

Michigan Service Documentation Log

Employers are responsible for reviewing and approving all worker documentation and ensuring it meets the Medicaid standards. Workers are responsible for ensuring adequate records exist for every shift worked and paid through the self-directed program. Employers should retain copies of all shift documentation and ensure they can provide logs for all shifts to Palco or the Mental Health Center upon request. Logs should also be emailed to Palco at enrollment@palcofirst.com with every time submission. Employers should make copies of this log or save digital copies.

REQUIRED INFORMATION	
Participant Full Name	Participant ID
Worker Full Name	Worker ID

Date of Service:		Location:	
Service Code:	Time In:	Time Out:	
Goal/Objective:			
Narrative: (Please include references to Individual Plan of Service in descriptive terms.)			
Worker Signature:			Signature Date:

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Service Code:	Time In:	Time Out:	
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