



Accra Care, Inc. a 245D Provider
 1011 1st Street S #315, Hopkins MN 55343
 Phone: 952-935-3515 Fax: 952-935-7112
 Email: mytime@accracare.org

Complete only if consumer was hospitalized:

	Date	Time	Date	Time
Admit	1/7/2018	2:30Pm	1/9/2018	3PM

No hours can be claimed if Consumer is in the hospital, nursing home, incarcerated or out of home placement

Consumer: **James Test** DOB: **1/1/1991** MHCP#: **01234567** Pay Period End Date: _____
 (Please Print)

WEEK ONE

Wk One	Mo/Day/Yr	Time In/Out AM or PM	Time In/Out AM or PM	Personal Support	Respite	** Homemaker	
Sun	1/7/2018	Hospital					
Mon	1/8/2018	Hospital					
Tue	1/9/2018	3PM	7PM	4			
Wed	1/10/2018						
Thur	1/11/2018						
Fri	1/12/2018	2:15PM	7PM	4.75			
Sat	1/13/2018	9:30PM	11:59pm		2.5		
Maximum Hours per week 40 hours for all consumers combined				Total	8.75	2.5	
				Personal Support	Respite	Homemaker	

WEEK TWO

Wk Two	Mo/Day/Yr	Time In/Out AM or PM	Time In/Out AM or PM	Personal Support	Respite	** Homemaker	
Sun	1/14/2018	12AM-7AM	7AM-8AM	1	7		
Mon	1/15/2018						
Tue	1/16/2018						
Wed	1/17/2018	7:45PM	9:30PM	1.75			
Thur	1/18/2018						
Fri	1/19/2018	3:30PM	9:30PM	6			
Sat	1/20/2018	6PM-10PM	10PM-11:59PM	4	2		
Maximum Hours per week 40 hours for all consumers combined				Total	12.75	9	
				Personal Support	Respite	Homemaker	

*Please make sure your hours are in the column that corresponds to the services you are providing to the consumer.
 **Basic Homemaker is not a 245D Service. For duties, see the CSSP Addendum.

***By signing this timesheet I am verifying the above recorded hours are true and accurate. It is a Federal Crime to provide false information for Medical Assistance payment

<u>Jane Smith</u>	<u>1/20/2018</u>	<u>Jane Smith</u>	<u>100000</u>	<u>James Test</u>	<u>1/20/2018</u>
Employee Signature	Date	Employee Name (Printed)	EmpID(on Pay Stub)	Consumer or Responsible Party Signature	Date
Employee Phone # _____	Consumer or Responsible Party Phone # _____				

*** Timesheets are due in the office by noon Tuesday following the end of the pay period.