TODAYS HOMECARE, INC.

Brooklyn: 2575 East 14 St. Brooklyn, NY 11235

Queens: 70-09 Austin St. 2nd Floor, Forest Hills, NY 11375

Phone: 718-650-3558 Fax: 855-289-2365

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CALL IN:

- 1. Call 855-784-0435 for Inglish
- 2. Press 1 for CALL-IN
- 3. Enter Assignment ID (PIN)
- 4. The system will repeat the Assignment ID (PIN) you entered.
- 5. Press 1 to confirm or press zero (o) to re-enter.

CALL OUT:

- 1. Call 855-784-0435 for English
- 2. Press two (2) for CALL OUT
- 3. Enter your Assignment ID (PIN)
- 4. The system will repeat the Assignment ID (PIN) you entered
- 5. Press one (1) to confirm or press zero (0) to re-enter
- 6. Enter all the duty ID's of all the duties performed during the shift Note: Please enter at least two (2) personal care task and six (6) additional tasks (The total of 8-10 tasks)
- 7. Press (3 zeros) 000 to complete the call

Note: The system will say, "Your call has registered successfully."

SHABBAT OBSERVANT:

Notify the agency if the client is Shabbat observant. In such case, no verification call will be made from Friday 5:00pm to Saturday night. Timesheet required with the patient signature.

Other Lai	nguages:
English	855-784-0435
Russian	855-784-0436
Spanish	866-525-4359

LIVE-IN:

The aide should call in regularly.

> If you are working as a live in for one day only - call in and call out as usual at the beginning and the end of the shift.

IF YOU ARE WORKING AS A LIVE-IN FOR MORE THAN 1 DAY IN A ROW:

- > You must call in when you arrive at work at the beginning of the first day.
- > You call out from your first shift the next day (beginning of second day).
- > After the first day, you only call once per shift (day). The one call you make is the call out.
- > When you call out each day, after the first day, the system will automatically call you in for your next shift if you are assigned to work consecutive days for the same patient(s).

MUTUAL CASES (Two Patients at once):

- 1. Follow the calling instructions.
- 2. You will clock IN *ONCE* at the beginning of the visit, and clock out ONCE at the end of the visit.
- 3. When you clock OUT, first enter the duties for the primary patient and then enter ooo.
- 4. Enter the duties for the secondary patient and again enter ooo.
- 5. The system will then complete the clock OUT.

If for some reason you cannot use the system (for example, the system is out of order, the system cannot find your ID number, patient phone is not working, you are accompanying the patient to the doctor, etc.) You must inform your coordinator. Please contact the office **(718-650-3558)**.

You must fill out a signed timesheet for this day, including your Patient signature. Send the timesheet to the office as soon as possible. If your timesheet is not received on time or is not properly filled out, you will not get paid on time. Please remember that timesheets will not replace your call in/call out and will only be accepted in exceptional circumstances when the system cannot be used.

The Call In/Out can only be made from the patient phone.

Personal Care Shower with a Chair Personal Care Bath-Tab Personal Care Bath-Shower Personal Care Bath-Shower Personal Care Bath-Shower Personal Care Moath Care/Denture Care Personal Care Hair Care-Shampoo Personal Care Foot Care Personal Care Grooning-Shave Personal Care Grooning-Nails (Do not car) Personal Care Toilet Personal Care Incontinent Care: Keep Patient Clean & Dry Personal Care Patient Requires Total Care Personal Care Patient Requires Total Care Personal Care Hair Care-Comb Personal Care Hair Care-Comb Personal Care Hair Care-Comb Personal Care Falient Requires Total Care Equipment Patient Support Activities Empty foley bag Patient Support Activities Patient Patient Patient Support Activities Patient Patient Patient Support Activities Patient walks with assistive devices Patient Valke Blood Pressure Patient Valke Wil	Number	Category	Duty Description	Number	Category	Duty Description
Personal Care Bath-Shower Personal Care Care Frot Care Personal Care Frot Care Frozonal Care Personal Care Grooming-Shave Personal Care Grooming-Shave Personal Care Toilet Grooming-Shave Personal Care Denure Care. Keep Patient Clean & Dry Personal Care Toilet Care. Comb Personal Care Toilet Care. Comb Personal Care Toilet Care. Comb Personal Care Total Needs Treatment / Special Needs Take Patient Requires Total Care Personal Care Patient Support Activities Diversional Care Requirement / Special Needs Take Blood Pressure Treatment / Special Needs Take Blood Pressure	014	Personal Care	Shower with a Chair	047	Activity	Transfers: Mechanical Lift
Personal Care Sponge Bath Personal Care Sponge Bath Personal Care Bath-Bed Personal Care Bath-Bed Personal Care Foot Care Personal Care Foot Care Foot Care Personal Care Grooming-Shave Personal Care Grooming-Shave Personal Care Toile Incontinent Care. Keep Patient Clean & Dry Personal Care Densure Care. Keep Patient Clean & Dry Personal Care Densure Care. Keep Patient Clean & Dry Personal Care Densure Care. Keep Patient Clean & Dry Personal Care Patient Requires Total Care Personal Care Patient Requires Total Care Personal Care Patient Requires Total Care Personal Care Patient Support Activities Clean Patient Care Equipment Treatment / Special Needs Take Temperature as instructed by RN Treatment / Special Needs Take Pulse Treatment Support Activities Clean Patient Care Equipment Treatment / Special Needs Take Pulse Treatment Support Activities Clean Patient Care Equipment Treatment / Special Needs Take Pulse Treatment Support Activities Diversional Activities-Speak/Read Activity Walking Activity Ratient walks with assistive devices Activity Transferring (1 Person) Special Needs Patient Transferring (2 Person)	015	Personal Care	Bath-Tub	048	Activity	Turning and positioning (At least Q2)
Personal Care Bath-Bed Personal Care Bath-Bed Personal Care Hair Care/Denture Care Personal Care Foot Care Personal Care Grooming-Shave Personal Care Skin Care Personal Care Grooming-Shave Personal Care Grooming-Shave Personal Care Incontinent Care: Keep Patient Clean & Dry Personal Care Incontinent Care: Keep Patient Clean & Dry Personal Care Incontinent Care: Keep Patient Clean & Dry Personal Care Incontinent Care: Keep Patient Clean & Dry Personal Care Incontinent Care: Keep Patient Clean & Dry Personal Care Incontinent Care: Keep Patient Clean & Dry Personal Care Incontinent Care: Keep Patient Clean & Dry Personal Care Incontinent Care: Keep Patient Clean & Dry Personal Care Incontinent Care: Keep Patient Clean & Dry Personal Care Incontinent Care: Keep Patient Clean & Dry Personal Care Incontinent Care: Keep Patient Clean & Dry Personal Care Incontinent Care: Keep Patient Clean & Dry Personal Care Incontinent Care: Keep Patient Clean & Dry Personal Care Incontinent Care: Keep Patient Clean & Dry Personal Care Incontinent Care: Keep Patient Clean & Dry Personal Care Incontinent Care: Keep Patient Clean & Dry Personal Care Incontinent Care: Keep Patient Clean & Dry Personal Care Incontinent Care: Keep Patient Clean & Dry Personal Care Incontinent Care: Keep Patient Clean & Dry Patient Support Activities Incontinent Care: Keep Patient Clean & Dry Patient Support Activities Incontinent Care: Keep Patient Clean & Dry Patient Support Activities Incontinent Care: Keep Patient Clean & Dry Patient Support Activities Incontinent Care: Keep Patient Clean & Dry Patient Support Activities Incontinent Care: Keep Patient Clean & Dry Patient Support Activities Incontinent Care: Keep Patient Clean & Dry Patient Support Activities Incontinent Care: Keep Patient Clean & Dry Patient Support Activities Incontinent Care: Keep Patient Clean & Dry Patient Support Activities Incontinent Care: Keep Patient Clean & Dry Patient Support Activities Incontinent Care: Keep Patient Clean & Dry Patient Support Care: Keep Patient Clean & Dr	016	Personal Care	Bath-Shower	050	Special Instructions	Remind Blood Sugar Check
Personal Care Bath-Bed Personal Care Mouth Care/Denture Care Personal Care Foot Care Personal Care Grooming-Shave Personal Care Grooming-Shave Personal Care Skin Care Personal Care Grooming-Shave Personal Care Incontinent Care: Keep Patient Clean & Dry Personal Care Dressing Personal Care Patient Requires Total Care Personal Care Patient Requires Total Care Personal Care Patient Care-Comb Treatment / Special Needs Take Temperature as instructed by RN Treatment / Special Needs Empty foley bag Patient Support Activities Clean Patient Care Equipment Treatment / Special Needs Take Pulse Treatment / Special Needs Take Pulse Patient Support Activities Diversional Activities-Speak/Read Activity Walking/Contact Guard Activity Patient walks with assistive devices Activity Transferring (2 Person) Activity Transferring (2 Person) Activity Transferring (2 Person) Activity Transferring (2 Person)	017	Personal Care	Sponge Bath	051	Activity	Remind exercise program
Personal Care Mouth Care/Denture Care Personal Care Foot Care Personal Care Hair Care-Shampoo Personal Care Grooming-Shave Personal Care Skin Care Personal Care Grooming-Shalve Personal Care Incontinent Care: Keep Patient Clean & Dry Personal Care Patient Requires Total Care Personal Care Patient Requires Total Care Personal Care Patient Care-Comb Treatment / Special Needs Take Temperature as instructed by RN Treatment / Special Needs Empty foley bag Patient Support Activities Clean Patient Care Equipment Treatment / Special Needs Empty foley bag Treatment / Special Needs Take Pulse Treatment / Special Needs Take Pulse Treatment / Special Needs Diversional Activities-Speak/Read Patient Support Activities Diversional Activities-Speak/Read Activity Walking/Contact Guard Activity Walking/Contact Guard Activity Patient walks with assistive devices Patient walks with assistive devices Transferring (2 Person) Activity Transferring (2 Person) Activity Transferring (2 Person) Activity Transferring (2 Person) <td>018</td> <td>Personal Care</td> <td>Bath-Bed</td> <td>053</td> <td>Personal Care</td> <td>Toileting-Diaper</td>	018	Personal Care	Bath-Bed	053	Personal Care	Toileting-Diaper
Personal Care Foot Care Personal Care Hair Care-Shampoo Personal Care Grooming-Shave Personal Care Skin Care Personal Care Grooming-Shave Personal Care Toilet Personal Care Incontinent Care: Keep Patient Clean & Dry Personal Care Patient Requires Total Care Personal Care Patient Requires Total Care Personal Care Patient Requires Total Care Personal Care Hair Care-Comb Treatment / Special Needs Take Temperature as instructed by RN Treatment / Special Needs Empty foley bag Patient Support Activities Clean Patient Care Equipment Treatment / Special Needs Take Pulse Validing Contact Guard Walking Activity Walking Contact Guard Activity Patient walks with assistive devices Activity Transferring (1 Person) Special Needs Transferring (2 Person)	019	Personal Care	Mouth Care/Denture Care	054	Personal Care	Toileting-Commode
Personal Care Hair Care-Shampoo Personal Care Grooming-Shave Personal Care Skin Care Personal Care Grooming-Shave Personal Care Toilet Personal Care Incontinent Care: Keep Patient Clean & Dry Personal Care Dressing Personal Care Patient Requires Total Care Personal Care Patient Requires Total Care Personal Care Hair Care-Comb Treatment / Special Needs Take Temperature as instructed by RN Treatment / Special Needs Empty foley bag Patient Support Activities Clean Patient Care Equipment Treatment / Special Needs Take Pulse Treatment / Special Needs Take Blood Pressure Treatment / Special Needs Take Blood Pressure Treatment / Special Needs Take Blood Pressure Patient Support Activities Diversional Activities-Speak/Read Activity Walking Activity Patient walks with assistive devices Activity Transferring (1 Person) Activity Transferring (2 Person) Act	020	Personal Care	Foot Care	055	Personal Care	Toileting-Bedpan/Urinal
Personal Care Grooming-Shave Personal Care Skin Care Personal Care Grooming-Nails (Do not cut) Personal Care Toilet Personal Care Incontinent Care: Keep Patient Clean & Dry Personal Care Patient Requires Total Care Personal Care Patient Requires Total Care Personal Care Hair Care-Comb Treatment / Special Needs Empty foley bag Patient Support Activities Clean Patient Care Equipment Treatment / Special Needs Take Pulse Treatment / Special Needs Take Blood Pressure Treatment / Special Needs Take Blood Pressure Treatment Support Activities Diversional Activities-Speak/Read Activity Walking/Contact Guard Activity Valking/Contact Guard Activity Patient walks with assistive devices Activity Transferring (2 Person) Activity Transferring (2 Person) Activity Transferring (2 Person)	021	Personal Care	Hair Care-Shampoo	057	Nutrition	Assist with feeding
Personal Care Skin Care Personal Care Grooming-Nails (Do not cut) Personal Care Toilet Personal Care Incontinent Care: Keep Patient Clean & Dry Personal Care Patient Requires Total Care Personal Care Patient Requires Total Care Personal Care Patient Requires Total Care Personal Care Take Temperature as instructed by RN Treatment / Special Needs Empty foley bag Patient Support Activities Clean Patient Care Equipment Treatment / Special Needs Take Pulse Treatment / Special Needs Take Polse Treatment / Special Needs Take Blood Pressure Treatment / Special Needs Take Blood Pressure Treatment / Special Needs Weigh Patient Patient Support Activities Diversional Activities-Speak/Read Activity Walking/Contact Guard Activity Patient walks with assistive devices Activity Transferring (1 Person) Activity Transferring (2 Person) Activity Transferring (2 Person)	022	Personal Care	Grooming-Shave	058	Nutrition	Prepare/Serve meal as instructed RN, Nutritionist
Personal Care Grooming-Nails (Do not cut) Personal Care Toilet Personal Care Incontinent Care: Keep Patient Clean & Dry Personal Care Dressing Personal Care Patient Requires Total Care Personal Care Hair Care-Comb Treatment / Special Needs Empty foley bag Patient Support Activities Clean Patient Care Equipment Treatment / Special Needs Take Pulse Treatment / Special Needs Take Polse Treatment / Special Needs Take Blood Pressure Treatment / Special Needs Take Blood Pressure Weigh Patient Walking Activity Walking/Contact Guard Activity Patient walks with assistive devices Activity Transferring (1 Person) Activity Transferring (2 Person) Activity Transferring (2 Person) Activity Transferring (3 Person)	023	Personal Care	Skin Care	060	Treatment / Special Needs	Remind to take medication
Personal Care Toilet Personal Care Incontinent Care: Keep Patient Clean & Dry Personal Care Dressing Personal Care Patient Requires Total Care Personal Care Hair Care-Comb Treatment / Special Needs Empty foley bag Patient Support Activities Clean Patient Care Equipment Treatment / Special Needs Take Pulse Treatment / Special Needs Take respirations Treatment / Special Needs Take Pulse Treatment / Special Needs Take Blood Pressure Treatment / Special Needs Weigh Patient Treatment / Special Needs Walking Activity Walking Activity Walking/Contact Guard Activity Patient walks with assistive devices Activity Transferring (1 Person) Activity Transferring (2 Person) Activity Transferring (2 Person) Activity Transferring (3 Person) Activity Transferring (4 Person)	024	Personal Care	Grooming-Nails (Do not cut)	061	Treatment / Special Needs	Assist with catheter care
Personal Care Incontinent Care: Keep Patient Clean & Dry Personal Care Dressing Personal Care Patient Requires Total Care Personal Care Hair Care-Comb Treatment / Special Needs Empty foley bag Patient Support Activities Clean Patient Care Equipment Treatment / Special Needs Take Pulse Treatment / Special Needs Take Pulse Treatment / Special Needs Take Blood Pressure Patient Support Activities Diversional Activities-Speak/Read Patient Support Activities Diversional Activities-Speak/Read Activity Walking Activity Patient walks with assistive devices Activity Patient walks with assistive devices Activity Transferring (1 Person) Activity Transferring (2 Person) Activity Transferring (2 Person)	025	Personal Care	Toilet	063	Personal Care	Assist With Special Dressing
Personal Care Dressing Personal Care Patient Requires Total Care Personal Care Hair Care-Comb Treatment / Special Needs Take Temperature as instructed by RN Treatment / Special Needs Empty foley bag Patient Support Activities Clean Patient Care Equipment Treatment / Special Needs Take Pulse Treatment / Special Needs Take Pulse Treatment / Special Needs Take Blood Pressure Treatment Support Activities Diversional Activities-Speak/Read Activity Walking/Contact Guard Activity Walking/Contact Guard Activity Patient walks with assistive devices Activity Transferring (1 Person) Activity Transferring (2 Person) Activity Transferris: Slide Board	026	Personal Care	Incontinent Care: Keep Patient Clean & Dry	064	Treatment / Special Needs	Assist with ostomy care
Personal Care Patient Requires Total Care Personal Care Hair Care-Comb Treatment / Special Needs Take Temperature as instructed by RN Treatment / Special Needs Empty foley bag Patient Support Activities Clean Patient Care Equipment Treatment / Special Needs Take Pulse Treatment / Special Needs Take Pulse Treatment / Special Needs Take Blood Pressure Patient Support Activities Diversional Activities-Speak/Read Activity Walking Activity Walking/Contact Guard Activity Patient walks with assistive devices Activity Transferring (1 Person) Special Needs Supervision for Safety due to Cognitive Impairment Activity Transferring (2 Person)	027	Personal Care	Dressing	068	Treatment / Special Needs	Assist With Oxygen Care
Personal Care Hair Care-Comb Treatment / Special Needs Take Temperature as instructed by RN Treatment / Special Needs Empty foley bag Patient Support Activities Clean Patient Care Equipment Treatment / Special Needs Take Pulse Treatment / Special Needs Take respirations Treatment / Special Needs Weigh Patient Patient Support Activities Diversional Activities-Speak/Read Activity Walking Activity Patient walks with assistive devices Activity Patient walks with assistive devices Activity Transferring (1 Person) Activity Transferring (2 Person) Activity Transferring (2 Person)	028	Personal Care	Patient Requires Total Care	069	Nutrition	Fluid Intake
Treatment / Special Needs Treatment / Special Needs Patient Support Activities Clean Patient Care Equipment Treatment / Special Needs Activity Activity Activity Activity Activity Activity Patient walks with assistive devices Activity Transferring (2 Person) Transferring (2 Person) Transfers: Slide Board Transfers: Slide Board	029	Personal Care	Hair Care-Comb	070	Nutrition	Output
Treatment / Special Needs Patient Support Activities Treatment / Special Needs Diversional Activities-Speak/Read Activity Activity Walking Walking/Contact Guard Activity Patient walks with assistive devices Activity Special Needs Supervision for Safety due to Cognitive Impairment Activity Transferring (2 Person) Transfers: Slide Board	030	Treatment / Special Needs	as instructed by	071	Nutrition	Patient is on a prescribed diet
Patient Support Activities Clean Patient Care Equipment Treatment / Special Needs Take Pulse Treatment / Special Needs Take respirations Treatment / Special Needs Weigh Patient Patient Support Activities Diversional Activities-Speak/Read Activity Walking Activity Patient walks with assistive devices Activity Transferring (1 Person) Activity Transferring (2 Person) Activity Transfers: Slide Board	031	Treatment / Special Needs	Empty foley bag	072	Nutrition	Prepare-Breakfast
Treatment / Special Needs Trake Pulse Treatment / Special Needs Treatment / Special Needs Treatment / Special Needs Treatment / Special Needs Weigh Patient Patient Support Activities Activity Walking Walking Activity Patient walks with assistive devices Activity Special Needs Special Needs Transferring (1 Person) Activity Transferrs: Slide Board Transfers: Slide Board	032	Patient Support Activities	Clean Patient Care Equipment	073	Nutrition	Prepare-Lunch
Treatment / Special Needs Trake respirations Trake Blood Pressure Treatment / Special Needs Weigh Patient Patient Support Activities Activity Activity Walking Activity Patient walks with assistive devices Activity Special Needs Special Needs Transferring (2 Person) Activity Transfers: Slide Board Transfers: Slide Board	033	Treatment / Special Needs	Take Pulse	074	Nutrition	Prepare-Dinner
Treatment / Special Needs Treatment / Special Needs Weigh Patient Patient Support Activities Diversional Activities-Speak/Read Activity Walking Walking Activity Patient walks with assistive devices Activity Transferring (1 Person) Activity Transferrs: Slide Board Transfers: Slide Board	034	Treatment / Special Needs	Take respirations	075	Nutrition	Prepare Snack
Treatment / Special Needs Patient Support Activities Activity Activity Walking/Contact Guard Activity Patient walks with assistive devices Activity Special Needs Activity Transferring (1 Person) Activity Transferring (2 Person) Activity Transfers: Slide Board	035	Treatment / Special Needs	Take Blood Pressure	076	Nutrition	Record Intake Food
Patient Support Activities Diversional Activities-Speak/Read Activity Walking Activity Walking/Contact Guard Activity Patient walks with assistive devices Activity Transferring (1 Person) Special Needs Supervision for Safety due to Cognitive Impairment Activity Transferring (2 Person) Activity Transfers: Slide Board	036	Treatment / Special Needs	Weigh Patient	079	Patient Support Activities	Change bed linen
Activity Walking Activity Walking/Contact Guard Activity Patient walks with assistive devices Activity Transferring (1 Person) Special Needs Supervision for Safety due to Cognitive Impairment Activity Transferring (2 Person) Activity Transfers: Slide Board	038	Patient Support Activities	Diversional Activities-Speak/Read	080	Patient Support Activities	Maintain Clean, Safe Environment
Activity Activity Patient walks with assistive devices Activity Transferring (1 Person) Special Needs Supervision for Safety due to Cognitive Impairment Activity Transferring (2 Person) Activity Transfers: Slide Board	040	Activity	Walking	081	Patient Support Activities	Do Patient shopping and errands
Activity Patient walks with assistive devices Activity Transferring (1 Person) Special Needs Supervision for Safety due to Cognitive Impairment Activity Transferring (2 Person) Activity Transfers: Slide Board	041	Activity	Walking/Contact Guard	082	Patient Support Activities	Patient Laundry
Activity Transferring (1 Person) Special Needs Supervision for Safety due to Cognitive Impairment Activity Transferring (2 Person) Activity Transfers: Slide Board	042	Activity	Patient walks with assistive devices	083	Patient Support Activities	Accompany Patient to medical appointment
Special Needs Supervision for Safety due to Cognitive Impairment Activity Transferring (2 Person) Activity Transfers: Slide Board	043	Activity	Transferring (1 Person)	084	Activity	Accompany Patient to Other Location
Activity Transferring (2 Person) Activity Transfers: Slide Board	044	Special Needs	Supervision for Safety due to Cognitive Impairment	091	Patient Support Activities	Monitor Patient Safety
Activity Transfers: Slide Board	045	Activity	Transferring (2 Person)	098	Special Instructions	Assist Patient with Safe Sharp/Waste Disposal
	046	Activity	Transfers: Slide Board	888	General Duties	Received Proper Sleep Time