


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							
VISIT ONE								VISIT ONE							
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:							
VISIT TWO								VISIT TWO							
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:				
Activities								Activities							
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.

Print Recipient Name	MA Member # or DOB	You must initial cares provided. Do not pre-fill or pre-sign/date timesheets.	
Recipient/Responsible Party Signature:	Date:	Every date box must have month/day/year for entire timesheet & include AM/PM notation	
Print PCA Name	PCA Provider # (office use)	Incomplete, incorrect, or illegible timesheets cannot be accepted for billing.	
PCA Signature	Date:	Total Hours (office use)	 <p>Duluth P: 218-727-0990 F: 218-727-1179</p>
Dates & location of client stay in hospital or care facility or incarceration:		Late timesheets will not be processed until the next payroll cycle (2 more weeks)	

Dates & location of client stay in hospital or care facility or incarceration:

Narrative, if applicable:

2024 Pay Periods and Pay Days				
Charting is due every other MONDAY by 4:30 PM , after week 2 is over. Payday is FRIDAY .				
<u>Pay Period</u>		<u>T/s Due</u>	<u>Payday</u>	
12/11/2023 - 12/24/2023		12/25/2023		1/5/2024
12/25/2023 - 1/7/2024		1/8/2024		1/19/2024
1/8/2024 - 1/21/2024		1/22/2024		2/2/2024
1/22/2024 - 2/4/2024		2/5/2024		2/16/2024
2/5/2024 - 2/18/2024		2/19/2024		3/1/2024
2/19/2024 - 3/3/2024		3/4/2024		3/15/2024
3/4/2024 - 3/17/2024		3/18/2024		3/29/2024
3/18/2024 - 3/31/2024		4/1/2024		4/12/2024
4/1/2024 - 4/14/2024		4/15/2024		4/26/2024
4/15/2024 - 4/28/2024		4/29/2024		5/10/2024
4/29/2024 - 5/12/2024		5/13/2024		5/24/2024
5/13/2024 - 5/26/2024		5/27/2024		6/7/2024
5/27/2024 - 6/9/2024		6/10/2024		6/21/2024
6/10/2024 - 6/23/2024		6/24/2024		7/5/2024
6/24/2024 - 7/7/2024		7/8/2024		7/19/2024
7/8/2024 - 7/21/2024		7/22/2024		8/2/2024
7/22/2024 - 8/4/2024		8/5/2024		8/16/2024
8/5/2024 - 8/18/2024		8/19/2024		8/30/2024
8/19/2024 - 9/1/2024		9/2/2024		9/13/2024
9/2/2024 - 9/15/2024		9/16/2024		9/27/2024
9/16/2024 - 9/29/2024		9/30/2024		10/11/2024
9/30/2024 - 10/13/2024		10/14/2024		10/25/2024
10/14/2024 - 10/27/2024		10/28/2024		11/8/2024
10/28/2024 - 11/10/2024		11/11/2024		11/22/2024
11/11/2024 - 11/24/2024		11/25/2024		12/6/2024
11/25/2024 - 12/8/2024		12/9/2024		12/20/2024
12/9/2024 - 12/22/2024		12/23/2024		1/3/2025
12/23/2024 - 1/5/2025		1/6/2025		1/17/2025