



245D Timesheet & Log Notes

Client Name: _____

- ☐ ICLS ☐ Adult Companion ☐ IHS with Training ☐ IHS with Training
☐ Respite ☐ Night Supervision ☐ IHS without Training ☐ IHS with Family Training

VISIT INFORMATION

Day	Date	VISIT 1		VISIT 2		Daily Total
		Time In	Time Out	Time In	Time Out	
MON		☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	
TUE		☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	
WED		☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	
THU		☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	
FRI		☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	
SAT		☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	
SUN		☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	

Week 1 Total

Day	Date	VISIT 1		VISIT 2		Daily Total
		Time In	Time Out	Time In	Time Out	
MON		☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	
TUE		☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	
WED		☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	
THU		☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	
FRI		☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	
SAT		☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	
SUN		☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	

Week 2 Total

Acknowledgement and Required Signatures

Review for accuracy before signing. It is a crime to provide false information on billings for Medical Assistance payments. By signing you swear and verify the time/services entered are accurate and that services were performed by the DSP listed.			
CLIENT NAME (FIRST & LAST)	DOB	CLIENT/RESPONSIBLE PARTY SIGNATURE	DATE
I declare under the penalty of perjury that all hours worked, and descriptions of work performed contained in the submitted shifts are true and correct. It is a crime to provide false information on billings for Medical Assistance payments.			
DSP NAME (FIRST& LAST)	DSP PHONE NUMBER	DSP SIGNATURE	DATE

You are required to record daily log notes on Page 2. Please note that daily log documentation is mandated under Minn. Stat. 245D.095, Subd. 3(b)(11). Shifts recorded without daily log notes will not be processed for payment.

[Log Notes →](#)

Log Notes

LOG NOTES (WEEK 1)

WEEK 1	Day	Date	
	MON		
	TUE		
	WED		
	THU		
	FRI		
	SAT		
	SUN		

LOG NOTES (WEEK 2)

WEEK 1	Day	Date	
	MON		
	TUE		
	WED		
	THU		
	FRI		
	SAT		
	SUN		