## 12/19/23: Update to clocking in - Part 1

It has come to our attention that the employee and client questionnaires have been taken off of Clear Care. We still need these questionnaires per the Dept of Health. We came up with a solution of adding them to the tasks. Important things to note. Continue...

## Update to clocking in - Part 2

\*The questions will be phrased in a way that will only prompt a verbal response (when select NO) if there are any issues. Ex: Your client does not have a fever. Pressing 1/YES - means your client is ok and does not have a fever. Pressing 2/NO -means your client is not ok and does have a fever. By pressing 2 you will be required to leave a message as to why NO was selected. Continue..

## Update to clocking in - Part 3

\*If you press 2/NO for any Communicable illness related question, you MUST call the office. We no longer get alerts for when there is a risk. So if there is one, call. \*If you accidentally hit the wrong button, please state so on telephony. \*Please make sure that you listen to the prompts carefully so that you know which person (you or the client) you are answering for. Continue...

## Update to clocking in - Part 4 – Last one

This is different for everyone, so please don't hesitate to reach out to Cait if you have any questions on how to do this. Thank you. If you would like to opt out of messages, please call 570-385-2818.