



**Missed EVV Adjustment Form**

Employees: If a punch is missed, please complete this form, and send it to the email or fax listed above. Enter the **Actual** time you arrived and left **NOT** your scheduled time. You must also notify City home care of the missed punch in/out by calling at 717-477-5050 immediately after it happens.

Employee Name: _____ Participant Name _____
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Missed Date			Reason for Missed Punch (Please Select one and write it down in blank space below)
Time In			<ol style="list-style-type: none"> <li>1. Clock in/out of EVV system too early/too Late</li> <li>2. Forgot to clock in or out of EVV System</li> <li>3. New employee/ Existing employee unable to connect to EVV system/ Phone network issue</li> <li>4. Provided service outside of client's address</li> <li>5. Other (Please Explain Below)</li> </ol> <p><input type="checkbox"/> _____</p>
Time Out			
Total Hours			

**PLEASE SELECT THE SERVICES YOU PROVIDED:**

- Dressing   
  Oral Care/Dentures   
  Range of Motion   
  Supervision/Coaching   
  Hair Care  
 Transfers   
  Laundry/Fold   
  Light Housekeeping   
  Meal Preparation   
  Feeding  
 Shopping   
  Reminding Medicine   
  Supervised Walks   
  Finance Management   
  Socialization  
 Scheduling Appointment   
  Phone/Com. Device   
  Secure Transportation   
  Get seasonal  
 Clothing   
  Bowel/Bladder Management   
  Other \_\_\_\_\_

Please select the services from above or list the services you have provided to the consumer.)

**Notice:** By signing this you Certify that you have provided only Authorized units and it is as per the service plan for the consumer.

You agree to reimburse any over payments.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Participant Acknowledgement**

By signing below, I certify that I received services mentioned above on the date and time.

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Reminder:** All timesheet should be received by Monday 12 Pm of pay week at [Cityhomecare2020@gmail.com](mailto:Cityhomecare2020@gmail.com) or fax – 717-477-5050

**Office Use Only**

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_