Homemaker Personal Care (HPC) – SERVICE DELIVERY DOCUMENTATION FORM – County _____

INDIVIDUAL'S NAME: _____ **PROVIDER NAME:** _____

PLACE OF SERVICE (Address): _____ **PROVIDER #:** _____ _____

INDIVIDUAL'S MEDICAID #: _____ ____ **SERVICE MONTH:** _____ **YEAR:** _____ **ISP Span:** _____

DATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Time In																															
Time out																															
Time In																															
Time out																															
# of Units																															
Ratio of service if other than 1:1																															
Supports in Plan Duration / Frequency																															

Sample Key (staff initials = service delivered R = refused service ND = Not Delivered)

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PLACE OF SERVICE (Address): _____ **PROVIDER #:** _____ _____

INDIVIDUAL'S MEDICAID #: _____ ____ **SERVICE MONTH:** _____ **YEAR:** _____ **ISP Span:** _____

Date	Location of Services is Address of Service, unless otherwise noted below	Start Time	End time

Notes/Observations:

Date	Note	Initials

Outcome Documentation (if applicable) to be maintained on separate Outcome Documentation sheet

Printed Name: _____ Signature: _____ INITIALS: _____ DATE: _____

Printed Name: _____ Signature: _____ INITIALS: _____ DATE: _____

Printed Name: _____ Signature: _____ INITIALS: _____ DATE: _____

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Printed Name:_____ Signature: _____ INITIALS:_____ DATE: _____

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