

This packet contains four habilitative timesheets. Each timesheet covers two shifts, so each packet may be used to document up to eight shifts. Additional single timesheets are available if a caregiver needs to document more than eight shifts.

QUICK REFERENCE MATERIALS

► Always refer to the *Habilitative Service Documentation Guide* for detailed information and directions.

- For service types: Refer to the client's goals, objectives, and methodologies (GOM) packet or the client's objective cue sheet(s).
- For objective numbers: Refer to the client's objective cue sheet(s). **Remember, any objective not marked down will be assumed to be N/A (not attempted).** Routine failure to address an objective is not acceptable and will be questioned by the agency.
- For support codes: Refer to the *Support Codes Key* below.

Support Codes Key		
P = Physical assistance	PC = Physical cues*	U = Attempted but unable to complete
M = Modeling*	PS = Protective supervision	R = Refused/non-compliant
V = Verbal cues*	I = Independent/no assistance required	* = Requires prompt frequency <i>after</i> the code but <i>before</i> the slash (for example: V3/4)

- For skill numbers: Refer to the *Skill Numbers Key* below. **Remember, a caregiver's signature on a timesheet confirms that the caregiver reviewed the client's goals, objectives, and methodologies (GOM) packet and addressed the skills marked down consistent with those materials.**

Skill Numbers Key		
COMMUNICATION 1. Verbal 2. Non-verbal 3. Communication device	LEARNING 9. Acquiring information 10. Problem solving 11. Paying attention	SELF-CARE 18. Emotional needs 19. Physical needs 20. Spiritual needs
COMMUNITY LIVING 4. Participating in community activities 5. Selecting community activities 6. Accessing the community	PERSONAL LIVING 12. Understanding routines 13. Managing time/money 14. Maintaining a living space	SELF-DIRECTION 21. Advocating 22. Recognizing boundaries 23. Following rules 24. Processing difficulties
DAILY LIVING 7. ADLs 8. IADLs	MOBILITY/MOTOR SKILLS 15. Ambulation/locomotion 16. Fine/gross motor control 17. Physical exercises	SOCIALIZATION 25. Family 26. Friends 27. Acquaintances 28. Others/general public

Rev 12/13/2021

TIMESHEET SUBMISSIONS

Fax: 1-800-349-0704 or Email:

CDAKTS@consumerdirectcare.com

Alaska Habilitative Timesheet

Employee Name (Please Print)	Employee ID	Client Name (Please Print)	Client ID	Sunday that started your work week
<div style="border: 1px solid black; height: 30px;"></div>	<div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div>	<div style="border: 1px solid black; height: 30px;"></div>	<div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div>	<div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> / <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> / <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div>
				MM / DD / YY

18108



Service Codes: In-Home Support (IHS): T2017 U4 Supported Living (SL): T2017 Day Habilitation (DH): T2021										H = Home C = Community										Location of Service												
Service Date Month (MM) Day (DD)				Time In Hour (HH) Min (MM)				Time Out Hour (HH) Min (MM)				IHS SL DH			H C		If community, note location(s) (or, if DH shift, submit DH mileage log):															
<div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> / <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div>				<div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> : <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <input type="radio"/> AM <input type="radio"/> PM				<div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> : <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <input type="radio"/> AM <input type="radio"/> PM				<input type="radio"/> <input type="radio"/> <input type="radio"/>			<input type="radio"/> H <input type="radio"/> C																	
Objective Number																		Skill Number														
Support Code / Number of Times Addressed																																

Case Notes: Describe the skill-building activities completed during the shift. You may also mark down additional objectives addressed, or add other comments as outlined in the *Habilitative Service Documentation Guide*.

Service Date Month (MM) Day (DD)				Time In Hour (HH) Min (MM)				Time Out Hour (HH) Min (MM)				IHS SL DH			H C		If community, note location(s) (or, if DH shift, submit DH mileage log):															
<div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> / <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div>				<div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> : <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <input type="radio"/> AM <input type="radio"/> PM				<div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> : <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <input type="radio"/> AM <input type="radio"/> PM				<input type="radio"/> <input type="radio"/> <input type="radio"/>			<input type="radio"/> H <input type="radio"/> C																	
Objective Number																		Skill Number														
Support Code / Number of Times Addressed																																

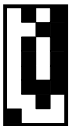
Case Notes: Describe the skill-building activities completed during the shift. You may also mark down additional objectives addressed, or add other comments as outlined in the *Habilitative Service Documentation Guide*.

Mark the support and teaching strategies used during the shifts recorded above:										Employee Signature										Date (MM/DD/YY)									
<input type="radio"/> Administered <input type="radio"/> Encouraged <input type="radio"/> Instructed <input type="radio"/> Praised <input type="radio"/> Role Played <input type="radio"/> Coached <input type="radio"/> Explored <input type="radio"/> Participated <input type="radio"/> Pre-Taught <input type="radio"/> Used Adaptive Equipment <input type="radio"/> Coordinated <input type="radio"/> Followed Up <input type="radio"/> Practiced <input type="radio"/> Redirected <input type="radio"/> Used Visual Learning Aids																				<div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> / <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> / <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div>									
Attestation: I certify that the hours and services recorded on this timesheet were provided to the client by the employee; that the client was not in a hospital, nursing home, or institution when services were provided; and that original entries for each recorded shift, including associated entries on any related service documents, were completed within 14 days of the date on which each shift ended. I understand that submitting false or misleading service documentation is considered Medicaid fraud and may result in dismissal, criminal prosecution, and/or other penalties.										Client/Representative Signature										Date (MM/DD/YY)									
										<div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> / <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> / <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div>																			

Alaska Habilitative Timesheet

Employee Name (Please Print)	Employee ID	Client Name (Please Print)	Client ID	Sunday that started your work week
<div style="border: 1px solid black; height: 30px;"></div>	<div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div>	<div style="border: 1px solid black; height: 30px;"></div>	<div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div>	<div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> / <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> / <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div>
				MM / DD / YY

18108



Service Codes: In-Home Support (IHS): T2017 U4 Supported Living (SL): T2017 Day Habilitation (DH): T2021										H = Home C = Community										Location of Service												
Service Date Month (MM) Day (DD)				Time In Hour (HH) Min (MM)				Time Out Hour (HH) Min (MM)				IHS SL DH			H C		If community, note location(s) (or, if DH shift, submit DH mileage log):															
<div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> / <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div>				<div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> : <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <input type="radio"/> AM <input type="radio"/> PM				<div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> : <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <input type="radio"/> AM <input type="radio"/> PM				<input type="radio"/> <input type="radio"/> <input type="radio"/>			<input type="radio"/> H <input type="radio"/> C																	
Objective Number																		Skill Number														
Support Code / Number of Times Addressed																																

Case Notes: Describe the skill-building activities completed during the shift. You may also mark down additional objectives addressed, or add other comments as outlined in the *Habilitative Service Documentation Guide*.

Service Date Month (MM) Day (DD)				Time In Hour (HH) Min (MM)				Time Out Hour (HH) Min (MM)				IHS SL DH			H C		If community, note location(s) (or, if DH shift, submit DH mileage log):															
<div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> / <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div>				<div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> : <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <input type="radio"/> AM <input type="radio"/> PM				<div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> : <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <input type="radio"/> AM <input type="radio"/> PM				<input type="radio"/> <input type="radio"/> <input type="radio"/>			<input type="radio"/> H <input type="radio"/> C																	
Objective Number																		Skill Number														
Support Code / Number of Times Addressed																																

Case Notes: Describe the skill-building activities completed during the shift. You may also mark down additional objectives addressed, or add other comments as outlined in the *Habilitative Service Documentation Guide*.

Mark the support and teaching strategies used during the shifts recorded above:										<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Employee Signature <div style="border-bottom: 1px solid black; height: 30px;"></div> </div> <div style="width: 45%;"> Date (MM/DD/YY) <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> / <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> / <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> Client/Representative Signature <div style="border-bottom: 1px solid black; height: 30px;"></div> </div> <div style="width: 45%;"> Date (MM/DD/YY) <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> / <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> / <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> </div> </div>									
<input type="radio"/> Administered <input type="radio"/> Encouraged <input type="radio"/> Instructed <input type="radio"/> Praised <input type="radio"/> Role Played <input type="radio"/> Coached <input type="radio"/> Explored <input type="radio"/> Participated <input type="radio"/> Pre-Taught <input type="radio"/> Used Adaptive Equipment <input type="radio"/> Coordinated <input type="radio"/> Followed Up <input type="radio"/> Practiced <input type="radio"/> Redirected <input type="radio"/> Used Visual Learning Aids																			
Attestation: I certify that the hours and services recorded on this timesheet were provided to the client by the employee; that the client was not in a hospital, nursing home, or institution when services were provided; and that original entries for each recorded shift, including associated entries on any related service documents, were completed within 14 days of the date on which each shift ended. I understand that submitting false or misleading service documentation is considered Medicaid fraud and may result in dismissal, criminal prosecution, and/or other penalties.																			

Alaska Habilitative Timesheet

Employee Name (Please Print)	Employee ID	Client Name (Please Print)	Client ID	Sunday that started your work week
<div style="border: 1px solid black; height: 25px;"></div>	<div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div>			

18108



Service Codes: In-Home Support (IHS): T2017 U4 Supported Living (SL): T2017 Day Habilitation (DH): T2021								H = Home C = Community Location of Service							
Service Date Month (MM) Day (DD) <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> / <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div>															

Case Notes: Describe the skill-building activities completed during the shift. You may also mark down additional objectives addressed, or add other comments as outlined in the *Habilitative Service Documentation Guide*.

Service Date Month (MM) Day (DD) <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> / <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div>	
---	--

Case Notes: Describe the skill-building activities completed during the shift. You may also mark down additional objectives addressed, or add other comments as outlined in the *Habilitative Service Documentation Guide*.

Mark the support and teaching strategies used during the shifts recorded above:					Employee Signature Date (MM/DD/YY) <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> / <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> / <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div>	
<input type="radio"/> Administered <input type="radio"/> Encouraged <input type="radio"/> Instructed <input type="radio"/> Praised <input type="radio"/> Role Played <input type="radio"/> Coached <input type="radio"/> Explored <input type="radio"/> Participated <input type="radio"/> Pre-Taught <input type="radio"/> Used Adaptive Equipment <input type="radio"/> Coordinated <input type="radio"/> Followed Up <input type="radio"/> Practiced <input type="radio"/> Redirected <input type="radio"/> Used Visual Learning Aids						
Attestation: I certify that the hours and services recorded on this timesheet were provided to the client by the employee; that the client was not in a hospital, nursing home, or institution when services were provided; and that original entries for each recorded shift, including associated entries on any related service documents, were completed within 14 days of the date on which each shift ended. I understand that submitting false or misleading service documentation is considered Medicaid fraud and may result in dismissal, criminal prosecution, and/or other penalties.					Client/Representative Signature Date (MM/DD/YY) <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> / <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> / <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div>	

Alaska Habilitative Timesheet

Employee Name (Please Print)	Employee ID	Client Name (Please Print)	Client ID	Sunday that started your work week
<div style="border: 1px solid black; height: 25px; width: 100%;"></div>	<div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div>			

18108



Service Codes: In-Home Support (IHS): T2017 U4 Supported Living (SL): T2017 Day Habilitation (DH): T2021								H = Home C = Community								Location of Service					
Service Date Month (MM) Day (DD)		Time In Hour (HH) Min (MM)		Time Out Hour (HH) Min (MM)		IHS SL DH		<input type="radio"/> H <input type="radio"/> C		If community, note location(s) (or, if DH shift, submit DH mileage log):											
<div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> / <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div>																					

Case Notes: Describe the skill-building activities completed during the shift. You may also mark down additional objectives addressed, or add other comments as outlined in the *Habilitative Service Documentation Guide*.

Service Date Month (MM) Day (DD)		Time In Hour (HH) Min (MM)		Time Out Hour (HH) Min (MM)		IHS SL DH		<input type="radio"/> H <input type="radio"/> C		If community, note location(s) (or, if DH shift, submit DH mileage log):											
<div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> / <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div>																					

Case Notes: Describe the skill-building activities completed during the shift. You may also mark down additional objectives addressed, or add other comments as outlined in the *Habilitative Service Documentation Guide*.

Mark the support and teaching strategies used during the shifts recorded above:					<div style="display: flex; justify-content: space-between;"> <div> Employee Signature <div style="border-bottom: 1px solid black; width: 100%;"></div> </div> <div> Date (MM/DD/YY) <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> / <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> / <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div> Client/Representative Signature <div style="border-bottom: 1px solid black; width: 100%;"></div> </div> <div> Date (MM/DD/YY) <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> / <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> / <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> </div> </div>				
<input type="radio"/> Administered <input type="radio"/> Encouraged <input type="radio"/> Instructed <input type="radio"/> Praised <input type="radio"/> Role Played <input type="radio"/> Coached <input type="radio"/> Explored <input type="radio"/> Participated <input type="radio"/> Pre-Taught <input type="radio"/> Used Adaptive Equipment <input type="radio"/> Coordinated <input type="radio"/> Followed Up <input type="radio"/> Practiced <input type="radio"/> Redirected <input type="radio"/> Used Visual Learning Aids									
Attestation: I certify that the hours and services recorded on this timesheet were provided to the client by the employee; that the client was not in a hospital, nursing home, or institution when services were provided; and that original entries for each recorded shift, including associated entries on any related service documents, were completed within 14 days of the date on which each shift ended. I understand that submitting false or misleading service documentation is considered Medicaid fraud and may result in dismissal, criminal prosecution, and/or other penalties.									