

Name: _____

[] On Call

Month: _____ Day: _____ Year: _____

In	Out	A-Admit D-Discharge	Client Name, Establishment, or Activities Description	Total Minutes	Code	Program	From City	To City	MCH Core Public Health Functions	Miles
0800	0815									
0815	0830									
0830	0845									
0845	0900									
0900	0915									
0915	0930									
0930	0945									
0945	1000									
1000	1015									
1015	1030									
1030	1045									
1045	1100									
1100	1115									
1115	1130									
1130	1145									
1145	1200									
1200	1215									
1215	1230									
1230	1245									
1245	1300									
1300	1315									
1315	1330									
1330	1345									
1345	1400									
1400	1415									
1415	1430									
1430	1445									
1445	1500									
1500	1515									
1515	1530									
1530	1545									
1545	1600									
1600	1615									
1615	1630									

Total Minutes Worked				For Office Use Only			
Sick:	Comp Time:	Vacation:		Mileage Code:		Amount:	
Family Sick	Personal	Holiday:		Mileage Code:		Amount:	
Funeral leave	Jury Duty			Mileage Code:		Amount:	

<u>CODE</u>		<u>Program</u>	
Administration	ADM	Administration	ADM
Dental Infrastructure building with ABCD	ABCD	Bio/Emergency Response	BIO
Audit	AUD	Bereavement	BV
Break	BRK	Care for Kids - All	CFKALL
		Care for Kids - Lee	CFK
Care Coordination	CCD	Care for Kids – Davis	DAV
Case Conference	CC	Care for Kids – Des Moines	DM
Case Management	CM	Care for Kids – Jefferson	JEFF
Clinic Time	CLINIC	Care for Kids – Van Buren	VB
Community Health Needs Assessment	CHNA	Child Care Nurse Consultant	CCNC
Community Partnership Building	CPB	Child Care Nurse Consultant – Des Moines	CCNCDM
Dental Infrastructure	DI	Child Health - All	CHALL
Group Session/Class	GRP	Child Health - Davis	CH DAV
Informing/Re-informing	INF	Child Health – Des Moines	CH DM
Intake	INT	Child Health - Jefferson	CH JEFF
Investigative	INV	Child Health – Lee	CH
Inservice	INS	Child Health – Van Buren	CHVB
Lead Screenings	LEAD	Communicable Disease	CD
Management Supervision	MS	Community Education	COMEDU
Meeting	MTG	Dental Care for Kids - All	DCFKALL
Office Time	OFFC	Dental Care for Kids – Davis	DCFKDAV
Oral Health	ORAL	Dental Care for Kids – Des Moines	DCFKDM
Orientation/Training	ORIENT	Dental Care for Kids - Jefferson	DCFKJEF
Outreach/Education	OUT	Dental Care for Kids – Lee	DCFK
Quality Improvement	QI	Dental Care for Kids – Van Buren	DCFKVB
Presentation	PRES	Dental Day Care	DD
Service Management	SM	Dental Day Care – Des Moines	DD DM
Supervision	SV	Dental Sealant	DS
Support Coordination	SC	Flu	FLU
Volunteer Service Coordination	VSC	Hawk-I – all	HWKIAL
Travel Time		Hawk-I – Davis	HWKIDAV
Corporate	CRT	Hawk-I – Des Moines	HWKIDM
Service or Visit Related	VRT	Hawk-I – Jefferson	HWKIJEF
VISITS		Hawk-I – Lee	HWKI
Assessment Visit	AV	Hawk- I – Van Buren	HWKIVB
Assessment Visit (Non Resident)	AVN	Healthy Mental Development	HMDI
Companion	COMPV	Healthy Homes	HH
Health Promotion Visit	HPV	H1N1	H1N1
Home Health Aide	HHA	Home Health Aide	HHA
Homemaker	HMKR	Homemaker	HMKR
HOPES Visit	HFIV	HOPES	HFI
Hospital Visit	HSPV	Hospice	HOSP
Home Visit MCH	HVMCH	I-SMILE – All	ISMILEALL
Not Home Visit	NH	I-SMILE – Davis	ISMILEDVA
Not Home Drop By	NHD	I-SMILE – Des Moines	ISMILEDM
Office Visit	OV	I-Smile - Jefferson	ISMILEJEF
Shared or Orientation	SHV	I-SMILE – Lee	ISMILE
Skilled Nursing Visit	SNV	I-SMILE – Van Buren	ISMILEVB
Social Worker Visit	SWV	Immunizations	IMM
Support Visit	SUV	Lead Poisoning Prevention	LEAD
Volunteer	VOL	Maternal Health – All	MHALL
Environmental		Maternal Health - Lee	MH
Complaint	CPL	Maternal Health Des Moines	MH DM
Effluent Sample	ES	Maternal Health – Oral	MHO
Plugging	PLUG	Maternal Infant Early Childhood Home Visitation	MIEC
Pre-Opening	PRE	Maternal Infant Early Childhood – Des Moines	MIECDM
Nuisance	NU	Nursing	NSG
Recheck	REC	Personal Cares	PC
Recommendation	RECOM	Public Health Modernization	PHM
Regular Inspection	REG	Senior Health	SH
Site Survey	SS	Telephone Reassurance	TR
Test	TEST	Tobacco	TOB
Variance Check	VC	Wellness	WEL
Walk Through	WT	Environmental Programs	
Environmental Programs Continued		Food	FOOD
Sewer	SEW	Hotel or Motel	MOT
Tanning	TAN	Heat Pump	HP
Tattoo	TAT	Monitor Well	MW
Temporary Food	TP	Nuisance	NU
Vending Machine	FM	Pools & Spas	PS
Water Well	WW	Pumper Truck	PUMP
		Radon	RAD