

# TIME SHEET

**GOOD FAMILY SUPPORT SERVICES**  
*"Family taking care of family."*

6715 Ogontz Avenue  
 Philadelphia, PA 19138  
 215.849.4744  
 1.888.509.6229



EMPLOYEE NAME:	CAREGIVER CODE:	CLIENT NAME
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**Directions:** This is a legal document. Enter the date, start and end times as well as your duty codes for each day a successful EVV was not placed, and you were at work. Patient condition changes, including hospitalizations, should be called in to your GFSS Coordinator, IMMEDIATELY. 215-849-4744

PAY WEEK (DATES)									
SATURDAY _____ - FRIDAY _____									
	Date	Start Time	End Time	DUTY CODES					TOTAL HOURS
				List Plan of Care & OTHER DUTIES					
Sat									
Sun									
Mon									
Tue									
Wed									
Thu									
Fri									
								<b>Hours Total</b>	


**REQUIRED:**  
 REASON: \_\_\_\_\_  
 You must provide a reason why you were unable to successfully complete your clock ins and outs for the dates indicated. Electronic Visit Verification is the only approved method for confirming your shift. Timesheets are only utilized in extreme cases.

**Employee: By your signature, you certify that the hours recorded for the above dates are true and accurate and are properly verified by the client.**

EMPLOYEE SIGNATURE:	DATE:
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**Client: By your signature, you certify that hours shown are correct, and work was completed satisfactorily for the days and time documented.**

CLIENT SIGNATURE:	DATE:
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<p>Personal Care</p> <p>106 Hair Care-Shampoo</p> <p>115 Meal Preparation</p> <p>116 Housework/Chore</p> <p>117 Managing Finances</p> <p>118 Managing Medications</p> <p>119 Shopping</p> <p>120 Transportation</p> <p>122 Hygiene</p> <p>123 Dressing Upper</p> <p>124 Dressing Lower</p> <p>125 Locomotion</p> <p>126 Transfer</p> <p>127 Toilet Use</p> <p>128 Bed Mobility</p> <p>129 Eating</p> <p>130 Bladder Incontinence</p> <p>131 Bowel Incontinence</p> <p>132 Personal Care T1019</p> <p>134 Bathing</p> <p>137 Lotion/Ointment</p> <p>138 Laundry</p> <p>139 Reading/Writing</p> <p>140 Supervision/Coaching/Cueing</p> <p>141 Incontinence Care</p> <p>142 Catheter Care</p> <p>143 Wound Care</p> <p>144 G-Tube Feeding</p> <p>145 Stairs</p> <p>209 Hair Care-Comb</p> <p>210 Grooming-Shave</p> <p>212 Grooming-Nails</p> <p>213 Dressing</p> <p>214 Skin Care</p> <p>215 Foot Care</p> <p>225 Assist with feeding</p> <p>247 Change bed linen</p> <p>248 Patient Laundry</p> <p>249 Light Housekeeping</p> <p>250 Clean Bathroom</p> <p>251 Clean Patient Care Equipment</p> <p>252 Patient shopping and errands</p> <p>254 Accompany Patient on Errands</p>	<p>Safety and Administration</p> <p>235 Take Temperature</p> <p>236 Take Pulse</p> <p>237 Take Blood Pressure</p> <p>238 Weigh Patient</p> <p>239 Take respirations</p> <p>240 Record Output (Urine/BM)</p> <p>257 Monitor Patient Safety</p> <p>261 Infection Control Precautions</p> <p>262 Fall Risk Precautions</p> <p>263 Choke Risk Precautions</p> <p>264 Seizure Precautions</p> <p>265 Safe Transfer precautions</p> <p>Treatment / Special Needs</p> <p>204 Bathtub</p> <p>205 Bath-Shower</p> <p>206 Bath-Bed</p> <p>207 Patient Requires Total Care</p> <p>208 Mouth Care/Denture Care</p> <p>216 Toileting-Diaper</p> <p>217 Toileting-Commode</p> <p>218 Toileting-Bedpan/Urinal</p> <p>219 Toileting-Toilet</p> <p>228 Transferring</p> <p>Turning and positioning (At least Q2)</p> <p>233</p> <p>241 Assist with catheter care</p> <p>242 Empty foley bag</p> <p>243 Assist with ostomy care</p> <p>244 Remind to take medication</p> <p>245 Assist with Treatment</p> <p>246 Medication Reminders</p> <p>253 Accompany Patient to medical Appt.</p> <p>Patient Support Activities</p> <p>202 Via Telephone</p> <p>203 Other</p> <p>211 Caring for personal possessions</p> <p>255 Diversional Activities-Speak/Read</p> <p>258 Feed Cat or Dog</p> <p>259 Walk Dog</p> <p>260 Clean Cat Litterbox</p>	 <p>General Duties</p> <p>256 Assist with Exercises</p> <p>226 Record intake - Food</p> <p>Nutrition</p> <p>220 Patient is on a prescribed diet</p> <p>221 Prepare-Breakfast</p> <p>222 Prepare-Lunch</p> <p>223 Prepare-Dinner</p> <p>224 Prepare Snack</p> <p>Activity</p> <p>229 Assist with walking</p> <p>230 Patient walks with assistive devices</p> <p>231 Assist with home Exercise program</p> <p>232 Range of Motion Exercises</p> <p>256 Assist with Exercises</p> <p>Be sure to enter your duties with each shift whether utilizing the Telephone or Mobile App for Timekeeping.</p>
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