



**TIME ACCOUNTING REPORT**

SELECT PROGRAM:

- Adult Brain Injury     Children and Youth with Special Health Care Needs

REPORTING MONTH/YEAR:

EMPLOYEE NAME: (First and last name of contract staff reporting time. One staff person per Time Accounting Report.)

CONTRACTOR NAME AND REGION NUMBER: (Example: St. Louis County Health Department, Region 10)

**KEYS**

**SERVICE CODES**

825	<b>PROGRAM (NON-MEDICAID)</b> - Hours/minutes spent conducting Service Coordination Activities for Non-Medicaid participants including home visits (travel) and all contacts with or about the participants.
125	<b>PROGRAM (MEDICAID)</b> - Hours/minutes spent conducting Service Coordination Activities for Medicaid participants including home visits (travel) and all contacts with or about the participants.

**ACTIVITY CODES**

502	<b>OUTREACH</b> - Hours/minutes spent conducting outreach activities (travel) including any organized efforts to expand awareness of and participation in Special Health Services (SHS) programs.
501	<b>ADMINISTRATION</b> - Hours/minutes spent conducting Administrative Activities including Service Coordinator meetings and trainings, monthly invoicing, filing, microfilming (preparation) or non-specific participant activities.
828	<b>MISCELLANEOUS</b> - Hours/minutes spent conducting activities not defined in above categories including contacts with non-participants for resource identification/referral.

**SERVICE/ACTIVITY CODES**

**HOURS**

		HOURS	
		Hours	Minutes
PROGRAM NON-MEDICAID PARTICIPANT ACTIVITIES	825		
PROGRAM MEDICAID PARTICIPANT ACTIVITIES	125		
OUTREACH ACTIVITIES (NON-MEDICAID)	502		
ADMINISTRATION ACTIVITIES (NON-MEDICAID)	501		
MISCELLANEOUS ACTIVITIES (NON-MEDICAID)	828		
<b>TOTAL TIME FOR MONTH:</b> (Total the hours/minutes of all Service/Activity Code entries)			

I attest that the time recorded above is a true allocation of all work performed by me during this reporting period.

EMPLOYEE SIGNATURE: (Signature of contract staff reporting time)

DATE: (Date the Time Accounting Report was signed)