



Service Plan Binder

Our service plan binder acts as an *important tool for our families,* clients and our team to ensure access to information and *ongoing documentation* throughout the client's time on service.



Greater Peace of Mind. The Best Price Guarantee!

📞 CT: 860.920.5800 • 🌐 thehomeaides.com • 📞 MA: 617.207.9827

24 Hour Care ♥ Hourly Care ♥ Live-In Care ♥ Companion Care ♥ Fall Prevention

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Employee Resources



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517 Center Point Drive, Middletown, CT 06457

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12 Tips When Working With People With Dementia & Alzheimer's

1 Get to know the person

- Know their likes and dislikes
- Gather their life story
- Have (3) points of conversation



7 Keep it quiet

- Stop and listen
- Reduce conflicting noises
- Avoid crowds and lost of noise



2 Smile! – they'll notice:

- Your emotional state
- Your body language
- Your tone of voice



8 Do not argue

- Go with the flow
- Acknowledge what they are saying
- Telling them they are wrong may have a negative effect



3 Remember to slow down

- Provide care in a relaxed manner
- Enable them to do things themselves
- Keep it simple for them



9 Engage and encourage

- Engage them in a meaningful activity
- Set up activities to succeed
- Thank them for their engagement



4 Introduce yourself

- Let the person know who you are
- Tell them why you are there for them
- Obtain permission to assist with care



10 Consider safety

- Approach them calmly & safely
- Keep a safe distance
- Allow yourself an exit



5 Communicate clearly

- Make one point at a time
- Glasses & hearing aids used if needed
- Use an interpretor if needed



11 Distract

- Talk or yearn about their life
- Give them something to do
- Provide a relaxed environment



6 Step back

- Leave the area when they are aggressive
- Reassess and try again later
- Try to identify the trigger of the behavior



12 Talk with others

- What has/has not worked?
- Talk about what has happened
- Record what you did



Alzheimer's Caregivers Tips

1 Communication

- Make eye contact and call the person by name.
- Speak slowly, use short phrases, and offer one-step instructions, for instance, say "Let's set the table" or "I need help folding clothes".
- Avoid starting sentences with the word, "Remember...". It is ineffective and may cause feelings of failure or provoke an argument.
- Avoid "yes" or "no" questions. Suggest activities by saying, "It's time to..." rather than, "do you want to?..."
- Use, "Let's..." to encourage cooperation and participation. Ex. "Let's go to the table for lunch".
- Avoid giving commands or directives

2 Behavior Changes

- Maintain a daily routine
- Use distractions such as music, signing, or other activities to redirect attention or address agitation.
- Ask for help from family, friends, or church groups to prevent caregiver burnout.
- Look for the early signs of agitation such as a raised voice, fidgeting or repetitive behaviors.
- Offer reassurance such as, "i am right here" or "are you okay?".
- Reduce noise, clutter, or the number of people in the room.
- Try soothing music, reading or walks to promote a calm mood.
- Slow down and try to relax if you think your stress or fatigue may be affecting the person.

3 Sleep Problems

- Make sure the person gets exercise each day and limit day time naps.
 - Encourage day time mental and physical activities, such as games, puzzles & socialization.
 - Try to maintain a consistent bed time & calming bed time rituals, such as soft music instead of TV.
 - Plan activities that require more energy early in the day. For example, try bathing in the morning or serving the largest family meal in the middle of the day.
 - Limit caffeine intake.
-

Do Not Ask Me To Remember

Do not ask me to remember,
Don't try to make me understand,
Let me rest and know you're with me,
Kiss my cheek and hold my hand.

I'm confused beyond your concept,
I am sad and sick and lost.
All I know is that I need you
To be with me at all cost.

Do not lose your patience with me,
Do not scold or curse or cry.
I can't help the way I'm acting,
Can't be different though I try.

Just remember that I need you,
That the best of me is gone,
Please don't fail to stand beside me,
Love me 'till my life is done.

- *Author Unknown*



10 Tips To Remember

Agree never **Argue**
Ask never **Command**
Distract never **Shame**
Reinforce never **Force**
Redirect never **Reason**
Reassure never **Lecture**
Encourage never **Condescend**
Repeat never **Say "I told you"**
Reminisce never **Say "Remember..."**
Say "Do what you can" never **Say "You can't"**

The
HomeAides
Quality Caregivers 24 • 7 • 365

Covid-19

August 1, 2021

We continue to adhere to the CDC guidelines for all information surrounding the coronavirus disease (COVID-19), We understand the concern surrounding this virus and we would like to share with you the policies that we are implementing to address the health risks to our caregivers and clients.

The HomeAides' number one priority is always the safety and health of our clients, caregivers, families, and the communities/facilities where we work.

Here is the link to the CDC site that we are following the guidelines for to ensure everyone's health and safety:

https://www.cdc.gov/coronavirus/2019-ncov/about/prevention.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fprevention-treatment.html

We encourage mask use even while fully vaccinated.

We encourage all HomeAides caregivers to adhere to the below procedures to prevent the further spread of COVID-19 as it follows the CDC guidelines of prevention:

We help our aides schedule their covid test to keep up to date on their tests.

- *Stay home if you believe you have been exposed to the virus, even if you are not showing any symptoms.*
- *Stay home when you are sick, especially if you have respiratory illness symptoms.*
- *If you have traveled to a country on the CDC list of level 2 or 3 travel health notices and feel ill, call your individual health care provider.*
- *Monitor yourself for fever, coughing and shortness of breath.*
- *Sanitize your hands often for at least 20 seconds each time.*
- *Cover your cough or sneeze with a tissue, then throw the tissue in the trash.*
- *Avoid touching your eyes, nose and mouth.*
- *Routinely disinfect frequently touched objects and surfaces, using a cleaning spray or wipe.*

All HomeAides caregivers should adhere to the following precautions while working as a healthcare provider following the CDC guidelines below:

- *Use the CDC's Standard and Transmission-Based Precautions when caring for patients with confirmed or possible COVID-19.*
- *Perform hand hygiene with alcohol-based hand rub before and after all patient contact, contact with potentially infectious material, and before putting on and upon removal of PPE, including gloves.*
- *Use soap and water and wash hands for approximately 30 seconds.*

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Caregiver Accountability



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Employee General Rules of Conduct and Uniform Policy

The Home Aides has established these General Rules of Conduct and Uniform Policy for all employees. Each employee has a right and duty to know what the Agency deems important, improper and illegal with respect to that employee's conduct. It is important to note that off-duty conduct which reflects poorly on the Agency or caregiver will also result in discipline. The employee also understands that it is not practical to list all of the expected General Rules of Conduct and Uniform Policy, so not all are listed.

By signing below, the employee agrees to follow these General Rules of Conduct and Uniform Policy and understands that a violation of these and other rules is grounds for disciplinary action up to and including termination of employment:

A. General Rules of Conduct

1. Employees shall follow the directions of their supervisor and shall not be insubordinate, rude or act in defiance of their supervisor or Agency management.
2. All information submitted by employees, especially all client service plans and time records completed by the employee, must be true, accurate, complete and not misleading.
3. No employee shall disclose confidential information, especially client medical or other client information. Confidential information is information not known by or readily available to the general public.
4. Employees shall not take from the client's or Agency's premise any documents, papers, records or files containing confidential client or Agency information without the express permission of the employee's supervisor and, where applicable, the client.
5. Employees shall maintain a professional appearance at all times while at work and shall maintain professional and clean hygiene in a manner that is not offensive to other coworkers or the general public, especially our clients. This obligation is part of the requirements of the Uniform Policy.
6. Reporting to work under the influence of liquor or illegal or unauthorized drugs, possession or use of liquor or illegal or unauthorized drugs on Agency or client premises is strictly prohibited.

It is also very important that the caregiver notify his/her supervisor if he/she is taking a medication that could adversely affect the caregiver's ability to perform his/her job or put the caregiver, the clients and/or others at risk of injury. There is no obligation to disclose the brand of medication and the condition it is related to, just the impact it may have on the caregiver's ability to carry out all of his/her responsibilities.

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Employee General Rules of Conduct and Uniform Policy

7. No employee shall threaten or use violence against any other employee, client, client family member or any member of the general public.
8. Employees must avoid tardiness, absence and early departure from a client's premises without the prior permission of their supervisor. Every employee shall notify his/her supervisor of an anticipated tardiness, absence or early departure.
9. All employees must accurately record their work time and especially the length of unpaid breaks. Payment for time knowingly not worked is a form of theft.
10. Personal phone calls or texting is prohibited during work time and should be limited to breaks; please see the Cellphone & iPad/Tablet Policy.
11. No employee shall be in possession of firearms (licensed or unlicensed) or other weapons while on Agency or client's residence, including in the employee's vehicle, if used to transport a client or parked at the client's residence.
12. Every employee will comply with all safety regulations and procedures.

B. Uniform Policy

All employees as part of the offer of employment are required to purchase one set of 2 uniform shirts and may purchase more than that at their option. The employee agrees that the cost of the shirts may be deducted from their paycheck and that they are responsible for keeping the shirts clean and being in proper attire. Proper uniform attire is defined as : The HomeAides uniform shirt , clean and pressed khaki pants in colors blue, black and grey and clean closed toes shoes. An employee who is not in proper attire or fails to wear the uniform shirt may be required to go home and change as long as it does not put the client being unattended, or could be subject to discipline, if this occurs more than once.

The HomeAides employees are Not permitted to wear scrubs, sweatpants, hooded sweatshirts, jeans, open toed shoes , headbands or large jewelry to include large hoop ear rings.

It is expected that all Caregivers and staff of The HomeAides will be neatly groomed as well in company uniform at all times.

I acknowledge that I have read, understand and agree to the above General Rules of Conduct and Uniform Policy and understand this is in addition to my obligations under my employment agreement, client service plan and any other Agency documents.

Employee Signature

Date Signed



Fall Policy

June 28, 2022

Fall Policy

Protect Client from Injury

If a client is found on the floor, or has a witnessed fall, it is the policy of The Home Aides that client is not moved or repositioned in any way.

Assure client is breathing and awake, without moving client.

If a client falls or is observed on the floor at an assisted living facility or skilled nursing facility, caregiver employed by The Home Aides, must alert facility staff immediately by using call system. Caregiver will also verbally notify community staff. The Home Aides caregiver will stay with patient at all times, without moving client until assistance arrives.

If facility staff does not respond or arrive to observe client within 7 minutes, The Home Aides caregiver will call the office at 860-920-5800 to report.

If a client is found on the floor or a fall is witnessed in a client's home, it is the policy of The Home Aides, that the caregiver will call client's responsible party immediately to report fall. The Home Aides caregiver will then call Tina Chillemi at 860-920-5800. The Home Aides caregiver will remain with client at all times until further instruction.

It is the policy of The Home Aides that all caregivers are required to document a fall or when a client is found on floor. Documentation is required to include, date and time of fall, the name of the person who was notified and at what time notification was given.

The Home Aides caregiver should also document the name of the person who provided assistance.



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Cellphone & iPad / Tablet Policy

The HomeAides has established this Cellphone & iPad/Tablet Policy because the Agency has learned that a number of companions are receiving and sending personal texts, emails and other forms of messages or internet surfing (including through social media sites such as Facebook, Snapchat, Instagram and more) during working time, in which they are being paid to care for a client.

A. Rule

1. It is strictly prohibited to send and receive any personal text or email messages, access any social media sites or apps, surf the internet and make/take any calls on the companion's cellphone or the client's cellphone or home phone (assuming you have the express permission of the client) during the working hours the companion is being paid for and supposed to be caring for the client.
2. Emails, text messages, phone calls and the use of social media is limited to unpaid break time. Since the companion has significant flexibility in taking certain unpaid breaks, there is clearly sufficient time for the companion to use their cellphone and iPad/tablet during their unpaid break time.

B. Policy & Consequences

The Agency implemented this new Policy because clients and their family members have complained about companions being on their cellphone or iPad/tablet while the companion was supposed to be caring for the client. This not only is a violation of policy, but it injures the reputation of our Agency and your personal reputation as a caregiver, and could put the client at risk. Going forward, if there are any violations of this Policy, the following measures will be taken:

1. The companion will usually receive an oral or written warning for a first or second time violation and a suspension or termination if the violations continue or are significant.
2. It will be deemed that the companion was on an unauthorized break during the time he/she was having these personal communications, since he/she was clearly not caring for the client, so the companion's wages will be reduced by this unauthorized break time.

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Cellphone & iPad / Tablet Policy

Continued...

C. Questions

If any companion has any question of any kind about this Policy and the companion's obligation not to use their personal cellphone or iPad/tablet, or the client's cellphone or home phone for personal communications when the companion is being paid to care for the client, please let your supervisor or me know. If not, the Agency is going to assume that this Policy is understood and will begin enforcing these measures, including reducing hours worked by these unauthorized breaks.

If you understand this Policy and agree to follow it, please sign below:

Sign: _____

Print Name: _____ Date _____



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Hourly State Case Clock In/Out

Instruction Guide to Clocking In/Out for HOURLY State Clients

It is mandatory that you call to clock in/out for every shift you are working with a state client. If for any reason you cannot clock in/out please contact the payroll department at 860-920-5800.

Not clocking in/out can result in no pay for that shift

Santrax #'s for clocking In/Out

1-800-503-8976 or 1-833-234-1866

Clocking In Using Clients Phone

1. Call one of the above phone numbers
2. When prompted enter your Caregiver Id# which is printed on the back of your name badge
3. System will then announce time
4. Hang up phone

Clocking Out Using Clients Phone

1. Call one of the above phone numbers
2. When prompted enter your Caregiver Id# which is printed on back of your name badge
3. System will then announce time
4. Press # key
5. Enter the total amount of task you've completed
6. Using the task guide on the reverse side of this page enter the code for each task you've completed when prompted (wait for system to confirm what the code represents)
7. System will then acknowledge the number of tasks, you can then press the # key and hang up

If you have any questions please call the office at 860-920-5800 and speak to Kayla.

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Live-In State Case Clock In/Out

Instruction Guide to Clocking In/Out for LIVE-IN State Clients

It is mandatory that you call to clock in for every shift you are working with a state client. If for any reason you cannot clock in please contact the payroll department at 860-920-5800.

Not clocking in can result in no pay for that shift

Santrax #'s for clocking In/Out

1-800-503-8976 or 1-833-234-1866

Clocking In Using Clients Phone

1. Call one of the above phone numbers every day at 7:00am
2. When prompted enter your Caregiver Id#
3. System will then announce time
4. Press # key
5. Enter the total amount of task you've completed
6. Using the task guide on the reverse side of this page enter the code for each task you've completed when prompted (wait for system to confirm what the code represents)
7. System will then acknowledge the number of tasks, you can then press the # key and hang up

If you have any questions please call the office at 860-920-5800 and speak to Kayla.



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AxisCare Mobile Caregiver Guide

Use AxisCare Mobile to clock in and out, check your schedule, enter visit details, find directions to your client's home and much more!*

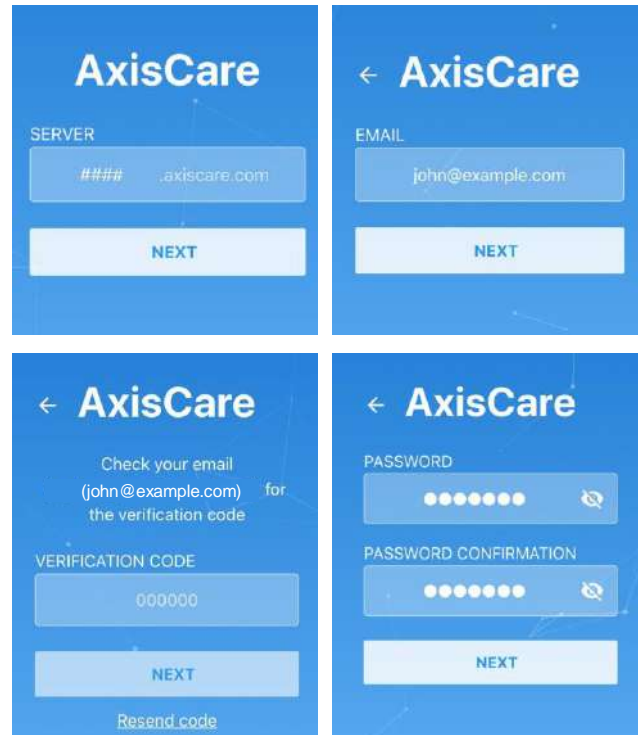
Downloading the App

1. Open the App Store (iPhone) or Play Store (Android)
2. Search for 'AxisCare' (the logo looks like the image to the right)
3. Download the app (no charge)



Logging In

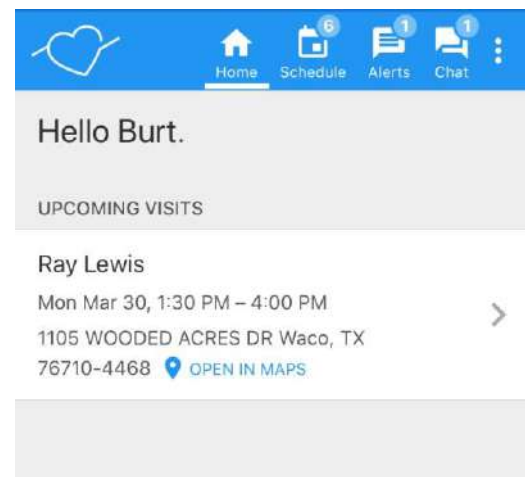
1. Activate Your Account (if you haven't already)
 - Open the mobile app and type in '4030' as your agency's server number
 - Click the "Next" button
 - Enter the email address associated with your AxisCare profile (Contact The HomeAides if you are unsure of this information)
 - You will be sent an email to the email address entered. Enter the activation code into AxisCare (you may also be asked for your date of birth and zip code)
 - Set your password
 - Log In
 - Enter your username: firstnamelastname (i.e. johndoe)
 - Enter Password: Enter the password you created when activating your account



Home Screen

The Home Screen shows current visits that are in session as well as upcoming visits. Each visit shown includes the following details:

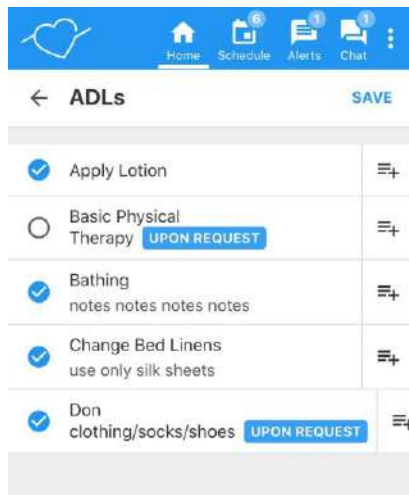
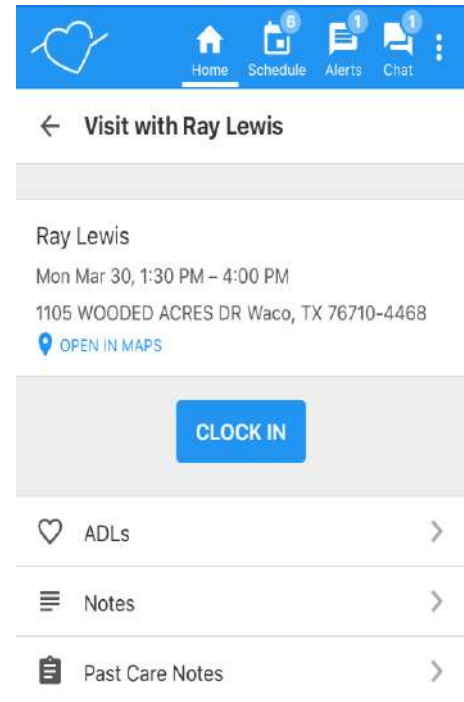
- Date and Time of Visit
- Clock In/Out Time
- Client's address and 'Open In Maps' link to open address in Google Maps



Entering Visit Information

Click on visits to clock in and out, complete ADLs and notes.

- **Clocking In/Out:**
 - Click on the clock in/out button when you are ready to clock in/out for your shift.
 - The HomeAides may set call windows that will restrict you to clocking in/out within a certain time frame of the visit time (i.e. 15 minutes before and after visit time). You will not be able to clock in/out of your shift if you are outside of that window.
 - The HomeAides may also set up a geo-fence that will only allow you to clock in/out once you are in a specific vicinity of the client's home. If you are outside of the geo-fence you will not be able clock in/out.
 - Clock in/out button can only be clicked on once. Clock in/out time cannot be changed once recorded.
- **ADLs:** Check all activities that have been completed for your shift and save.
- **Notes:** Enter notes regarding the shift chosen and save.

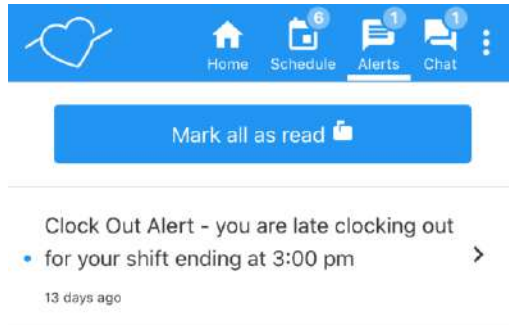
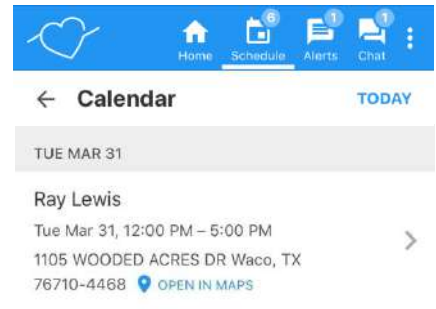


Schedule Tab

Open Visits: N/A

Calendar: The calendar will show you the visits you are assigned to for the next week.

- Click on the visit to see visit details and to record ADLs, notes.



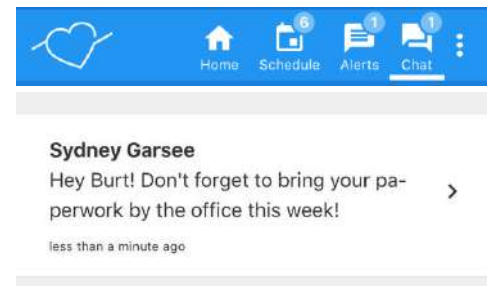
Alerts Tab

The Alerts Tab will show alerts such as:

- **Clock In/Out Alerts** - Alerting you when you are late to clock in/out
- **Certification/Evaluation Alerts** - Alerting you that you have a certification or evaluation that is expiring and needs to be renewed

Chat Tab

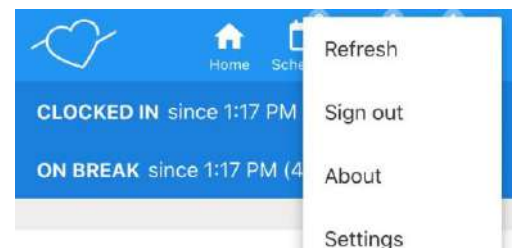
The Chat tab is where you will receive and respond to direct messages from the office. In addition to receiving a push notification, a notification with a number will show above the Chat widget when you have unread messages.



Options Menu

Click on the three vertical dots at the top right of your screen to see additional AxisCare mobile app options:

- **Refresh:** Click here to refresh your screen to see the most recent changes.
- **Sign Out:** Click here to log out of your account.
- **About:** For Office Use



Fit for Duty COVID-19 Symptom Screener

After clicking on "Clock In" at the start of a visit, you may be prompted to answer two questions related to the COVID-19 outbreak:

1. Are you currently feeling unwell or suffering from any symptoms such as fever, chills, cough, or shortness of breath?
2. Within the last 14 days, have you been in direct contact with anyone who has been diagnosed as infected with, or is suspected to have been exposed to coronavirus/COVID-19?



FAQ

Why can't I clock in/out?

Here are a few reasons why you may be having trouble clocking in/out:

- You are trying to clock in/out too early or late
 - Your agency may have a clock in/out window set which will not let you clock in/out unless you are so many minutes away from your shift's start/end time. Check with your agency to see what your clock in/out window is set to.
- You are trying to clock in/out too far from the home
 - Make sure you are inside the home when you attempt to clock in/out.
- You do not have a visit scheduled.
 - If you think there may be a scheduling mistake, please contact your agency to ensure that you are in fact scheduled for a shift
- You have not completed your Activities of Daily Living
 - Your agency may require you to check your ADLs off + enter visit notes before clocking out. If this is the case, be sure to mark all activities as either complete or incomplete before attempting to clock out.



Client Wage and Break Sheet

ATTACHMENT B

WAGES

Based on anticipated Client needs and preferences, as well as expected periods of Client interaction for the case to which you have been assigned, you will be paid \$_____ per hour to provide _____ hours of services to Client per day, including time spent in wait or on call in anticipation of rendering services to the Client, as explained more fully below. If you work over 40 hours in a work week, you will be paid time and a half. All amounts will be paid less usual withholdings.

BREAK TIME

The Caregiver must take daytime or early evening breaks totaling _____ hours. In addition, the Caregiver must take an 8-hour sleep break. The breaks, which must each be at least 30 minutes long, may be taken on a schedule to be determined by the Caregiver, taking into account Client needs and preferences and used as the Caregiver wishes. For example, we strongly recommend that you take breaks so that you can prepare and eat meals. The breaks may also be used for personal time when you can go into your room, study, use your phone or computer or watch television. Your breaks could be taken as follows, or at any other times that equal 6 hours of breaks and 8 hours of sleep time:

- Morning/breakfast
- Early Afternoon/Lunch
- Late Afternoon/Dinner
- Mid-Afternoon or Early Evening

Service Plan Manager Name and Signature

Date Signed

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Time Card Policy

Purpose

The purpose of this policy is to help explain our new timecard system. We believe the timecards will help all of us by ensuring all unpaid break and work time is captured and ensuring all caregivers are paid for breaks they are unable to take in full due to only urgent client needs or client emergencies.

Accurately Completing Timecards

Effective 9.13.17, all employees are required to: 1) enter accurately and completely all of the listed information on the time cards each day (not the next day) to record their hours worked and unpaid breaks; and 2) document time taken for breaks, time of arrival to work and time of leaving for payroll and attendance purposes.

All employees are required to take full breaks when able to do so, even if breaks are interrupted and completed later in the day. The repeated failure to take full breaks when you have the time or chance to do so after you are notified of a violation of this obligation so will likely result in your removal from the case and not being used on any other agency cases.

In the event that you are unable to take all of your full breaks, you are to call, text or email your supervisor immediately. Any false or incomplete information on your timecard is a severe offense and will result in the end of your per diem employment if we determine it was intentional, because of your negligence or your failure to follow this policy.

Prior Approval for All Extra Hours Worked

Employees are not permitted to work any extra hours without prior approval from a supervisor. This includes clocking in before your shift begins, continuing to work after your shift is scheduled to end, or working through or not taking your full, unpaid breaks. **The failure to follow this restriction of not working extra hours without prior approval after you are notified of a violation of this obligation will likely result in your removal from the case and not being used on any other agency cases.**

Examples of Violations of this Policy on Extra Hours

1. Arriving to your case before the scheduled time and not providing service to your client;
Example: using the bathroom, making phone calls, texting, watching T.V.
2. Not taking your unpaid break during client's family visit times when caregiver assistance is not needed.
3. Not taking your unpaid Break during client sleep or nap times
4. Not taking your unpaid break during client mealtime except when caregiver assistance is required;
Example: Assistance with feeding required.

By signing below, you are stating that you understand your obligations to accurately complete your timecard and not work extra hours unless previously approved.

Signature of Employee

Print Name

Date Signed

Please make certain you contact Janette and Laura via text at (860) 474-3777 or by calling the main number at 860-920-5800 if you have any questions or do not understand any of these requirements.



Payroll

Phone Number

860-474-3777

Timesheets due every
Monday morning by 11am

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Service Plan Documentation



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| | | | | | |
|---|-------------|----------|--|-----------------------|----------|
| Client / Person-in-Care First & Last Name | | | Client / Authorized Representative First & Last Name | | |
| Street Address | | | Street Address | | |
| City | State | Zip Code | City | State | Zip Code |
| Home Phone | Work / Cell | | Home Phone | Work / Cell | |
| The Client enters into this Agreement with The HomeAides, LLC for the following Live-In Hourly Shift Care | | | | Services To Begin On: | |
| Days and Times: | | | | | |

| Wake Up Time Around | Bed Time Around |
|---------------------|-----------------|
| | |

| Mobility | |
|--|-----------|
| Independent Cueing needed to use assistive device Needs physical assistance with mobility Total assistance needed, requires two person assist | Comments: |

| Dressing | |
|--|-----------|
| Independent Cueing Needs physical assistance to get dressed and undressed Total assistance needed | Comments: |

| Bathing | |
|--|-----------|
| Independent Cueing Needs physical assistance to bathe Total assistance needed | Comments: |

Toileting

Independent
Cueing
Needs physical assistance to and from bathroom
and to manage incontinence products
Total assistance needed

Comments:

Grooming and Hygiene

Independent
Cueing needed to brush teeth, clean dentures,
shave, comb hair
Needs physical assistance to prepare tooth brush/
toothpaste, hair care products, denture supplies, etc.
Total assistance needed - person cannot brush
teeth, comb hair, etc.

Comments:

Meal Prep / Dining (Breakfast, Lunch and Dinner)

Independent - prepares own meals or attends
meals independently in community Dining Room
Needs assistance with meal prep and/or
needs physical assistance to cut meats, but
able to feed self
Total assistance needed with meal prep and feeding

Comments:

Medication

Independent
Needs cueing / reminders

Comments:

Light Housekeeping

Laundry
Vacuuming
Dusting

Comments:

Additional Services and Comments



Daily logs allow us to document client's individualized daily needs and activities throughout various stages of the day. This tool helps track and outline client and caregiver interactions, routines and engagement so that both families and our team have proper insight and information to support their changing needs, behaviors or routines if and when necessary.

Client Name:

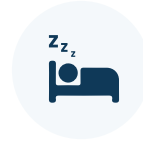
| Caregiver | Date |
|-----------|------|
| Morning | |
| Afternoon | |
| Evening | |

Caregiver Signature

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Sleep logs allow us to monitor and track client's sleeping and awake times to accurately document their daily and weekly sleep patterns. This provides families with information on their loved one's routines between resting periods and active hours.

This tool also allows us to identify and monitor the caregiver's required sleep/break times during periods where hands on care is not required for the client to ensure enough sleep time is available for the caregiver to avoid burnout.

Date _____ Caregiver Name _____ Client Name _____

| | |
|-------|------|
| 8 pm | 2 am |
| 9 pm | 3 am |
| 10 pm | 4 am |
| 11 pm | 5 am |
| 12 am | 6 am |
| 1 am | 7 am |