

## Care Log Submission Notice

Date of Notice:

Month in Question:

Caregiver Name:

Member Name:

We have not yet received your care log for the month listed above.

The care log submitted for the above month was incomplete or incorrectly filled out.

### AFC/GAFC Program Requirement:

In accordance with the MassHealth Adult Foster Care (AFC/GAFC) regulations, care logs must be completed daily and submitted to the agency. GIAHCS requires receipt of all care logs no later than the 3rd day of each month for the preceding month of care. Failure to comply with this requirement may result in:

- Delayed payment for services provided.
- Potential program non-compliance.

Required Action: Submit the completed care log ASAP. Contact the office if you require assistance with completing or submitting the care log at 508-304-6985 or [cgservices@giahomecareservices.com](mailto:cgservices@giahomecareservices.com).

If you have already submitted the log and believe this notice was sent in error, please contact us immediately at 508-304-6985.