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
Month/Day/Year							
VISIT ONE							
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
Visit 1 Hours:							
VISIT TWO							
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
Visit 2 Hours							
Total your daily hours in the boxes below							
Total Daily Hrs:							
WEEK 1	Respite Wk 1 Total hours:						
Activities							
Monitor Client							
Redirect behavior							
Keep residence tidy							
Assist w/meals							
Appropriate dress							
Personal Care							
Assist w /appointments							
Other (note on back)							

WEEK 2 of pay period	MON	TUE	WED	THU	FRI	SAT	SUN
Month/Day/Year							
VISIT ONE							
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
Visit 1 Hours:							
VISIT TWO							
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
Visit 2 Hours							
Total your daily hours in the boxes below							
Total Daily Hrs:							
WEEK 2	Respite Wk 2 Total hours:						
Activities							
Monitor Client							
Redirect behavior							
Keep residence tidy							
Assist w/meals							
Appropriate dress							
Personal Care							
Assist w/appointments							
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***
Recipient/Responsible Party Signature:	***Date:***
Print PCA Name	***PCA Provider # (office use)***
PCA Signature	***Date:***

You must initial cares provided. Do not pre-fill or pre-sign/date timesheets.

Every date box must have month/day/year for entire timesheet & include AM/PM notation

Incomplete, incorrect, or illegible timesheets cannot be accepted for billing.

Total Hours (office use)

HEARTLAND PCA HOMECARE

Bemidji
P: 320-233-0119
F: 320-233-0129

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:

2023 Pay Periods and Pay Days

Charting is due every other **MONDAY by 4:30 PM,** after week 2 is over. Payday is FRIDAY.

Pay Period			T/s Due	Payday
12/12/2022	-	12/25/2022	**12/26/2022**	1/6/2023
12/26/2022	-	1/8/2023	**1/9/2023**	1/20/2023
1/9/2023	-	1/22/2023	**1/23/2023**	2/3/2023
1/23/2023	-	2/5/2023	**2/6/2023**	2/17/2023
2/6/2023	-	2/19/2023	**2/20/2023**	3/3/2023
2/20/2023	-	3/5/2023	**3/6/2023**	3/17/2023
3/6/2023	-	3/19/2023	**3/20/2023**	3/31/2023
3/20/2023	-	4/2/2023	**4/3/2023**	4/14/2023
4/3/2023	-	4/16/2023	**4/17/2023**	4/28/2023
4/17/2023	-	4/30/2023	**5/1/2023**	5/12/2023
5/1/2023	-	5/14/2023	**5/15/2023**	5/26/2023
5/15/2023	-	5/28/2023	**5/29/2023**	6/9/2023
5/29/2023	-	6/11/2023	**6/12/2023**	6/23/2023
6/12/2023	-	6/25/2023	**6/26/2023**	7/7/2023
6/26/2023	-	7/9/2023	**7/10/2023**	7/21/2023
7/10/2023	-	7/23/2023	**7/24/2023**	8/4/2023
7/24/2023	-	8/6/2023	**8/7/2023**	8/18/2023
8/7/2023	-	8/20/2023	**8/21/2023**	9/1/2023
8/21/2023	-	9/3/2023	**9/4/2023**	9/15/2023
9/4/2023	-	9/17/2023	**9/18/2023**	9/29/2023
9/18/2023	-	10/1/2023	**10/2/2023**	10/13/2023
10/2/2023	-	10/15/2023	**10/16/2023**	10/27/2023
10/16/2023	-	10/29/2023	**10/30/2023**	11/10/2023
10/30/2023	-	11/12/2023	**11/13/2023**	11/24/2023
11/13/2023	-	11/26/2023	**11/27/2023**	12/8/2023
11/27/2023	-	12/10/2023	**12/11/2023**	12/22/2023
12/11/2023	-	12/24/2023	**12/25/2023**	1/5/2024
12/25/2023	-	1/7/2024	**1/8/2024**	1/19/2024