

## Caregiver Task Sheet Instructions



**IMPORTANT** – Please note that any modifications to the top portion (listing eligible participant name, DOB, eligible participant address, phone number, emergency contact, phone number, limitations, schedule, and special instructions) and the bottom portion (eligible participant signature, staff signature, date, and created by) are prohibited. Modifications may be made to the task table, located in the middle portion of the page.

**Eligible participant Name:** Eligible participant's Legal Name

**DOB:** Eligible participant's Date of Birth

**Eligible participant Address:** Eligible participant's Physical Address

**Phone Number:** Eligible participant's Phone Number

**Emergency Contact:** Eligible participant's Emergency Contact Name

**Phone Number:** Eligible participant's Emergency Contact Phone Number

**Limitations:** Examples: walker, cane, oxygen, hard of hearing

**Schedule:** Monday 1:00-2:00

**Special Instructions:** Examples: Eligible participant has dog, Use back door, etc.

**Date:** Date services are provided

**In:** Time services begin

**Out:** Time services end

**Tasks:** Tasks to be performed that are specific to that eligible participant

**Eligible participant initials = tasks completed:** Eligible participants should initial that tasks were completed on each visit if a eligible participant will have more than one day of services per task sheet

**Staff initials = tasks completed:** Staff should initial that tasks were completed on each visit if they will provide services to eligible participants more than once per task sheet

**Eligible participant Signature:** Eligible participant certifies that all tasks listed above were completed. This should be signed at end of services for that task sheet

**Staff signature:** Staff certifies that all tasks listed above were completed. This should be signed at end of services for that task sheet

**Created by:** Name of ACC/Nurse that is listing specific tasks to be completed for that eligible participant.

**Date:** Date that ACC/Nurse created task sheet

**(X) Completed:** Should be used to indicate that tasks were completed

**(-) Not Completed:** Should be used to indicate that tasks were not completed