

# Partners in Personal Assistance

1100 N. Main, Suite 117

Ann Arbor, MI 48104

## PPA Timesheet/Services Provider Log

Phone: (734) 214-3890, fax: (734) 214-0644

Web Site: [www.annarborppa.org](http://www.annarborppa.org)

Email: [info@annarborppa.org](mailto:info@annarborppa.org)

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

PRINT - Personal Assistant Name \_\_\_\_\_

PRINT-Consumer-Employer Name \_\_\_\_\_

MONTH \_\_\_\_\_

Date	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
Time In																	
Time Out																	
Time In																	
Time Out																	
Time In																	
Time Out																	
<b>*Total Hours</b>																	
<b>**Total Miles</b>																	
CE's Daily Initials																	
PA's daily Initials																	

Services Authorization dated: \_\_\_\_\_

**Services**

Oral Hygiene/Grooming																	
Shower/Bathing																	
Dressing																	
Transferring																	
Toileting																	
Medication Reminder																	
Assistance with Eating																	
Laundry																	
Meals																	
Household Cleaning																	
Errands																	
Transportation																	

Consumer-Employer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Personal Assistant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Are you satisfied with the services provided to you? YES

If NO,  Why not? \_\_\_\_\_

\* Total Hours of all shifts worked that day for Consumer.

\*\* CSTS Consumers: Please turn-in receipts, mileage AND descriptions of services received.

*TIMESHEETS are due* into PPA's office NO LATER than NOON on the 3rd for the time-period of the 16th through the last day of the month!

It is the responsibility of the Personal Assistant to insure their timesheet is sent to, and received by, PPA for processing.

It is required for funding purposes that all timesheets are signed by both the Consumer AND Personal Assistant or it cannot be verified and processed.