2019	-	7/14/2019
7/15/2019	-	7/28/2019
7/29/2019	-	8/11/2019
8/12/2019	-	8/25/2019
8/26/2019	-	9/8/2019
9/9/2019	-	9/22/2019
9/23/2019	-	10/6/2019
10/7/2019	-	10/20/2019
10/21/2019	-	11/3/2019
11/4/2019	-	11/17/2019
11/18/2019	-	12/1/2019
12/2/2019	-	12/15/2019
12/16/2019	-	12/29/2019
12/30/2019	-	1/12/2020

1/24/2020