

Important Timesheet Instructions

To make sure timesheets are filled out properly and you are paid on time, keep these tips in mind:

- On the top of the page, fill out the client's name and your own. Enter your employee number under the logo on the right side of the timesheet.
- Make sure the hours of each day you work are filled in, noting when you started work and when you ended.
- Fill in all the cares you provided each day.
- Make sure the client or legal representative signs off on the hours/services provided.

- Your signature is required under the client's, attesting to the timesheet's accuracy.
- Return the white copy to the main office, the yellow copy to the client and save the pink copy for your records.
- Fax the white copy to 414-755-7063 or email it to hcpayroll@mcfi.net.
- If you have any questions about how this form, please call us at

Special Thanks

MCFI Home Care extends a special thanks to three staff members who helped us pass the state inspection — deficiency free!

- Creelthous Burse
- Henry Bilbo III
- Ruth Babbs

Thank you!



Refer a Worker!

You will receive \$25 bonus for referring worker after 40 hours of care is provided to a client.

DATE: _____

EMPLOYEE NAME: _____

PHONE/EMAIL: _____

APPLICANT REFERRAL: _____

PHONE/EMAIL: _____

EMPLOYEE SIGNATURE _____

DATE _____

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Caregivers CORNER

A quarterly newsletter for MCFI Home Care caregivers
Spring 2014



bits & pieces

Clean Hands Save Lives

Keeping hands clean through improved hand hygiene is one of the most important steps we can take to avoid getting sick and spreading germs to others. Many diseases and conditions are spread by not washing hands with soap and clean, running water. If soap and water are unavailable, use an alcohol-based hand sanitizer that contains at least 60% alcohol to clean hands.

When should you wash your hands?

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone who is sick
- Before and after treating a cut or wound
- After using the toilet
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal or animal waste
- After handling pet food or pet treats
- After touching garbage

How should you wash your hands?

- **Wet hands** with clean, running water and apply soap.
- **Rub hands** together to make a lather and scrub well; be sure to scrub the backs of your hands, between your fingers, and under your nails.
- **Continue rubbing** your hands for at least 20 seconds.
- **Rinse hands** well under running water.
- **Dry hands** using a clean towel or air dry them.



Professional Development Opportunities

The Milwaukee Center for Independence offers CNA training and up-to-date, ongoing practical training for caregivers who work in homes.

All instruction takes place at MCFI's Main Campus, Harry & Jeanette Weinberg Building, 2020 W. Wells St., Milwaukee.

The CNA training includes classroom training and clinical experience. Students can complete the clinical portion of the course at MCFI, working with adults living with disabilities, children with special health care needs and older adults.

For more information, please contact Kristen Nehring at 414-937-2094 or kristen.nehring@mcfi.net.

You can also learn more by visiting www.mcfi.net.



Is your client safe to drive?

Loyola University Health System has begun a Driver Rehabilitation program that provides a comprehensive evaluation on whether a person can safely drive a car.

The program is intended for elderly people and those with conditions such as stroke, brain injury, Parkinson's disease, multiple sclerosis and low vision.

The clinical evaluation takes 1.5 hours. It includes a medical history and tests of the patient's visual skills, perceptual skills, cognition, reaction time, physical ability and motor function.

A report will be sent to the person's physician and shared with the client and family members. It will recommend whether the client is:

- ✓ Fit to drive.
- ✓ Should participate in a behind-the-wheel assessment.
- ✓ Is not fit to drive due to significant impairments.

At the end of testing, this delicate issue is discussed in a careful and sensitive way, helping drivers and family members understand the risks and explore other transportation options if needed.

In some cases, Driver Rehabilitation will recommend adaptations to the car to enable people to keep driving. People also may benefit from follow-up treatments such as occupational therapy or vision care.

When ordered by a physician, Driver Rehabilitation usually is covered by Medicare and most insurance plans.

Per mile driven, the fatality rate for drivers 85 years and older is nine times higher than the rate for drivers 25 to 69 years old.

Managing STRESS

Tips to counteract the inherent stress in a caregiver's job



Being a caregiver can be rewarding but stressful. The trick to being a successful caregiver is knowing how to deal with the stresses that come with the job.

First, learn to recognize when you are becoming stressed before it becomes unmanageable. Knowing what the warning signs of stress are can help prevent you from feeling depressed, angry or burned out. Warning signs can include fatigue, changes in appetite or sleep, headaches or migraines, sleeplessness, crying, chest pains and difficulty focusing.

Then, learn to manage situations so they do not become exceptionally stressful. One way is to separate yourself from the situation; take a break, clear your mind and then reorient to the problem.

Keeping your stress level down before you are involved in a stressful situation can help you remain calm and focused. Begin by getting enough sleep, and find ways to relax when you are away from work. Many people find it relaxing to meditate or do yoga or deep breathing exercises.

Take just
15
minutes for yourself.

Start taking good care of your body as well. Eat regular meals, and try to eat them properly. Sit down at a table, eat your food slowly, and enjoy the down time. If possible, eat with friends or family to make the experience more enjoyable.

A good exercise program is another requirement for a healthy lifestyle. You need to keep your body active so that you can handle the physical demands of your job. This doesn't mean that you need to spend hours in the gym; even leisurely walks can help you stay in shape and be relaxing.

Another thing that can help you deal with stress is to have someone — a friend, family member, co-worker — to talk to about your feelings. Make sure that you do not use this time to complain, but instead to be constructive in your discussions. Be positive; remember that what you are doing is very important and that stress is only temporary.