HOME ASSIST HEALTH
3737 N 7TH St., Ste 203

Division of Developemental Disabilities (DDD) Timesheet

Phoenix, AZ 85014		Services Type:	ATC - Attendant care	or RSP - Respite
Phone: (602) 795-7620	FAX: (877) 223-2976	Place Of Service(POS)	: 12- Clients Home	or 99 -Community
Direct Careworker (Print)		ID	PHONE#	
Member (Print)			PHONE#	
Week of	То		(Initial box for ATC	services only)

Date	Time IN	Time OUT	Service Type	POS	RSP Total	ATC Total	House keeping	Meal Prep	Personal Care	Activities	Transfer	Toileting	Errands	M/G Initials
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TOTALS											·			

PROGRESSS NOTES:		
		ALL TOTALS
DCW SIGNATURE	DATE	
MEM / GUARDIAN SIGNATURE	DATE	

I understand that this timesheet will be used to process claims that will be paid from federal and state funds and that any willful falsification or concealment of a material fact may be prosecuted under federal and state laws.

I certify that to the best of my knowledge the foregoing information is true, accurate and complete. Submission of illegible, incomplete, unauthorized or late timesheets will be subject to disciplinary action up to and including termination.

I understand that if anyone has asked me to perform work without reporting my time spent on the work I must notify my supervisor or Human Resources representative and that I may do so without fear and retaliation or reprisal.

TIME SHEET INSTRUCTIONS

- Please notify your Supervisor or the Supervisor on Duty IMMEDIATELY of any changes to your schedule.
- All Areas on your time sheet need to be completed. Incomplete time sheets may result in counseling by your Supervisor, a delay in pay and/or receipt of your Direct Deposit.
- Your name and your client's name should be printed on top/signed clearly on the bottom and dated on or after your final shift က
 - You are required to submit your time sheet every pay period. Late time sheets may result in counseling by your Supervisor. 4
 - Any changes to timesheet will require initials in all places changed. 5.

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How To Send Your Time Sheet

- DO NOT MAIL IN YOUR TIME SHEET.
 - Fax to A-E 877-223-2976
- You can deliver your time sheet in person to the Home Assist Health Office building at 3737 N. 7th Street, Suite 203, Phoenix, Arizona 85014. Office hours are 8:00am to 4:30pm. 4 2 8
 - You can drop off in our **Time Sheets Drop Box** located behind our building during closed hours.
 - You can go to our website at HomeAssistHealth.org to print out additional blank timesheets. 4.5

Time sheets are due bi-weekly after your final shift or Saturday by Midnight!! Go to the header "For Caregivers" and click on Forms for Caregivers.

If you have any questions regarding the above please call your Supervisor as soon as possible!