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Digital Forms Program — Agency-Wide Implementation

TO: All employees

FROM: Davontay Robins, Program Director

DATE: August 2026

DOC. NO.: ATWC-MEMO-2026-001 | Rev. C

SUBJECT: Digital forms now available for all agency templates; submission procedures

All Together We Can, LLC is implementing digital documentation effective immediately. All agency templates are now available in digital form. The forms require no sign-up, application, or account of any kind; they open in the web browser already installed on the employee's phone or computer.

Use of the digital forms is optional. Printed forms remain fully available and fully accepted, and no employee is required to use a personal device for agency documentation.

1.0 SCOPE OF THE DIGITAL FORMS PROGRAM

- Service Delivery Log — one per client, per shift
- Employee Timesheet — one per pay period, with hours calculated automatically and the due date shown from the payroll schedule
- Physician & Medical Appointment Log — one per client, per month

The distribution packet also contains the Employee Instructions, the 2026–2027 Payroll Schedule, the 2026–2027 Employee Handbook, and printable paper versions of every form.

DIGITAL IS OPTIONAL — PRINT REMAINS AVAILABLE

Every employee may choose either format. Print versions of all three forms are included in the Paper-Templates folder of the distribution packet, and printed copies are available from the office at any time.

Whichever format you choose, the deadlines and documentation standards are identical, and no employee will be required to install anything or use a personal device for agency documentation.

REQUIREMENTS THAT REMAIN UNCHANGED

Digital completion changes the method of preparation only. It does not change deadlines or documentation standards. Service Delivery Logs remain due, completed and signed, before the employee leaves the shift. Timesheets remain due by 12:00 PM on the date shown on the payroll schedule; late timesheets delay pay to the following pay date.

Every completed form must reach the office by its due date by one of three approved methods: the Email PDF function within the form; direct email to Documents@atwcllc.org from the employee's agency email address; or printed hard copy delivered to the office.

ALL TOGETHER WE CAN, LLC ATWCDIGITIALFORMS.NETLIFY.APP

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2.0 ACCESS ON ANY DEVICE — ATWCDIGITIALFORMS.NETLIFY.APP

The digital forms are now published at the agency's official forms link and are fully mobile friendly. Opening the link below in Safari or Chrome — on any phone, iPad, or computer — runs the complete digital form: on-screen signatures (drawn or typed), automatic hour totals, completeness checks, and the Email PDF function addressed to Documents@atwcllc.org.

OFFICIAL FORMS LINK — SAVE IT

All forms: https://atwcdigitialforms.netlify.app

Service Delivery Log: https://atwcdigitialforms.netlify.app/service-delivery-log.html

Employee Timesheet: https://atwcdigitialforms.netlify.app/timesheet.html

Physician & Medical Log: https://atwcdigitialforms.netlify.app/physician-log.html

Tip: open the link on your phone and choose Add to Home Screen — the forms will sit on your device like an app and load even with a weak signal after the first visit.

Forms received as email file attachments can be completed on a desktop or laptop computer by double-clicking the file. On a phone or iPad, use the link rather than an attachment — attachments open as a read-only preview; every form carries the link at the top of the page for exactly that situation.

3.0 COMPLETION AND SUBMISSION PROCEDURE

1. Open https://atwcdigitialforms.netlify.app in Safari or Chrome on any device and select the required form — or, on a computer, open index.html from the ATWC-Forms folder (extract the zip first if it arrived as one).
2. Complete every section, then select Check log or Check sheet. The form identifies any missing or inconsistent entries prior to signature.
3. Sign on screen. Client signature is captured before the employee leaves the shift, where applicable.
4. Select the Email PDF function. The form generates the signed PDF on the computer and the transmission procedure in Section 3.1 applies.
5. Transmit to Documents@atwcllc.org from the employee's agency email address, or select Print / Save and deliver a printed copy to the office.

3.1 TRANSMITTING THE SIGNED PDF

Selecting Email PDF performs two actions: the signed PDF downloads to the Downloads folder under the correct file name, and an on-screen panel titled “Your signed PDF is ready” is displayed.

The panel provides three transmission options: Open my Mail app (a pre-addressed message for Outlook or Apple Mail); Use Gmail in the browser (a Gmail compose window pre-addressed to Documents@atwcllc.org); or Copy address for any other email service.

The employee must attach the downloaded PDF to the message before sending. Web browsers do not permit a form to attach files on the user's behalf; the message text serves as a reminder only, and the signed PDF is

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the official record. If the download does not appear, the panel includes a Download it again link.

4.0 SUBMISSION DEADLINES

FORM	DEADLINE
Service Delivery Log	Completed and signed before the employee leaves each shift. A log submitted after the fact does not support the hours claimed.
Employee Timesheet	12:00 PM on the due date shown on the payroll schedule. The digital timesheet displays the applicable due date and pay date automatically. A late timesheet moves pay to the following pay date.
Physician & Medical Log	End of each reporting month, for every client on the employee's assignment.

5.0 COMPLIANCE REQUIREMENTS

- No entry is saved until the PDF is generated. Each form must be completed in a single session; do not close the browser tab before transmission.
- These forms contain protected health information. Transmit only to Documents@atwcllc.org, and only from an agency email address. Do not transmit by text message, store in personal cloud accounts, or leave printed copies in vehicles or unsecured locations.
- Confirm each submission: after sending, verify in the Sent folder that the message includes the PDF attachment. A message without the attachment does not constitute a submission.
- Field validation does not alter documentation standards. Every activity checked requires a corresponding progress note, and employees record only services actually provided and time actually worked.
- Going digital is optional. Paper forms remain fully available and fully acceptable — print versions of every template are provided in the Paper-Templates folder, printed copies are available from the office, and both formats are subject to identical deadlines and standards.

SUPPORT

Direct questions to the employee's supervisor, or to the Program Director at (323) 841-4578 or admin@atwcllc.org. Any difficulty opening a form or transmitting a PDF should be reported immediately; a technical problem is not an accepted basis for late documentation.

Approved and issued by:

Davontay Robins
Program Director, All Together We Can, LLC
Effective date: August 1, 2026 | Supersedes: all prior form-submission guidance

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