

# Compassionate Care

*“A Legacy of Caring for Michigan Families.”*

## CCHHS Apparel Orders

Included with this newsletter is an order form for polo shirts, zip hoodies, and pull-over hoodies. There is no obligation to place an order. We've had several people ask about getting some apparel items, so we wanted to put the offer out there for those who were interested.

This time around, we will be doing this as a payroll deduct so that we won't have to worry about handling cash or checks. Please be sure to complete the bottom of the form if you are ordering. The deduction will be made October 13th or October 27th, depending on when the order comes in.

Please turn in orders to your supervisor by September 14th.



## EVV Reminder

Please be sure you are checking in and checking out at your scheduled shift times. There have been numerous shift overages that exceed the authorization for the client. If you have any

questions or issues, please reach out to your supervisor.

If you are unable to complete your shift as scheduled - whether of your own doing or the clients, please contact your supervisor. All schedule changes and adjustments must go through the office.



**September 4, 2023**

...for Labor Day. Office staff will be available to take urgent calls as needed.

**September 13, 2023**

...for a management training. Office staff will be available to take urgent calls as needed.



## Labor Day Schedules

September 4th is Labor Day. Please be sure you are double checking your schedule. Many clients are not authorized to receive services on holidays. Confirm your schedule with your office before the holiday weekend.



*Thank you for  
25 years of  
home care  
excellence!*

## MONTHLY TRAININGS

Oxygen Safety in the Home

Observation, Documentation, and Reporting

Medication Cueing and Reminders

Contact your office if you would like these trainings printed for you.

## Daily Health Communication Requirement

**In an effort to promote a safe environment for our employees and clients, it is essential that we: (1) screen ourselves prior to working and (2) screen our clients at the beginning of every shift for potential health updates/changes related to coronavirus. These efforts will both protect the health of all involved and encourage those with changes to seek medical advice, as needed. We are the front-line, as such we can provide that support to ourselves, our coworkers, and our clients.**

**With the EVV system, there will be a screening question that you must answer. If you have to use the telephony system, you will have to check in with the office at the beginning of every shift via telephone or email ([alpena@ccaremi.com](mailto:alpena@ccaremi.com), [saginaw@ccaremi.com](mailto:saginaw@ccaremi.com), [traversecity@ccaremi.com](mailto:traversecity@ccaremi.com), or [westbranch@ccaremi.com](mailto:westbranch@ccaremi.com)). Be sure that you are mindful of HIPAA laws and do not include any client name or protected health information in your email communication.**

## Summer Fridays

The last day for the summer Fridays schedule for offices will be September 1. Offices will resume normal Friday hours on September 8.

## After-Hours On-Call

Office staff have been helping each other out with after-hours on-call. This means that there may be times that you talk with a supervisor from another office. It also means that you may be getting calls from a number you don't recognize. Please be sure to answer those calls or call them back as soon as possible. They help cover shifts and relay messages that may be related to your next shift.



Employees are not allowed to share contact information with clients or their families. If they need to reach employees or get a message to them, the office can relay that information.

Also, personal phones should not be out while in a client's home. It is not appropriate to be talking on, texting, or using other apps while on the job. Attention should always be focused on caring for the client.



## Reminders

Employees are not allowed to move furniture or large appliances when cleaning. If you are being asked to provide a service that is not on the client's plan of care, please contact the office immediately.

Gloves must be worn when completing personal care, cleaning, or handling food.

Consistently and thoroughly wash your hands throughout the day utilizing proper hand-washing techniques.

During the hot summer months, be sure you and your clients are well hydrated. Don't stay outside for long periods of time if the heat index is overly high.

All changes in your schedule must go through the office.

Clients and their families should never have your personal contact information.

Be sure you are following your scheduled shift times. Any changes to the schedule must go through the office.



### Alpena

1223 S. State St, Ste A  
Alpena, MI 49707

P: 866-354-0440  
F: 989-354-0442

### Mid-Michigan

6165 Bay Rd, Ste B  
Saginaw, MI 48604

P: 877-496-1928  
F: 989-792-3402

### Traverse City

3134 Logan Valley Rd  
Traverse City, MI 49684

P: 888-601-5491  
F: 231-929-5493

### West Branch

515 Progress St  
West Branch, MI 48661

P: 877-821-2210  
F: 989-345-7050

**ORDER DEADLINE**  
September 14, 2023



NAME: \_\_\_\_\_  
OFFICE: \_\_\_\_\_  
TOTAL: \_\_\_\_\_

Get that professional look with CCHHS! Indicate the number of each item below. Turn form into Supervisor.



**Men's Embroidered Polo \$15.00**

	S	M	L	XL	2XL	3XL	4XL	5XL	6XL
<b>NAVY</b>									
	S	M	L	XL	2XL	3XL	4XL	5XL	6XL
<b>Royal</b>									



**Women's Embroidered Polo \$15.00**

	XS	S	M	L	XL	2XL	3XL	4XL
<b>NAVY</b>								
	XS	S	M	L	XL	2XL	3XL	4XL
<b>Royal</b>								



**Embroidered Full-Zip Hoodie \$30.00**

	XS	S	M	L	XL	2XL	3XL	4XL	5XL
<b>NAVY</b>									
	XS	S	M	L	XL	2XL	3XL	4XL	5XL
<b>Black</b>									
	XS	S	M	L	XL	2XL	3XL	4XL	5XL
<b>Light Gray</b>									

**Embroidered Pull-Over Hoodie \$30.00**

	XS	S	M	L	XL	2XL	3XL	4XL	5XL
<b>NAVY</b>									
	XS	S	M	L	XL	2XL	3XL	4XL	5XL
<b>Black</b>									
	XS	S	M	L	XL	2XL	3XL	4XL	5XL
<b>Light Gray</b>									

I, \_\_\_\_\_, authorize Compassionate Care Home Health Services, Inc. to withhold an additional amount of \$\_\_\_\_\_ for my apparel order.

Employee signature

Date

**We are**

# Hiring

## Refer a Friend Bonus!



## Requirements:

- Refer a friend to work at Compassionate Care.
- They put your name on the application.
- They get hired and work 90 days, YOU get paid \$150!
- They work 365 days, you get paid another \$150!
- Repeat and earn more bonuses!

## Applicants may apply here:

[CompassionateCareMi.com/  
employment-application/](http://CompassionateCareMi.com/employment-application/)

Some exceptions may apply. Referring employee must remain employed in order to receive bonus(es). Newly referred employee must successfully complete 90 days and 1 year employment without disciplinary action in order for referring employee to receive bonus(es). Referring employee's name must be indicated on the applicant's application. This referral bonus is not retroactive. Administrative staff are not eligible. This referral incentive may end at any time without notice.

