

**EXCEL Home Care- Philadelphia**  
 In Home Non-Medical Care at its Finest

Weekly Time Sheet & Service Log  
**Fax: 1-215-933-6965 or 1-215-554-6336 or 1-267-285-2949**

20\_\_

Philadelphia

**Client Name** \_\_\_\_\_

**Caregiver** \_\_\_\_\_

Please Print First & Last Names Above

Place an "X" in the column of each activity performed on that day

|              | Date | Time In | Time Out | Hours Worked | Bathing Assistance | Hair Care | Dressing Assistance | Lotion/Ointment | Meal Preparation | Eating/Drinking | Laundry | Light Housekeeping | Shopping /Errands | Medication Reminder | Reading/ Writing | Managing Finances | Social/Leisure Activities | Telephone/Communication Devices | Securing Transportation | Appointment Scheduling | Caring for Personal Possessions | Obtaining Seasonal Clothing | Ambulating | Range of Motion | Supervised Walks | Supervision/Coaching/Cueing | Toileting | Bowel/Bladder Management | Transfers | Incontinence Care |
|--------------|------|---------|----------|--------------|--------------------|-----------|---------------------|-----------------|------------------|-----------------|---------|--------------------|-------------------|---------------------|------------------|-------------------|---------------------------|---------------------------------|-------------------------|------------------------|---------------------------------|-----------------------------|------------|-----------------|------------------|-----------------------------|-----------|--------------------------|-----------|-------------------|
|              |      |         |          |              | Monday AM          |           |                     |                 |                  |                 |         |                    |                   |                     |                  |                   |                           |                                 |                         |                        |                                 |                             |            |                 |                  |                             |           |                          |           |                   |
| Monday PM    |      |         |          |              |                    |           |                     |                 |                  |                 |         |                    |                   |                     |                  |                   |                           |                                 |                         |                        |                                 |                             |            |                 |                  |                             |           |                          |           |                   |
| Tuesday AM   |      |         |          |              |                    |           |                     |                 |                  |                 |         |                    |                   |                     |                  |                   |                           |                                 |                         |                        |                                 |                             |            |                 |                  |                             |           |                          |           |                   |
| Tuesday PM   |      |         |          |              |                    |           |                     |                 |                  |                 |         |                    |                   |                     |                  |                   |                           |                                 |                         |                        |                                 |                             |            |                 |                  |                             |           |                          |           |                   |
| Wednesday AM |      |         |          |              |                    |           |                     |                 |                  |                 |         |                    |                   |                     |                  |                   |                           |                                 |                         |                        |                                 |                             |            |                 |                  |                             |           |                          |           |                   |
| Wednesday PM |      |         |          |              |                    |           |                     |                 |                  |                 |         |                    |                   |                     |                  |                   |                           |                                 |                         |                        |                                 |                             |            |                 |                  |                             |           |                          |           |                   |
| Thursday AM  |      |         |          |              |                    |           |                     |                 |                  |                 |         |                    |                   |                     |                  |                   |                           |                                 |                         |                        |                                 |                             |            |                 |                  |                             |           |                          |           |                   |
| Thursday PM  |      |         |          |              |                    |           |                     |                 |                  |                 |         |                    |                   |                     |                  |                   |                           |                                 |                         |                        |                                 |                             |            |                 |                  |                             |           |                          |           |                   |
| Friday AM    |      |         |          |              |                    |           |                     |                 |                  |                 |         |                    |                   |                     |                  |                   |                           |                                 |                         |                        |                                 |                             |            |                 |                  |                             |           |                          |           |                   |
| Friday PM    |      |         |          |              |                    |           |                     |                 |                  |                 |         |                    |                   |                     |                  |                   |                           |                                 |                         |                        |                                 |                             |            |                 |                  |                             |           |                          |           |                   |
| Saturday AM  |      |         |          |              |                    |           |                     |                 |                  |                 |         |                    |                   |                     |                  |                   |                           |                                 |                         |                        |                                 |                             |            |                 |                  |                             |           |                          |           |                   |
| Saturday PM  |      |         |          |              |                    |           |                     |                 |                  |                 |         |                    |                   |                     |                  |                   |                           |                                 |                         |                        |                                 |                             |            |                 |                  |                             |           |                          |           |                   |
| Sunday AM    |      |         |          |              |                    |           |                     |                 |                  |                 |         |                    |                   |                     |                  |                   |                           |                                 |                         |                        |                                 |                             |            |                 |                  |                             |           |                          |           |                   |
| Sunday PM    |      |         |          |              |                    |           |                     |                 |                  |                 |         |                    |                   |                     |                  |                   |                           |                                 |                         |                        |                                 |                             |            |                 |                  |                             |           |                          |           |                   |
| <b>Total</b> |      |         |          |              |                    |           |                     |                 |                  |                 |         |                    |                   |                     |                  |                   |                           |                                 |                         |                        |                                 |                             |            |                 |                  |                             |           |                          |           |                   |

**Additional Instructions:**  
 Personal Care Services should only be performed, *in the client's home*, if indicated by the office that these services are part of their Care Plan. **If your client is no longer at home (hospitalized, incarcerated or nursing home) PLEASE CALL THE OFFICE IMMEDIATELY AND REPORT IT!**

**Signature of Consumer & Caregiver (PER SHIFT)**

**TERMS & CONDITIONS: Please make copies of blank time sheet for future weeks!**

The signatures above (either caregiver and consumer, or consumer's authorized agent) indicate agreement as to the number of hours worked for the week listed and indicate agreement as to the services performed as indicated. **Any person(s) who knowingly submit false, fraudulent information for the purpose of wage remuneration are committing a crime and may be subject to immediate termination as well as civil and criminal penalties.**

**We MUST** receive your time sheet(s) that are signed by the client by 12pm each Monday.