EFM Respite Care Hours Tracking Log

The hours tracking log records the ACTUAL hours of respite care provided in a family's home. This will assist both the family and provider(s) to ensure respite care usage remains under the authorized hours per month per family. At the end of each month, please sign to confirm the respite care hours. Logs should be kept in the family notebook unless otherwise requested by the partner agency, and can be used to assist the family when verifying hours during quality assurance calls.

Family Name : _____ **Month/Year :** _____

Provider Name	Date	# of Children	Start Time	End Time	Hours Used	Hours Remaining from Total
				Hours left =		

Parent Signature : _____ Date : _____

Provider's Signature : _____ Date : _____

Provider's Signature : _____ Date : _____

Provider's Signature : _____ Date : _____