



State of Louisiana

Department of Health and Hospitals
Office of Aging and Adult Services

MEMORANDUM

TO: All Adult Day Health Care (ADHC) Waiver Providers

FROM: Tara A. LeBlanc *Tara A. LeBlanc*
Interim Assistant Secretary

DATE: December 22, 2014

SUBJECT: Sign-in and Sign-out Times on Attendance Roster

This memorandum is being sent as a reminder that all ADHC providers must keep sufficient records for the purposes of continuity of care/support and for adequate monitoring of progress toward outcomes and services received.

All ADHC providers must maintain an attendance log. The attendance log must be completed daily. The daily entry must contain the date the waiver participant is present with the exact time of arrival and exact time of departure. It has come to our attention that some ADHC providers are not documenting the date of attendance or the exact times of arrival and departure. This practice is not in compliance with mandated record-keeping requirements. All ADHC providers who are not properly documenting attendance should immediately take steps to ensure compliance.

Should you have questions about these guidelines for memos you can contact the OAAS Helpline at 1-866-758-5035.

cc: Derek Stafford