

**LONG TERM-PERSONAL CARE SERVICES (LT-PCS) WEEKLY SERVICES LOG – SINGLE EMPLOYEE**

PROVIDER AGENCY NAME: Extended Family, Inc.				DIRECT SERVICE WORKER'S NAME:			
PARTICIPANT NAME:					PARTICIPANT DOB:		
Week Of:	Through:						
Day Of Week:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date→							
1 <sup>st</sup> Arrival Time W/ Initials→							
1 <sup>st</sup> Departure Time W/ Initials→							
2 <sup>nd</sup> Arrival Time W/ Initials→							
2 <sup>nd</sup> Departure Time W/ Initials→							
↓ Tasks ↓	↓ Indicate Task Completed Each Day W/Initials ↓						
Eating							
Bathing							
Dressing							
Grooming							
Transferring							
Ambulation							
Toileting							
Light Housekeeping							
Food Preparation & Storage							
Shopping							
Laundry							
Medication Reminders							
Assist To Sched Med Appts							
Assist To Arrange Med Trans							
Accompany To Med Appts							
Daily Total # Of Hours →							

WEEKLY TOTAL # HOURS of LT-PCS→ \_\_\_\_\_ HOURS

PARTICIPANT/DESIGNATED PERSONAL REPRESENTATIVE/LEGAL REPRESENTATIVE SIGNATURE & DATE: \_\_\_\_\_

DIRECT SERVICE WORKER'S PRINTED NAME, SIGNATURE, & DATE: \_\_\_\_\_

DSW SUPERVISOR'S REVIEW SIGNATURE & DATE (Use of this line is optional): \_\_\_\_\_

NOTE: DAILY SERVICES/SUPPORTS DESCRIPTIONS AND COMMENTS ARE TO BE RECORDED ON PAGE 2 OF THIS FORM. ADDITIONAL PAGES MAY BE USED.

Page \_\_\_\_ of \_\_\_\_



# Instructions for Completion of Long Term-Personal Care Services (LT-PCS) Weekly Service Log – Single Employee

The provision of all Long Term-Personal Care Services (LT-PCS) must be documented on the Long Term-Personal Care Services (LT-PCS) Weekly Service Log, hereinafter referred to as the “Service Log.” The Service Log must be used to document services provided to LT-PCS participants.

**NOTE: Services provided by only one worker to one participant may be documented on a single Service Log.**

When an error is made, **only the individual who made the entry is allowed to correct the error.** Corrections must be made by drawing a single line through the incorrect entry, writing “error” above the entry, initialing the correction, and placing the correct information on the form.

The use of carbon is permissible. It is also permissible for this form to be two-sided.

The following instructions should be used to complete the Service Log:

## PAGE 1 OF THE SERVICE LOG

PROVIDER AGENCY NAME: <span style="float: right;">1</span>	DIRECT SERVICE WORKER'S NAME: <span style="float: right;">2</span>
PARTICIPANT NAME: <span style="float: right;">3</span>	PARTICIPANT DOB: <span style="float: right;">4</span>

**Items 1-7 are to be completed by the provider agency. It is permissible for this information to be typed onto the form.**

- 1 Enter the provider agency's name.
- 2 Enter the name of the direct service worker.
- 3 Enter the participant's name.
- 4 Enter the participant's date of birth.

	WEEK OF: <u>5</u> THROUGH: <u>6</u>						
DAY OF WEEK:	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
DATE→		7					
1 <sup>ST</sup> ARRIVAL TIME W/ SIGNED INITIALS→							
1 <sup>ST</sup> DEPARTURE TIME W/ SIGNED INITIALS→							
2 <sup>ND</sup> ARRIVAL TIME W/ SIGNED INITIALS→							
2 <sup>ND</sup> DEPARTURE TIME W/ SIGNED INITIALS→							

5 Enter the beginning date of the prior authorization week (example: 7/04/15).

6 Enter the ending date of the prior authorization week (example: 7/10/15).

**NOTE: The prior authorization week begins on Sunday at 12:00 a.m. and ends on the following Sunday at 12:00 a.m. Unused portions of the prior authorized weekly allocation may not be saved or borrowed from one week for use in another week.**

7 Enter the date of each day in which services are scheduled to be performed. Start the date on the day of the week that services are to begin in accordance with the participant's plan of care. For example, if services are to begin on Monday, 7/05, place 7/05 in Monday's block and continue through the week.

**Item 8 MUST be completed by the Direct Service Worker (DSW) and must be HANDWRITTEN.**

	WEEK OF: _____ THROUGH: _____						
DAY OF WEEK:	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
DATE→							
1 <sup>ST</sup> ARRIVAL TIME W/ SIGNED INITIALS→		8					
1 <sup>ST</sup> DEPARTURE TIME W/ SIGNED INITIALS→							
2 <sup>ND</sup> ARRIVAL TIME W/ SIGNED INITIALS→		8					
2 <sup>ND</sup> DEPARTURE TIME W/ SIGNED INITIALS→							

8 The DSW must write-in the time the services began each day with his/her signed initials **AND** the time services ended each day with his/her signed initials. This form allows the DSW to document up to two periods of time for each day services were performed.

Items 9 MUST be completed by hand by the Direct Service Worker (DSW).

↓ Tasks ↓	↓ Indicate Task Completed Each Day W/Initials ↓						
Eating							
Bathing							
Dressing							
Grooming							
Transferring							
Ambulation							
Toileting	9						
Light Housekeeping							
Food Preparation & Storage							
Shopping							
Laundry							
Medication Reminders							
Assist To Sched Med Appts							
Assist To Arrange Med Trans							
Accompany To Med Appts							
Daily Total # Of Hours →							
Weekly Total # of Hours→							

9 The DSW **MUST** enter his/her signed initials next to each task. A signed initial in the appropriate block will indicate that the task was completed on that day. Only those tasks that were performed that day should be indicated with signed initials. If the task was not performed for that particular day, the box should be left blank. All entries must be completed on the Service Log by the DSW **on the day he/she performs the task(s)**.

Items 10 and 11 are to be completed by either the DSW or the Provider Agency.

Daily Total # Of Hours →	10						
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WEEKLY TOTAL # HOURS of LT-PCS → 11 HOURS

- 10 The total LT-PCS hours that were worked each day must be written-in on this row.
- 11 At the end of the week, total the number of LT-PCS hours worked for this participant for the week and write-in this space.

Items 12 and 13 are to be completed ONLY AFTER the form has been fully completed for the given week.

PARTICIPANT/DESIGNATED PERSONAL REPRESENTATIVE/LEGAL REPRESENTATIVE SIGNATURE & DATE: \_\_\_\_\_ (12)

DIRECT SERVICE WORKER'S PRINTED NAME, SIGNATURE, & DATE: \_\_\_\_\_ (13)

(12) The signature of the participant or the participant's designated personal representative or the participant's legal representative and the date of that signature must appear on this line. This signature should be obtained **AT THE END OF THE PRIOR AUTHORIZED WEEK.**

(13) The printed (legible) name of the DSW must appear on this line, followed by the signature of the worker and the date the DSW signed the form. **The DSW should not complete this section until the work for that prior authorized week has been completed.**

Item 14 is for optional use at the discretion of the provider agency.

DSW SUPERVISOR'S REVIEW SIGNATURE & DATE (Use of this line is optional): \_\_\_\_\_ (14)

**NOTE: DAILY SERVICES/SUPPORTS DESCRIPTIONS, COMMENTS, AND PROGRESS NOTES are to be recorded on page 2 of this form. Additional pages may be used.**

(14) Use of this line is optional at the discretion of the provider agency. It can be used to document supervisory review of the completed service log.

### SECOND PAGE OF THE SERVICE LOG

**NOTE:** The second page of this form is to be duplicated as needed.

Items 1-6 are to be completed the same way as described in the Instructions for items 1-6 for Page 1 of this form.

PROVIDER AGENCY NAME: _____ (1)	DIRECT SERVICE WORKER'S NAME: _____ (2)
PARTICIPANT NAME: _____ (3)	PARTICIPANT DOB: _____ (4)
WEEK OF: _____ (5) THROUGH: _____ (6)	

Items 15 and 16 **MUST** be completed by the DSW for each day worked, as applicable, and must be **HANDWRITTEN**.

**DAILY SERVICES/SUPPORTS DESCRIPTIONS AND COMMENTS:**

Day of Week & Date ↓	DESCRIPTIONS AND COMMENTS ↓
15	
	16

- 15 Anytime the DSW makes a description or comment entry, the day of the week should be noted with the particular date.
- 16 Use this area to document why assistance with a particular activity was not provided, or why assistance with an activity differed from the Plan of Care.

**Example:**

Tuesday, September 8	<i>Ms. Jones refused assistance with dressing today since she chose to remain in her pajamas all day.</i>

**NOTE:** In this case there would be no signed initials indicating the performance of assistance with the task of “dressing” in Tuesday’s column on Page 1 of the Service Log.

Items 17, 18 & 19 are to be completed the same way as described in Instructions for items 12, 13 & 14 on Page 1 of this form.

PARTICIPANT/DESIGNATED PERSONAL REPRESENTATIVE/LEGAL REPRESENTATIVE SIGNATURE & DATE: \_\_\_\_\_ 17

DIRECT SERVICE WORKER’S PRINTED NAME, SIGNATURE, & DATE: \_\_\_\_\_ 18

DSW SUPERVISOR’S REVIEW SIGNATURE & DATE (Use of this line is optional): \_\_\_\_\_ 19

**NOTE:** *If the second page is duplicated, the participant/designated personal representative/legal representative and employee signatures must be obtained on each page.*

**NOTE:** Number each page of the service log. This is located on the bottom right of each page as Page \_\_\_ of \_\_\_

**Example:** There are three pages. Write Page 1 of 3 on the bottom of the first page, Page 2 of 3 on the bottom of the second page, and Page 3 of 3 on the bottom of the third page.