901 W. Civic Center Drive, Suite #400, Santa Ana, CA 92703 | (323) 841-4578 | admin@atwcllc.org

Employee Instructions — Digital Forms Completion and Submission

TO: All direct support staff and program supervisors
FROM: Davontay Robins, Program Director
EFFECTIVE: August 2026 · 2026–2027 Edition
APPLIES TO: Every shift worked and every pay period submitted

Beginning with the 2026–2027 edition, the Service Delivery Log, the Employee Timesheet, and the Physician & Medical Appointment Log are available as digital forms you fill out on your phone, tablet or computer. They contain the same sections as the paper versions and are approved for the same uses. Hours are calculated for you, required fields are checked before you sign, and the finished form prints as a PDF for the client record.

Paper forms remain acceptable. If you use the digital version, follow these instructions exactly so your documentation and your pay are not delayed.

1.0 WHAT YOU RECEIVED

You will receive a folder named ATWC-Forms, either as a zip file attached to an email or as a link. Its contents are listed below.

FILE	WHAT IT IS FOR
index.html	The start page. Open this first. It links to every form and document below.
service-delivery-log.html	Service Delivery Log. Complete one per client at the end of every shift you work.
timesheet.html	Employee Timesheet. Complete one for each pay period; your due date and pay date display automatically.
physician-log.html	Physician & Medical Appointment Log. Complete one per client for each reporting month.
Going-Digital-Announcement.pdf	The Program Director's memorandum announcing the digital forms program (Doc. No. ATWC-MEMO-2026-001).
Payroll-Schedule.pdf	All pay periods, timesheet due dates, pay dates, and paid holidays, June 2026 – June 2027.
Employee-Handbook.pdf	Employee Handbook, 2026–2027 Edition, effective August 1, 2026.
Paper-Templates (folder)	Printable paper versions of all three forms, subject to identical deadlines and standards.
START HERE.txt	A short plain-text version of these instructions.

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2.0 DOWNLOADING THE FOLDER

IF YOU RECEIVED A ZIP FILE BY EMAIL

- On a computer: save the attachment to your desktop, then double-click it. On Windows choose Extract All.

IF YOU RECEIVED A LINK

- Open the link on a computer in Chrome, Edge, or Safari and bookmark it. The forms load directly in the browser.

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3.0 ACCESS ON ANY DEVICE — THE OFFICIAL FORMS LINK

The forms are published at **https://atwcdigitialforms.netlify.app** and are fully mobile friendly. Open that link in Safari or Chrome on any phone, iPad, or computer and the complete digital form runs: fill, sign (draw or type), and Email PDF. On a phone, choose Add to Home Screen so the forms sit on your device like an app.

A form received as an email file attachment can be completed on a desktop or laptop computer by double-clicking it. On a phone or iPad, use the link instead of the attachment — attachments open as a read-only preview, and every form shows the link at the top of the page for that situation. Printed forms remain available from the office and are subject to the same deadlines and standards.

4.0 FILLING OUT AND SUBMITTING A FORM

1. Open the form and complete every section from top to bottom.
2. Click Check log or Check sheet. The form will list anything missing or inconsistent. Fix each item before continuing.
3. Sign in the signature box — draw with the mouse, or use the Type switch and type your full legal name (a typed full name counts as your electronic signature). Have the client sign the Service Delivery Log before you leave the shift.
4. Click the gold Email PDF button. The signed PDF downloads under the correct file name (for example, Robins_ServiceLog_08-04-2026.pdf) and a panel appears with three ways to send it: your Mail app, Gmail in the browser, or copy the address.
5. Attach the downloaded PDF to the email before sending — browsers do not permit a form to attach files for you. The signed PDF is the official record.
6. Send to Documents@atwcllc.org from your agency email address, then check your Sent folder to confirm the attachment went with it.

> **NOTHING IS SAVED UNTIL YOU CREATE THE PDF**
>
> The form holds your entries only while the page is open. Finish it in one sitting, and do not close the tab, restart your phone, or switch away for a long period before you have saved the PDF.
>
> If you need to stop partway through, save the PDF as it stands, then start a new form and finish it.

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5.0 DEADLINES

- Service Delivery Log — one per client, per shift, completed and signed before you leave the shift. A log submitted days later does not support the hours claimed.
- Employee Timesheet — one per pay period, submitted by 12:00 PM on the due date shown on the payroll schedule. Late timesheets will delay pay.
- Special Incident Report — if the log shows a behavior of concern or an incident, notify your supervisor during the shift and follow the agency's SIR timeline. The log does not replace the SIR.

6.0 DOCUMENTATION STANDARDS

The digital form checks that fields are filled in. It cannot check that what you wrote is good documentation. These rules have not changed.

- Check only the activities you actually provided during that shift.
- Every activity you check needs a matching note in Section 5. A checkmark with no note does not support the hours claimed.
- Write what you saw. “Prompted twice to check the list, then found all six items on his own” is a progress note. “Worked on shopping” is not.
- Record the times you actually worked. Falsifying time is grounds for termination.

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7.0 PROTECTING CLIENT INFORMATION

These forms contain protected health information. The same confidentiality rules apply to a PDF on your phone as to a paper file.

- Send completed forms only to Documents@atwcllc.org, and only from your agency email address.
- Delete the saved PDF from your phone or personal computer once you have confirmation it was received.
- Do not text a completed form, post it, store it in a personal cloud account, or share it over a messaging app.
- Do not leave completed forms, printed or digital, in vehicles or any unsecured location.
- Lock your phone with a passcode if you use it for agency documentation.
- Report a lost or stolen device that holds client information to the Program Director the same day.

8.0 IF SOMETHING GOES WRONG

THE FORM WILL NOT OPEN

Make sure you unpacked the zip file first — the forms will not open from inside a zip. If your phone offers to open the file with a text editor, choose your browser instead.

TOTAL HOURS SHOWS ZERO OR LOOKS WRONG

Check the time in, lunch and time out entries, including AM and PM. Overnight shifts crossing midnight are calculated correctly; a blank time in or time out is not.

I LOST MY ENTRIES BEFORE SAVING THE PDF

Reopen the form and complete it again from your shift notes. Contact your supervisor if this puts you at risk of missing a deadline.

I AM NOT SURE WHETHER SOMETHING BELONGS IN THE LOG

Ask your supervisor before you sign. Contact the Program Director at (323) 841-4578 or admin@atwcllc.org.

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FOR THE PERSONNEL FILE — SIGN AND RETURN

Acknowledgment of Receipt

I acknowledge that I have received and reviewed the Employee Instructions for the digital Service Delivery Log and Employee Timesheet, 2026–2027 Edition, dated August 2026.

I understand that:

- A Service Delivery Log must be completed and signed for every client, every shift, before I leave that shift.
- My timesheet is due by 12:00 PM on the due date shown on the payroll schedule, and a late timesheet will delay my pay.
- Every activity I check must have a matching progress note describing what the client actually did.
- Completed forms contain protected health information and may only be sent to Documents@atwcllc.org from my agency email address.
- Recording time I did not work, or services I did not provide, is falsification of records and is grounds for termination.

I have had the opportunity to ask questions about these procedures, and I know to contact my supervisor or the Program Director if I am unsure how to document something.

EMPLOYEE NAME (PRINT) _____ POSITION / TITLE _____

EMPLOYEE SIGNATURE _____ DATE _____

SUPERVISOR OR PROGRAM DIRECTOR SIGNATURE _____ DATE _____

File the signed copy in the employee's personnel record. Provide the employee with a copy of the instructions.

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