

Instructions for Nursing Hours Calendar Worksheets Hours Version

1. At the beginning of the month, please fill out the bottom information, containing your child's name, nursing agency, and number of approved regular and respite hours.
2. Each day, fill in the actual number of hours of nursing care received on that day. You may use a midnight-to-midnight system, or you may use a day-the-shift-starts system of recording, but please use the same system the entire month.
3. Scan your calendar and email to mftdwaiver@gmail.com or transfer the information into the Google form at https://docs.google.com/forms/d/1h3PMB5B8v71nxTbT75Dkc6_xjW1eU_R4vmlcNauZ3ss/viewform?usp=send_form

Instructions for Nursing Hours Calendar Worksheets Budget Version

1. At the beginning of the month, please fill out the bottom information, containing your child's name, nursing agency, budget, approved rates, and county (rates differ by county).
2. Each day, fill in the actual number of hours of nursing care received on that day. You may use a midnight-to-midnight system, or you may use a day-the-shift-starts system of recording, but please use the same system the entire month. Indicate whether you used an LPN or RN.
3. Scan your calendar and email to mftdwaiver@gmail.com.
4. If you are unable to scan, let me know and we can make arrangements for mailing it.