



**TODAYS HOMECARE, INC.**

**Brooklyn: 2575 East 14 St.  
Brooklyn, NY 11235**

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Floor, Forest Hills, NY 11375**

**Phone: 718-650-3558**

**Fax: 855-289-2365**

**E-Mail: [Info@TodaysHC.com](mailto:Info@TodaysHC.com)**

**<https://www.todayshc.com>**

### **CALL IN:**

1. Call 855-784-0435 for English
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 (0) 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 Languages:**

<b>English</b>	<b>855-784-0435</b>
<b>Russian</b>	<b>855-784-0436</b>
<b>Spanish</b>	<b>866-525-4359</b>

### **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 000.
4. Enter the duties for the secondary patient and again enter 000.
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.

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