

**Tennessee Department of Human Services  
INSTRUCTIONS FOR USE OF FORM HS-3480  
SSBG Missed Appointment Log**

**1. Purpose of the form**

The purpose is to inform SSBG state office staff of how many clients get canceled by each agency every month so state office can be sure to limit those occurrences.

**2. When it is used**

Each homemaker agency must fill this out monthly if they have any missed appointments that are not rescheduled

**3. Who completes the form**

Homemaker contracting agency leadership

**4. An explanation of what goes into any field that is not clearly self-explanatory or any additional information needed to process this form (e.g. routing, processing etc.) n/a**

**5. Who needs the original and where should it be filed**

SSBG Program Coordinator

**6. Who needs a copy and where should it be filed**

SSBG Program Coordinator, shared drive

**7. Length of time the form must be maintained after the service is rendered/case closed**

6 years