

ILS Activity Documentation

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| Week 1 | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Week 2 | Thu | Fri | Sat | Sun | Mon | Tue | Wed |
| Month/Day/Year |  |  |  |  |  |  |  | Monthly/day/year |  |  |  |  |  |  |  |
| Time In Am/Pm |  |  |  |  |  |  |  | Time In Am/Pm |  |  |  |  |  |  |  |
| Time Out Am/Pm |  |  |  |  |  |  |  | Time Out Am/Pm |  |  |  |  |  |  |  |
| Time In Am/Pm |  |  |  |  |  |  |  | Time In Am/Pm |  |  |  |  |  |  |  |
| Time Out Am/Pm |  |  |  |  |  |  |  | Time Out Am/Pm |  |  |  |  |  |  |  |
| Total Daily Hrs: |  |  |  |  |  |  |  | Total Daily Hrs: |  |  |  |  |  |  |  |
| Enter Completed Task | | | | | | | | Enter Completed Task | | | | | | | |
| Activity of client |  |  |  |  |  |  |  | Activity of client |  |  |  |  |  |  |  |
| Paying bills |  |  |  |  |  |  |  | Paying bills |  |  |  |  |  |  |  |
| Shopping |  |  |  |  |  |  |  | Shopping |  |  |  |  |  |  |  |
| Appointments |  |  |  |  |  |  |  | Appointments |  |  |  |  |  |  |  |
| Writing letter |  |  |  |  |  |  |  | Writing letter |  |  |  |  |  |  |  |
| Reading Mail |  |  |  |  |  |  |  | Reading Mail |  |  |  |  |  |  |  |
| Finances |  |  |  |  |  |  |  | Finances |  |  |  |  |  |  |  |
| Adl's |  |  |  |  |  |  |  | Adl's |  |  |  |  |  |  |  |
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Acknowledgement and Required Signatures:After the employee documented his/her time and activity, the supervisor must draw a line through any dates and times the employee did not work. Review the completed timesheet for accuracy before signing. Entry of false information will lead to strict discipline, up to termination. Your signature verifies the time and services entered above are accurate and that the services were performed as directed by the supervisor.

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| Print Employee Name: Provider : | | Please use standard 12 hr time and indicate AM and PM.  Employee:Enter each task completed and initial each box in which supports were provided by you for each visit. |
| Employee Signature: | Date: |
| Client Name: MA # or DOB: : | | OFFICE USE ONLY |
| Clients Signature: | Date: | Two Week Total: |