

CDS 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.**

Employer/Consumer Name: _____ Employee/Attendant Name: _____

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

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

Check Tasks Completed During Shift:

Dressing/Grooming	Turning/Positioning	Tidy & Dust	Questions to Answer	Y	N
Bathing	Mobility/Transfer	Laundry (off site)	Client cond. same last visit?		
Assist w/ Toileting	Treatments	Laundry (on site)			
Meal Prep/Eating	Clean/Maintain Equipment	Trash	Tasks completed based on POC?		
Wash Dishes	Essential Correspondence	Essential Transportation			
Clean Kitchen	Clean Bath	Ostomy Hygiene	Did any incidents occur?		
Assist Transfer Device	Make Bed	Bowel/Bladder Routine			
Passive ROM	Change Linens		Incident Details (If applicable):		
Medications	Clean Floors				

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.

Employer (Consumer) Signature: _____ Date: _____

Employee (Attendant) 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.