

Silver Mountain Home Health Care LLC

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RESpite IN HOME

Employee's Name: _____

Client's Name: _____

Client Representative Name: _____

<i>Date:</i>	<i>Time In</i>	<i>Time Out:</i>	<i>Date:</i>	<i>Time In:</i>	<i>Time Out:</i>
05/02/2024	am/pm	am/pm	05/09/2024	am/pm	am/pm
05/03/2024	am/pm	am/pm	05/10/2024	am/pm	am/pm
05/04/2024	am/pm	am/pm	05/11/2024	am/pm	am/pm
05/05/2024	am/pm	am/pm	05/12/2024	am/pm	am/pm
05/06/2024	am/pm	am/pm	05/13/2024	am/pm	am/pm
05/07/2024	am/pm	am/pm	05/14/2024	am/pm	am/pm
05/08/2024	am/pm	am/pm	05/15/2024	am/pm	am/pm

Has the Client been in the Hospital, a Care Facility or Incarcerated during these two weeks?

If so, please complete the following: Date in _____ Date out _____

Acknowledgement and Required Signatures (not valid unless signed by both Parties):

Review the completed time sheet for accuracy before signing. It is a federal crime to provide false information on this timesheet. Your signature verifies the time and services entered above are accurate. *All time documented is assumed to be 1 staff to 1 client (1:1) unless otherwise noted above time entry for that shift. For example, staff working with 2 clients at once should indicate 1:2 above time entries, 1:3 etc. A separate timesheet should be done for each client with whom the staff works.

Employee Signature

Date

Client/Client Rep

Date