

PERSONAL CARE/HOMEMAKER/COMPANION/UNSKILLED RESPITE

Activities of Daily Living	Completed	Date
Bathing (sponge or tub)		
Personal Grooming		
Personal Hygiene		
Proper Transfer Technique		
Assisting with Ambulation		
Toileting		
Feeding the Client		
Home Support	Completed	Date
Meal Prep and Planning		
Cleaning		
Laundry		
Shopping (groceries and medication)		
Home Safety		
Household Management (bill paying)		
Maintaining Safe and Clean Environment		
Recognizing and Reporting Observation of Clients	Completed	Date
Home Safety		
Physical Condition or Changes		
Mental Condition or Changes		
Emotional Condition or Changes		
Record Keeping	Completed	Date
Correct Procedure for Signing Service Logs		
Written Summary for Service Provided		

PERSONAL CARE/HOMEMAKER/COMPANION/UNSKILLED RESPITE

General	Completed	Date
Needs of Client: Emotional, Physical, and Developmental		
Communication Skills		
Basic Infection Conditions/Universal Standard		
First Aid Emergency		
Fire and Safety Measures		
Client Rights and Responsibilities		
HIPPA Policy		