Make sure your timesheet is filled out completely and correctly. All entries must be printed neatly inside the boxes, without touching any border (see examples below). AM/PM bubbles must be filled completely. If letters or numbers are not within the boxes, or are not readable, payment may be delayed. Each shift worked must include Service Date, Time In with AM/PM, Time Out with AM/PM, and Service Code.

Fill circles like this: ● ● ● ●   **Not like this:** ⊘ ⊗ ⊛

Fill boxes like this: A B C 1 2 3   **Not like this:** ABC 123

1. Employee Name. Print Employee's Name.

2. Employee ID. First seven digits of employee ID number.

3. Member Name. Print Member's Name.

4. Member ID. Seven digit member ID number.

5. Sunday that Started your work week. The date of the Sunday at the beginning of the work week, in MM/DD/YY format. For example, if the first day of the week you worked was Tuesday, 11/15/16, then this would be **11/13/16**.

6. Service Date. The date services were provided, in MM/DD format.

7. Time In. The time your shift began, in **HH:MM** format. Choose **AM** or **PM** by filling in the correct circle.

8. Time Out. The time your shift ended, in **HH:MM** format. Choose **AM** or **PM** by filling in the correct circle.
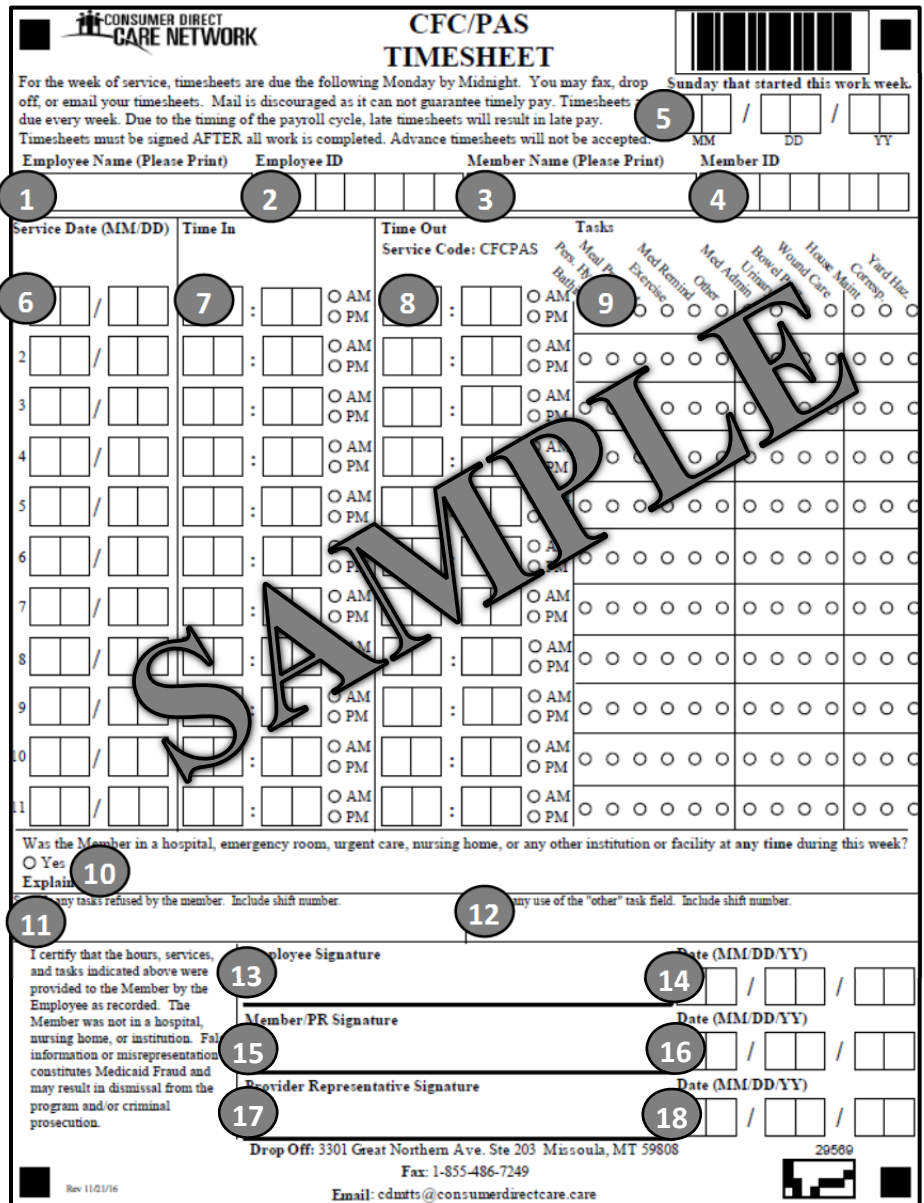
9. Task. Choose which task(s) you completed for this shift by filling in the correct circle(s). Fill in as many as needed.

10. Hospitalization. Answer "yes" if the member was in the hospital or any other institution during this week and explain.

11. Refused tasks (if applicable). If a task was refused by the member, specify here

12. "Other" task explanation (if applicable). If the "other" task circle was used, specify what was completed.

13. Employee Signature.

14. Employee Signature Date. In MM/DD/YY format. This must be **on or after** the last day worked

15. Member Signature.

16. Member Signature Date. In MM/DD/YY format. This must be **on or after** the last day worked

17. Provider Signature. (Consumer Direct Care Network Representative)

18. Provider Signature Date. In MM/DD/YY format. This must be **on or after** the last day worked