



## Paperwork Turn-in Instructions

**Providers, please assemble your paperwork in the following order before turning it in.**

### **Pile 1:**

- Original Employee Monthly Billing Document Signed
- **Copies** of each members timesheets, signed and dated  
\*\*\* All stapled together alphabetically\*\*\*

### **Pile 2:**

- **Copies** of each member's Monthly Habilitation Data and/or ATC sheets and Summary sheets, stapled together, each member separately. These are sent to the Support Coordinator monthly.

### **Pile 3:**

- Originals: (get filed in the member's file for audits)
- Individual member billing document, signed and dated
  - Monthly habilitation data and/or ATC sheets and summary
  - Daily notes w/member names, month and year on the top  
\*\*\*stapled together, each member's separately\*\*\*

