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CAREGIVER INFORMATION

Caregiver Sign in / out Instructions

Step 1- From the Client's telephone, call 1-888-392-6431

Step 2- Input your 6 digit Caregiver ID number XXXXXX

Step 3- Input your work status:

(Press 1, for arrival and then hang up)

(Press 2, for departing and hang up)

It is your responsibility to sign in and out for each shift. You must never give up out your unique ID number to another Caregiver.

REMINDERS

ADL checklist

It is the responsibility of the last working caregiver for the week to fax the **ADL** checklist to this office **before close of business every Monday 5pm**. Therefore the checklist should have services documented from Sunday to Saturday included on the **ONE** sheet for **ALL** caregivers. We do not required service documents to be faxed as this is the responsibility of the **RN** to collect them on each visit.