

# Compassionate Care

“A Legacy of Caring for Michigan Families.”

## Annual In-Service Information Reminder

Compassionate Care would like to see our employees continue their education in the home health care field. As part of this goal, we schedule mandatory annual in-services at each of our office locations. All employees will be required, as stated in the employee handbook, to complete the in-service. Failure to complete these mandatory in-service trainings may result in disciplinary action up to and including termination. Please work with your supervisors if the scheduled dates and times do not work for you.

Office	Date(s)	Class Times
Alpena	10/25/23 and 11/01/23	10:00a - 12:00p and 1:00p-3:00p
Mid-Michigan	11/29/23 and 11/30/23	10:00a - 12:00p and 1:00p-3:00p
Traverse City	11/08/23	10:00a - 12:00p and 1:00p-3:00p
West Branch	10/30/23	10:00a - 12:00p and 1:00p-3:00p

## Personnel File Records

When submitting copies of documents that are part of personnel files, please be sure that the copies are legible. Some employees have been sending in photos of documents and unfortunately, some of these photos have not been accepted because they are not able to be read - either because they are too blurry or the image is too small to read. Below are examples of what we will accept and what we will not.

These items become part of your personnel file and are reviewed in audits with our contracted agencies. If they are not able to read a document, we may be out of compliance. You are always welcome to stop by the office and we will make a copy of the document for you. If you have any questions on this, please reach out to your office.



## Presents!

To celebrate our 25th anniversary and to show our appreciation for all you do, this holiday season, we would like to provide you with the gift of warmth! Please see the attached information sheet to order your new coat! Please let your supervisor know what size and style (men's or women's) you would like by November 8th.



Thank you for all you do!

## MONTHLY TRAINING

Caring for the Client with an Indwelling Urinary Catheter

Contact your office if you would like this training printed for you.



**PLEASE** verify that your social security number and address are correct on your check stubs! Failure to do so and correct any errors may result in delayed W-2's.

## 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 frontline, as such we can provide that support to ourselves, our coworkers, and our clients.**

**Please 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.**

## 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.

Please also be sure that you are giving your supervisor time to return your call if you have to leave a message. When they are on-call, they are not in the office and may be tied up with something (in the shower, on the other line, etc.). If you don't hear back from them in 15-30 minutes, try again. If you have any questions about this, please reach out to them during office hours.

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.



## Safety 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.

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.

Please notify the office immediately if your client is not feeling well when you arrive or at any point during your shift.



**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

To celebrate our 25th anniversary and to show our appreciation for all you do, this holiday season, we would like to provide you with the gift of warmth! Below are measurements of the sizes available of the coat we would like to give you. There is a men's and women's option.

Please carefully select the size best suited for you. The coats will be charcoal gray.  
 Please let your supervisor know what size and style (men's or women's) you would like by November 8th.



	XS	S	M	L	XL	2XL	3XL	4XL	5XL	6XL
Chest Width	20	21 1/2	23	24 1/2	26	27 1/2	29 1/2	31 1/2	33 1/2	35 1/2
Body Length at Back	27	27 3/4	28 5/8	29 1/2	30 3/8	31 1/4	31 7/8	32 1/2	33 1/8	33 1/2
Sleeve Length from Center Back	34 1/4	35	35 3/4	36 1/2	37 1/4	38	38 3/4	39 1/2	40	40 1/2

**CHEST WIDTH**

Measured across the chest one inch below armhole when laid flat.

**BODY LENGTH AT BACK**

Measured from high point shoulder to finished hem at back.

**SLEEVE LENGTH FROM CENTER BACK**

Measure from Center Back neck to shoulder point to sleeve hem.



	XS	S	M	L	XL	XXL	3XL	4XL
Body Length at Back	25 3/4	26 3/8	27	27 5/8	28 1/4	28 7/8	29 1/8	30 1/8
Bust	18 1/2	19 1/2	20 1/2	22	23 1/2	25	27	29
Sleeve Length from Center Back	32	32 1/2	33	33 5/8	34 1/4	34 7/8	35 1/4	35 5/8

**BODY LENGTH AT BACK**

Measured from high point shoulder to finished hem at back.

**BUST**

Measured across the chest one inch below armhole when laid flat.

**SLEEVE LENGTH FROM CENTER BACK**

Measure from Center Back neck to shoulder point to sleeve hem.



**Heavy Blend™ Full-Zip Hooded Sweatshirt. 18600**

To help with a size comparison, these are the measurements of the full-zip hoodie that many people have ordered in the past.

**PRODUCT MEASUREMENTS**

	S	M	L	XL	2XL	3XL	4XL	5XL
Chest Width	19 1/4	21 1/4	23 1/4	25 1/4	27 1/4	29 1/4	31 3/4	33 1/2
Sleeve Length	33	34	35	36	37	38	39	40
Body Length at Back	26	27	28	29	30	31	32	33

**ORDER  
DEADLINE**  
November 8, 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.

