

Pay Period End: ____ / ____ / ____

A+ Home Care

(952) 854-7760

fax: (952) 854-7842

payroll@aplushomecare.org

Client Name: _____

PCA Name: _____

Client MA # or DOB: _____

PCA Provider #: _____ PCA Ph. #: _____

Circle AM or PM & initial cares provided for each shift. Draw a line through any days NOT worked.

Date	Shift One		Shift Two		Shift Three		Daily Total	BEHAVIOR	Health Related	Dressing	Grooming	Bathing	Eating	Transfers	Mobility	Positioning	Toileting	IADLs/ Other	
	In	Out	In	Out	In	Out													
Sun		AM PM		AM PM		AM PM													
Mon		AM PM		AM PM		AM PM													
Tue		AM PM		AM PM		AM PM													
Wed		AM PM		AM PM		AM PM													
Thu		AM PM		AM PM		AM PM													
Fri		AM PM		AM PM		AM PM													
Sat		AM PM		AM PM		AM PM													

Weekly Hours

Sun		AM PM		AM PM		AM PM													
Mon		AM PM		AM PM		AM PM													
Tue		AM PM		AM PM		AM PM													
Wed		AM PM		AM PM		AM PM													
Thu		AM PM		AM PM		AM PM													
Fri		AM PM		AM PM		AM PM													
Sat		AM PM		AM PM		AM PM													

Please note: this timesheet is for 1:1 services only. For shared care option, you must use DHS-4691

Weekly Hours

Pay Period Total Hrs

Acknowledgement and Required Signatures: After the PCA has documented his/her time and activity, the client/RP must draw a line through any dates & times he/she did not receive services from the PCA. Review the completed timesheet for accuracy before signing. It is a federal crime to provide false information on PCA billings for Medical Assistance payment. By signing below you swear and verify the time & services entered above are accurate & that the services were performed by the PCA listed below as specified in the PCA Care Plan.

NOTES: such as hospitalization dates, schedule changes

Client Signature: _____ Date _____

PCA Signature: _____ Date _____

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 and civil proceedings.