



Effective September 1st: Advantage Private Home Care is sending this out to all staff to ensure that company policy is met regarding the need for all caregivers to fill out Task Sheet notes during each shift worked for every client.

Sections 1, 4, 9 and General Guidelines for in the Client's Home
Advantage and the Georgia Department of Community Health requires employees to fill out notes (daily task sheet). All employees agree and must fill out a daily task sheet for each shift worked including dates, times, and notes for the client following the Client Service Plan, part 1 and part 2. These are also required to be mailed in every 2 weeks to verify your hours worked. Payroll will coincide with the task sheets that we receive here at the office.

- **ClearCare clock in and out times MUST match daily task sheet times.**
- **All task sheets must be signed by client or family member**
- **Caregiver must notify the office if there is a need for more task sheets when they are running low, not completely out**
- **It is the responsibility of the Caregiver to mail daily task sheets to the office and put the yellow copy in the client binder at the home.**

I _____ have read and understand the above section. Failure to comply will result in disciplinary action, up to and including termination.

Employee's Signature

Date