

CONSUMER NAME: _____

PCA NAME: _____

CDS Timesheet Edit Slip

Date of Correction: _____ only enter ONE date per timesheet

Clock In Time: _____ am / pm (circle one) **Clock Out Time:** _____ am / pm (circle one) **Total Time:** _____

CHECK TASKS COMPLETED DURING SHIFT:

Dressing / Grooming	Turning / Positioning	Tidy & Dust	Bathing
Mobility / Transfer	Laundry (off site)	Laundry (on site)	Assist w/ Toileting
Treatments	Meal Prep / Eating	Clean / Maintain Equipment	Trash
Wash Dishes	Essential Correspondence	Essential Transportation	Clean Kitchen
Clean Bath	Ostomy Hygiene	Assist Transfer Device	Make Bed
Bowel / Bladder Routine	Passive ROM	Change Linens	Medications
Clean Floors			

REASON FOR MANUAL ENTRY:

_____ Forgot to clock in/out _____ No phone service/internet

_____ Other. Include reason for other: _____

Consumer's Signature: _____

PCA's Signature: _____

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_____ Other. Include reason for other: _____

Consumer's Signature: _____

PCA's Signature: _____

Instructions:

- When you are unable to clock in or out using Ascend to meet EVV compliance requirements, use the form to “edit” your timesheet to include the manual entry needed. **Only 4 Timesheet Edit Slips are allowed per pay period**, which means you are only allowed to submit 4 of these for 4 different shifts in a two week period.
 - If you have more than 4 manual entry shifts, your Timesheet Edit Slips will go into a review period and be investigated.
 - One consumer and PCA per page.
 - Timesheets not completed correctly will be returned to be corrected and resubmitted.
 - **Timesheet Edit Slips are due by the end of the day on the Tuesday following the end of the pay period.**
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You can use one of the following methods to submit your Timesheet Edit Slips:

- **Email:** corrections@thewholeperson.org
 - **Mail:** The Whole Person, Attn: CDS Department, 3710 Main Street, Kansas City, MO 64111
 - **Office Drop Box (blue mail box in parking lot):** 3710 Main Street, Kansas City, MO 64111
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According to the Attorney General, submitting inaccurate or false timesheets is a crime. Ascend will report such incidents to the proper authorities for investigation.