



# Error Report

Due 48 hours after missed clock in/out

Client Name:	DSP Name:
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Date of Shift	Exact Time In	Exact Time Out	Total Hours	Tasks Completed

Reason for Error Report	<input type="checkbox"/>	Client has no working phone	<input type="checkbox"/>	Forgot
	<input type="checkbox"/>	Client phone unavailable	<input type="checkbox"/>	Problem with Telephony/App
	Other:			

I confirm that the above information is accurate

X

X

Client/Responsible Party Signature

DSP Signature

Turn in to the office, drop box, or by emailing a photo of the completed form to [schedule@tihc.org](mailto:schedule@tihc.org)



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