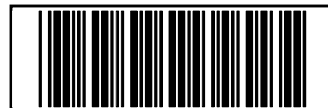


# Arizona TIMESHEET



For the week of service, timesheets are due the following Monday by Midnight if faxed or dropped off, and postmarked by Monday if mailed. Timesheets are due every week. Due to the timing of the payroll cycle, late timesheets will result in late pay. Timesheets must be signed AFTER all work is completed. Advance timesheets will not be accepted. **Want to avoid the hassle of paper timesheets? Enter your time the quick, easy, and secure way at <https://AZ.mydirectcare.com>.**

<b>DCW Name (Please Print)</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<b>Employee ID</b> <div style="border: 1px solid black; width: 100%; height: 20px; text-align: center;">               </div>	<b>Sunday that started your work week</b> <div style="border: 1px solid black; width: 100%; height: 20px; text-align: center;">    /     /    </div> MM                  DD                  YY
<b>Member Name (Please Print)</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<b>Member/Employer ID</b> <div style="border: 1px solid black; width: 100%; height: 20px; text-align: center;">               </div>	<b>Please see back for instructions.</b>

Service Date (MM/DD)	Time In	Time Out	Service Code
1 <input type="text"/> / <input type="text"/>	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input type="text"/>
2 <input type="text"/> / <input type="text"/>	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input type="text"/>
3 <input type="text"/> / <input type="text"/>	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input type="text"/>
4 <input type="text"/> / <input type="text"/>	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input type="text"/>
5 <input type="text"/> / <input type="text"/>	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input type="text"/>
6 <input type="text"/> / <input type="text"/>	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input type="text"/>
7 <input type="text"/> / <input type="text"/>	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input type="text"/>
8 <input type="text"/> / <input type="text"/>	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input type="text"/>
9 <input type="text"/> / <input type="text"/>	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input type="text"/>
10 <input type="text"/> / <input type="text"/>	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input type="text"/>

**DCW:** Please initial and explain if the statement below applies for this time period.  
 \_\_\_\_\_ A decline in the member's health was observed. Explain: \_\_\_\_\_

**Member:** Please initial and explain any of the statements below that apply to this time period.  
 \_\_\_ YES    I was in the hospital    \_\_\_\_\_ 2) There has been a change in my health    \_\_\_\_\_ 3) A DCW called off this week  
 \_\_\_ NO  
 Explain: \_\_\_\_\_

I, the Direct Care Worker (DCW), certify that I have worked the hours and services indicated above. **I understand that I cannot provide services while the Member is hospitalized or not in their residence** and that false information or misrepresentation constitutes Medicaid Fraud. Further, I understand that Consumer Direct will not pay for any services provided by a DCW that does not have up-to-date CPR, First Aid, or Continuing Education.

**DCW Signature:** \_\_\_\_\_ **Date:**  /  /

I, the Member or Managing Party, certify that the above DCW worked the hours listed for this Member, the services were provided in accordance with the care plan, and **the Member was NOT in a hospital, nursing home, or institution, or in a place other than Member's residence.** Falsification of this time sheet is considered Medicaid Fraud and may result in dismissal from the program and/or criminal prosecution.

**Member/Managing Party Signature:** \_\_\_\_\_ **Date:**  /  /

**Mail or Drop Off:** 50 N Alvernon Way Tucson, AZ 85711

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Email: [infocdaz@consumerdirectcare.com](mailto:infocdaz@consumerdirectcare.com)



# Timesheet Instructions

Want to avoid the hassle of paper timesheets? Enter your time the quick, easy, & secure way at [AZ.mydirectcare.com](http://AZ.mydirectcare.com)!

## These items must be completed for your timesheet to be processed:

- **DCW Name**
- **Employee ID**
- **Sunday that started your work week**
  - For example, if your first day worked was Tuesday the 12<sup>th</sup>, this would be Sunday the 10<sup>th</sup>
- **Member Name**
- **Member/Employer ID**
- **Member Signature & Date**
  - Must be dated on or after the last day worked.
- **DCW Signature & Date**
  - Must be dated on or after the last day worked.

## Each line of time must include:

- Service Date
- Time In with AM/PM
- Time Out with AM/PM
- Service Code


Make sure your timesheet is filled out completely and correctly, with all entries made neatly inside the boxes. Payment may be delayed if letters or numbers are not printed neatly inside the boxes WITHOUT touching any lines, or are not readable. Fill AM/PM bubbles completely.

**See examples below.**

Please continue on a second timesheet if you run out of room on the first. Bold items on the list to the left must also be filled in on the second timesheet.

For best results use **BLACK** ink

Shade circles completely, like this: 

Not like this: 

Fill boxes like this: 

A	B	C	1	2	3
---	---	---	---	---	---

Not like this: 

A	B	C	1	2	3
---	---	---	---	---	---

**Please use the service codes that are approved on your wage memo**

Service Codes			
	AHCCCS-MCOs (ex. UHCCP/Banner)	SEAGO	Mercy Care
Respite	S5150	RSP	S5150
Daily Respite	S5151	-----	S5151
Homemaker	S5130	HSK	S5130
Personal Care	T1019	ATT	T1019
Adult Companion Care	S5135	-----	S5135
Agency Based Traditional (ABT) Attendant Care	S5125	-----	S5125
ABT Spouse	S5125 U3	-----	S5125 U3
ABT Family member not living with member	S5125 U4	-----	S5125 U4
ABT Family member living with member	S5125 U5	-----	S5125 U5
Self-Directed Attendant Care (SDAC) Attendant Care Worker	S5125 U2	-----	
SDAC Family member not living with member	S5125 U2 U4	-----	
SDAC Family member living with member	S5125 U2 U5	-----	
Agency With Choice (AWC) Attendant Care Worker	S5125 U7	-----	S5125 U7
AWC Spouse	S5125 U7 U3	-----	S5125 U7 U3
AWC Family member not living with member	S5125 U7 U4	-----	S5125 U7 U4
AWC Family member living with member	S5125 U7 U5	-----	S5125 U7 U5
Training	Training	Training	Training
Training Family member not living with member	S5110	-----	
Training Family member living with member	S5115	-----	

Private Billing & Other Service Codes	
	Code
Personal Care Service	PCA
Private Pay Training	PVTTRAIN
ABT/AWC Sick Time	SICK1
SDAC Sick Time	SICK2

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