

In-Home Timesheet EDIT Slip

Instructions:

- When you are unable to clock in or out using the MITC system to meet EVV compliance requirements, use this form to “edit” your timesheet to include the manual entry needed. **Only two Timesheet EDIT Slips** are allowed per pay period, which means you are only allowed to submit two of these for two different shifts in a two week period.
- If you have more than two manual entry shifts, your Timesheet EDIT Slips will go into a review period and be investigated. Your pay for these manual entries will be put on hold until this investigation ends.
- **Timesheet EDIT Slips are due by the end of the day on the Monday following the end of the pay period.**

Consumer Name: _____ Aide/CNA Name: _____

Date of Missed Clock In/Out: ___/___/___

Clock In Time: _____ am / pm **Clock Out Time:** _____ am / pm **Total Time:** _____

Check Tasks Completed During Shift:

Bathing/Personal Hygiene	Laundry	Questions to Answer	Y	N
Dietary	Make Bed/Change Linens	Client cond. same last visit?		
Dressing/Grooming	Meals/Dishes			
Mobility/Transfer	Shopping/Errands	Tasks completed based on POC?		
Assist w/ Self Admin Meds	Trash			
Toileting/Continence	Correspondence	Did any incidents occur?		
Clean Bathroom	Iron/Mending			
Clean Kitchen	Wash Windows	Incident Details (If applicable):		
Clean Living Area	Other Homemaker Chore			
	Respite			

Reason for a Manual Entry

_____ Forgot to clock in/out _____ No phone service/internet
 _____ Other. Include reason for other: _____

BY SIGNING BELOW I CERTIFY THAT THIS TIMESHEET IS TRUE AND CORRECT.

Consumer Signature: _____ Date: _____

Aide/CNA Signature: _____ Date: _____

You can use one of the following methods to submit your Edit Slips:

- On My Own Fax: 417-667-6262
- Email: CDSdata@omoinc.org
- Mail: On My Own, Inc., Attn: Data Department, 428 E. Highland Ave., Nevada, MO 64772
- Office Drop Boxes (If you use a drop box at any site, please note that payment could be delayed due to routing paperwork back to the main office.)
 - Nevada: 428 E. Highland Ave., Nevada, MO 64772
 - El Dorado Springs/Liston Center: 508 N. Main Street, El Dorado Springs, MO 64744
 - Collins: 1301 Delaporte Street, Collins, MO 64738

According to the Attorney General, submitting inaccurate or false timesheets is a crime. On My Own will report such incidents to the proper authorities for investigation.