



## Navy EFMP Respite Care Hours Tracking Log



The hours tracking log records the ACTUAL hours worked in a family's home. This will assist both the family and provider(s) to ensure respite care usage remains under 40 hours per month. At the end of each month, it should be signed by the parent and any provider for which the family used for respite care. Logs should be kept in the family notebook and can be used to assist the family when verifying hours during random quality assurance calls.

Family Name: \_\_\_\_\_

Month/Year: \_\_\_\_\_

Provider Name	Date	# of Children	Start Time	End Time	Hours Used	Available Hours Remaining from 40
<b>Hours left =</b>						

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Provider's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Provider's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Provider's Signature: \_\_\_\_\_ Date: \_\_\_\_\_