

Employee: _____
Print Full Name

Consumer: _____
Print Full Name

Case: _____

Support Coordinator/Agency: _____
Phone #: _____

FI Name: _____

Pay Period: ____/____/____ to ____/____/____

Please identify only one authorized code per page to document service provided:	CLS			
	H2015	1:1	2:1	3:1
	H0043	1-3	E	TF TT
		4-7	E	TG TT
	RESPIRE			
T1005	1:1	2:1	3:1	

*Write Legibly using blue or black ink *Narrative of services must support time billed (use as many lines as necessary) * Services must not overlap with other State Plan services (e.g. Home Help or medical appointments)	Use this GOAL / OBJ. PROGRESS KEY to document progress of the IPOS goal/Objective worked on per shift.	
	DECREASE	D
	SAME	S
	INCREASE	I

Date	Start Time	Stop Time	Hours/Units	Service Note - Narrative Statement of Supports Provided	GOAL / OBJ. from IPOS	PROGRESS (D, S, I)
					/	
					/	
	am / pm	am / pm			/	
					/	
					/	
	am / pm	am / pm			/	
					/	
					/	
	am / pm	am / pm			/	
					/	
					/	
	am / pm	am / pm			/	

Totals: _____
Hours/Units

My signature below certifies that I have reviewed this information and to the best of my knowledge it is true and complete. It also certifies that I, the Consumer or Consumer Representative, knowingly provide service note information to my Fiscal Intermediary, waiving any confidentiality claims.

Consumer Representative or Consumer Signature: _____ Date: _____ Employee Signature: _____ Aide Date: _____

For Primary Case Holder Use Only:	Indicate quality of notes by checking, as applicable:	Satisfactory <input type="checkbox"/>	Follow-up Requested (explain):
		Needs Improvement <input type="checkbox"/>	
		Unsatisfactory <input type="checkbox"/>	
			Date of Review: _____ Initial: _____