

Faith and Hope Independent Living, LLC - TIMESHEET

Faith and Hope Independent Living Weekly Progress Notes

Week of: _____ to _____

Client Name: Jane M. Doe

Contractor Name: Janice Hope

Day	Date	PCS Time-In	PCS Time-Out	IHR Time-In	IHR Time-Out	Total Hours	Client/ Guardian's Daily Signature	Client/ Guardian's Daily Date
Sunday								
Monday	1/11/9999	7:00 am	9:00 am			2	<i>Kulmoris Joiner</i>	1/11/9999
Tuesday	1/12/9999	7:00 am	9:00 am	9:01 am	12:00 pm	5	<i>Kulmoris Joiner</i>	1/12/9999
Wednesday	1/13/9999	7:00 am	9:00 am			2	<i>Kulmoris Joiner</i>	1/13/9999
Thursday	1/14/9999	7:00 am	9:00 am	9:01 am	12:00 pm	5	<i>Kulmoris Joiner</i>	1/14/9999
Friday	1/15/9999	7:00 am	9:00 am			2	<i>Kulmoris Joiner</i>	1/15/9999
Saturday								

Total Hours for Week 16

<i>Please place your initials or check box under the completed tasks</i>																
	S	M	T	W	T	F	S		S	M	T	W	T	F	S	
Bathing								Sweep			✓		✓	✓		
Dressing		✓	✓	✓	✓	✓		Mopping			✓					
Grooming								Garbage Disposal			✓		✓			
Toileting								Dishes		✓		✓	✓			
Transferring								Clean Bedroom		✓		✓		✓		
Ambulation								Clean Bathroom						✓		
Meal Prep		✓	✓	✓	✓	✓		Change Bedding		✓						
Meal Storage								Laundry			✓					
Grocery Shopping								Dusting								

Medical Appointments/Community Outings	
Sun	
M	
T	
W	
THUR	
F	

For Office Personnel Use Only

Received by _____

Audit Staff/Supervisor Signature

Stamped _____

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Sat		Area
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Faith and Hope Independent Living Weekly Progress Notes Week of: _____ to _____

Client Name: _____ Contractor Name: _____

<i>Progress Notes to be completed Daily!!</i>		
Sunday	OTP-IN _____ OTP-IN _____ OTP-IN _____	OTP- OUT _____ OTP- OUT _____ OTP- OUT _____
Monday	OTP-IN <u>12345678 PCS</u> OTP-IN _____ OTP-IN _____	OTP- OUT <u>45671238 PCS</u> OTP- OUT _____ OTP- OUT _____
Tuesday	OTP-IN <u>98761234 PCS</u> OTP-IN _____ OTP-IN <u>01249875 IHR</u>	OTP- OUT <u>11228877 PCS</u> OTP- OUT _____ OTP- OUT <u>65650012 IHR</u>
Wednesday	OTP-IN _____ OTP-IN <u>76329899 PCS</u> OTP-IN _____	OTP- OUT _____ OTP- OUT <u>63217645 PCS</u> OTP- OUT _____
Thursday	OTP-IN <u>12349876 PCS</u> OTP-IN _____ OTP-IN <u>00128754 IHR</u>	OTP- OUT <u>76538765 PCS</u> OTP- OUT _____ OTP- OUT <u>76430099 IHR</u>
Friday	OTP-IN <u>35672399 PCS</u> OTP-IN _____	OTP- OUT <u>72360077 PCS</u> OTP- OUT _____

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	OTP-IN _____	OTP- OUT _____
Saturday	OTP-IN _____	OTP- OUT _____
	OTP-IN _____	OTP- OUT _____
	OTP-IN _____	OTP- OUT _____

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SAMPLE