

**MENTAL HEALTH PROFESSIONAL Monthly Summary Worksheet for Cost Report**

Month & Year: \_\_\_\_\_

**Directions:** Transfer data from SBS DAILY logs for each week into the Summary Column.  
 Total the Minutes, convert to Time and enter result in Time column.  
 Total the Units, enter result in Units column. If > 1 MH Professional, use additional columns.

Facility: \_\_\_\_\_

Week	MH PROF. Name: Summary			MH PROF. Name: Summary			MH PROF. Name: Summary			Totals:	
	Time	Units		Time	Units		Time	Units		Time	Units
	Minutes: (Mins / 60 = Time)		×	Minutes: (Mins / 60 = Time)		×	Minutes: (Mins / 60 = Time)		×	<input type="text"/>	<input type="text"/>
	Units:	×		Units:	×		Units:	×		<input type="text"/>	<input type="text"/>
	Minutes: (Mins / 60 = Time)		×	Minutes: (Mins / 60 = Time)		×	Minutes: (Mins / 60 = Time)		×	<input type="text"/>	<input type="text"/>
	Units:	×		Units:	×		Units:	×		<input type="text"/>	<input type="text"/>
	Minutes: (Mins / 60 = Time)		×	Minutes: (Mins / 60 = Time)		×	Minutes: (Mins / 60 = Time)		×	<input type="text"/>	<input type="text"/>
	Units:	×		Units:	×		Units:	×		<input type="text"/>	<input type="text"/>
	Minutes: (Mins / 60 = Time)		×	Minutes: (Mins / 60 = Time)		×	Minutes: (Mins / 60 = Time)		×	<input type="text"/>	<input type="text"/>
	Units:	×		Units:	×		Units:	×		<input type="text"/>	<input type="text"/>

Totals	Time	Units	Time	Units	Time	Units	Total Time	Total Units
Total Hours and Minutes worked this month:			Total Hours and Minutes worked this month:			Total Hours and Minutes worked this month:		
<input type="text"/>			<input type="text"/>			<input type="text"/>		