

Service Delivery Log with Written Narrative/Written Summary

8701 Shoal Creek Blvd, Suite 303  
Austin TX 78757-6809

Employee Name

Consumer Name

Time sheet due date: If faxed or dropped off, time sheets are due at the Consumer Direct Care Network office by Monday (at midnight) following the week of service. If mailed, they must be postmarked by Monday following the week of service. Late time sheets will result in late pay.

Table with columns for days of the week (Sunday-Saturday) and rows for Service Date, Service Code, Time In, Time Out, and Daily Total. Includes a 'Check Program' section at the top with checkboxes for DBMD, CLASS, HCS, PCS, PHC, and TXHML.

NOTE: Time sheets must be signed AFTER the work is completed. Advance time sheets will not be accepted. Total Weekly Hours

Table with columns for Service Date, Place of Service, and Written Narrative/Summary.

Employee/Consumer: I certify that the work hours listed above are accurate, that services were provided in accordance with the Employee Work Schedule and Assigned Tasks (HHS 1731), and that services were NOT provided while the Consumer was in a hospital, nursing home or other Medicaid-reimbursed healthcare facility. I understand that falsification of this time sheet is considered Medicaid Fraud and may result in dismissal from the program and criminal prosecution. I also understand and agree that I must submit time sheets by Monday at midnight of the following week. Late time sheets will result in late pay. Time sheets submitted later than 45 days after the date of service may result in the employer being fully responsible for payment due to billing requirements.

Employee Signature Date

Consumer Signature Date

