

ICLS 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				ICLS Wk 1 Total hours:				WEEK 2				ICLS Wk 2 Total hours:			
---------------	--	--	--	------------------------	--	--	--	---------------	--	--	--	------------------------	--	--	--

Supports	MON	TUE	WED	THU	FRI	SAT	SUN	Supports	MON	TUE	WED	THU	FRI	SAT	SUN
ADL's								ADL's							
Household Mgt Health, Safety & Wellness								Household Mgt Health, Safety & Wellness							
Community Living Engagement								Community Living Engagement							
Adaptive Support								Adaptive Support							
Active Cognitive Face to Face								Active Cognitive Face to Face							
Active Cognitive Remote (15min)								Active Cognitive Remote (15min)							

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	Please use standard 12 hr time, in 15 min (quarter: 25, 30, 75) increments			
Recipient/Responsible Party Signature:	Date:	Timesheet must indicate AM or PM for every Time IN and every Time OUT.			
Print PCA Name	PCA Provider # (office use)	Every date box must have month/day/year entered for entire timesheet.			
PCA Signature	Date:	Timesheet must be filled out each shift.			
Charting Codes		Timesheet must be an ORIGINAL timesheet - not photocopied.			
C -Completed D -Declined V -Verbal Prompt		Incomplete, incorrect, or illegible timesheets cannot be accepted for billing.			
M -Modeling Prompt P -Physical Assistance		Total Hours (office use)			DULUTH P: 218-727-0990 F: 218-727-1179
Dates & location of client stay in hospital or care facility					
Late timesheets will not be processed until the next payroll cycle (2 more weeks)					

Goals Being Addressed:	2024 Pay Periods and Pay Days				
Steps taken to accomplish Goal:	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 .				
	Pay Period		Due Date	Payday	
	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