

Add Name to Employee Phone List

Location: Delta

Date/Hours of Training for Orientation: 4/18/23 8am-1pm

Date/Hours Shadow Shift 1: 4/22/24 6am-3pm

Date/Hours Shadow Shift 2: 4/23/24 8am-3pm

Date/Hours Shadow Shift 3: 4/24/24

Location: Beta

Date/Hours of Training for Orientation: 04/23/24 Orientation

Date/Hours Shadow Shift 1: 4/26/24 8am-3pm

Date/Hours Shadow Shift 2: 4/23/24 10am-3pm

Date/Hours Shadow Shift 3: _____

Location: _____

Date/Hours of Training for Orientation: _____

Date/Hours Shadow Shift 1: _____

Date/Hours Shadow Shift 2: _____

Date/Hours Shadow Shift 3: _____

Location: _____

Date/Hours of Training for Orientation: _____

Date/Hours Shadow Shift 1: _____

Date/Hours Shadow Shift 2: _____

Date/Hours Shadow Shift 3: _____

Location: _____

Date/Hours of Training for Orientation: _____

Date/Hours Shadow Shift 1: _____

Date/Hours Shadow Shift 2: _____

Date/Hours Shadow Shift 3: _____

Location: _____

Date/Hours of Training for Orientation: _____

Date/Hours Shadow Shift 1: _____

Date/Hours Shadow Shift 2: _____

Date/Hours Shadow Shift 3: _____

Location: _____

Date/Hours of Training for Orientation: _____

Date/Hours Shadow Shift 1: _____

Date/Hours Shadow Shift 2: _____

Date/Hours Shadow Shift 3: _____

Add staff name tag to a mailbox slot in the house

WV

Specialists

- Who are they at this house?
- What do they do that is different from a Variable DCS?
- How do you become a Specialist?

WV

Scheduling of Hours-Deputy

- Enter your unavailability in the app
- Leave requests can be submitted on app
- You can offer shifts or propose swaps on app
- You are responsible for working or covering your weekend shift.

WV

Staff Com Log

- Review what to include and what not to include
- Emphasize the importance of thorough and accurate communication, and how this will benefit everyone.
- Read it after punching in, and write in it before leaving.
- Not a gripe or complaint log. If you have concerns please speak with the person directly and/or your Program Leader.

WV

~~Petty Cash~~

- Circle the date, location, and amount on the receipt. Include the staff initials and the clients' initials if the purchase was for the client.
- DO NOT GO OVER BUDGET without prior approval from your Program Leader.
- Demonstrate how to make up a receipt using the receipt book.
- **Every transaction from petty cash needs to be debited from the Monthly Budget Ledger.**
- Audit the \$ ensuring that all receipts and cash is correct.

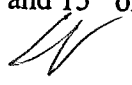
WV

Client Financials

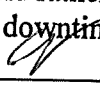
- Explanation of who buys what: what the house pays for, and what clients are responsible for.
- Audit the money daily to ensure all receipts and cash are correct.

WV

Credit Cards

- Select staff will have the opportunity to use a Phyxius Credit Card. This is only to be used for Phyxius purchases. If you accidentally use it for personal reasons notify the Directors and your Program Leader promptly. They will arrange for you to reimburse Phyxius.
 - Keep your log and receipts in the Financial Book.
 - Subtract your purchases from the Monthly Budget Ledger the day you make the purchase.
 - DO NOT GO OVER BUDGET without prior approval from your Program Leader.
 - You are responsible for purchases made on your credit card. If you do not have a receipt for a purchase, you may need to reimburse Phyxius for the purchase.
 - Turn your ledger and receipts in to the OA's on or before the 1st and 15th of each month.
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Review Cleaning List

- All staff are responsible for the appearance and well being of the house.
 - Overnights are responsible for the majority of the deep cleaning of the house.
 - Initial all tasks you completed,
 - Although cleaning is an important aspect of the job, we would rather you are engaging the clients when possible, and cleaning during downtime.
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Review Dietary Menu & Guidelines

- Overnights pull out the frozen food needed for the next day to thaw out.
 - All food in the refrigerator must be dated and labeled.
 - Leftovers are good for three days before they need to be thrown away
 - Condiments are good for 3 months
 - All other food read the expiration dates
 - All staff are responsible for cooking.
 - What to do if a client does not want what is on the menu.
 - Eat the prepared meals with clients as much as possible.
 - No food delivery unless it is food being ordered for a client meal.
 - Conceal food in a lunch box (not a McDonald's bag)
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Progress Notes

- Start the entry with your name and shift in parenthesis.
- Only use black ink
- All clients must be charted on for each shift
- There should never be open lines or spaces in the notes where others could write.
- If you make an error use a single solid line to cross it out and write "error" next to it with your initials.
- Do not use other housemate names in client's progress notes.

- If it is the end of your shift write "EOSR" in the left column, if it is medical concerns write "medical" etc.
- Choose your words carefully!
- Avoid slang and abbreviations.
- Detail oriented, but objective is the key
- Sign the entry with your name, title, and use a solid, straight line to end the entry.
- WHY we track what we track, WHAT we use it for!



Program Book/MAR/other end of shift documentation

- Sign off/complete all charting prior to leaving your shift. Examples: subtract any purchases from the Monthly Budget Ledger/Petty Cash Log, initial that you passed medications, record the behavior data in the Program Book, write your mileage in the Vehicle Mileage Log if you went on an outing, put an entry in the Incident/Emergency Log if you noticed a large bruise on a client after they returned home from work, initial the items you cleaned in the Cleaning Book, fill out the Schedule Discrepancy for why you had to stay late today, sign off on the Staff Meeting notes in the Training book if you missed the last staff meeting, write a note in the com log giving a brief narrative of how the clients are doing, and what is going on for the remainder of the day.



House File Cabinet review entire KEY to the file cabinet



Client Dr. Appointments/ER

- Program Leader and select staff are responsible for the majority of the client appointments but the DCS may need to accompany a client to an appointment for common colds, illnesses, or some other unplanned medical need.
- Visit to the Health Professional form must be completed and accompany the client to the doctor. The staff is responsible for filling out the top portion of the sheet and verifying that the doctor/nurse has completed the second section before leaving the appointment.
- The completed sheet must be given to the Program Leader so recommendations can be followed, and the form can be filed.
- If there are any follow up appointments please write them on the schedule.
- Dental referral Form must accompany clients to all dental appointments and be completed by the physician.



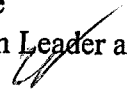
Review Fire/Storm Drills/Emergency Exit

- Fire & Storm drills conducted monthly
- Locate all emergency exits and storm safety meeting places



Review Home Maintenance

- Notify your Program Leader and they will reach out to Office Advisors to arrange for repairs.



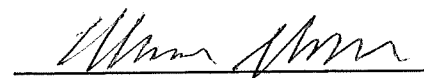
Review Vehicle Maintenance

- Identify where the contact information is for the vehicle maintenance
- Notify the Program Leader if vehicle maintenance is required prior to scheduling any vehicle maintenance

I have read and reviewed the information outlined above. The issues have been reviewed by me and the Program Leader. All of my questions have been answered. I agree and accept to the following guidelines and perform my duties in my Orientation Training.

Date: 04-23-24


Employee Signature


Program Leader Signature