

**Pathways of SW PA
AWC Weekly Schedule**

Individual: _____

County: _____

Sun. to Sat.

Week of : _____ **to** _____

Recurs Weekly:

Until Date:

Week #1	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date							
Start - End 1							
Duration							
Service							
SSP Worker							
Start - End 2							
Duration							
Service							
SSP Worker							
Start-End 3							
Duration							
Service							
SSP Worker							
Start - End 4							
Duration							
Service							
SSP Worker							
Start - End 5							
Duration							
Service							
SSP Worker							

(W1726): Companion W/B
(W1726:U4): Companion W/O
(W7061): H&C 1:1 Degreed Staff
(W7060): H&C 1:1 W/B
(W7060:U4): H&C 1:1 W/O
(W7069): H&C 2:1 Enhanced W/B
(W7068): H&C 2:1 W/B
(W9863): Respite 1:1 Enhanced 15 min W/B
(W9862): Respite 15 min W/B
(W9862:U4): Respite 15 min W/O
(W9798): Respite 24HR W/B
(W9798:U4): Respite 24HR W/O
(W7235): SE Career Assessment W/B
(W9794): SE Job Coach W/B
(W9794:U4): SE Job Coach W/O
(H2023): SE Job Find W/B

Submitted By:

Date:

Tips on how to complete the Work schedule form on-line:

Note: Every day has up to 5 separate shifts.

1. To get started, enter the name of **Client** that you will be performing services for.
2. Next, select the corresponding **County** from the drop-down list
3. At the **Week Of** entry, select the button on the far right of the prompt and a calendar control will appear
4. Select the Sunday date of the week that you want to schedule
5. The **Week Of** will contain the Sunday date and the Saturday date at the end of the week
6. The date row below will automatically fill in with dates for every day of the week
7. If the schedule that you are going to fill in, is the same every week, then select the check-box of the **Recurs Weekly** and fill in the **Until Date** with a date (in the future) the schedule no longer repeats.
8. Then fill out the schedule by enter the start time and end time for each day. The **Duration** row below will display the length of time between the start time and end time.
9. Select the **Service** to be performed from the drop-down list
10. Enter the name of the **SSP Worker** that will be performing the service.

Email all completed schedule form to: schedule@yourawc.org

Fax option: 724-225-4934 Email is preferred

For assistance call: 1-800-340-1029