

# Example of an Electronic Time Sheet in DCI

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## Punch Entry Notes and Canned Statement Report as of: 07/13/2023

Punch ID	3253
Date of Service	07/12/2023
Employee/Vendor Name	John Doe
Employee Number	John Employee
Client/ Residential/ Day Program Name	Michael Doe
Service Code	PAS
Start Date	07/12/2023 10:00:00 AM
End Date	07/12/2023 05:00:00 PM
Statements	When I arrived Michael was still sleeping. I woke him up and assisted him with his morning hygiene. We worked on using an appropriate amount of toothpaste. Then I made him breakfast. After breakfast he wanted to go for a walk. We only walked to the end of the driveway and back because Michael said it was too hot. So we went inside and watched a movie that he choose. after the movie he wanted some lunch. I helped him make a peanut butter and jelly sandwich. I had to remind him not to dump the whole bag of chips on his plate. When he was done eating he wanted to take a nap. While he slept I cleaned up the kitchen from lunch and did his laundry. When he woke up it was time for me to leave.
Entry Type	Punch

Punch ID	3132
Date of Service	06/22/2023
Employee/Vendor Name	John Doe
Employee Number	John Employee
Client/ Residential/ Day Program Name	MICHAEL Doe
Service Code	PAS
Start Date	06/22/2023 02:17:00 PM
End Date	06/22/2023 02:21:00 PM
Statements	Michael had a good day. We worked on preparing a meal and reading a recipe. After dinner we went for a walk
Entry Type	Punch

Punch ID	3123
Date of Service	06/21/2023
Employee/Vendor Name	John Doe
Employee Number	John Employee
Client/ Residential/ Day Program Name	MICHAEL Doe
Service Code	PAS
Start Date	06/21/2023 08:20:00 AM
End Date	06/21/2023 12:13:00 PM
Statements	1: Assisted Michael with breakfast and cleaning up after, then went for a walk.
Entry Type	Punch