



719-659-6344

Pikes Peak Respite Care Services
PO Box 38455
Colorado Springs CO 80937
(719)659-6344
cmbbev@hotmail.com
pikespeakrespiteservices.com

Staff Memo August 2018

Hope you all have had a great summer and as we transition to school days you find peace and happiness.

PPRS is preparing to become a Home Care Agency Class B. This licensure will allow us to provide hands-on services including hands-on respite and hands-on personal care. There are several required trainings that are now in the staff portal. If you have had any of these trainings through another agency, provide the proof of training and those trainings will be marked complete. The state requires that we prove competency of providers and the retention sheets or certificates of trainings provide that proof. Please note the training categories- many must be completed within 45 days of your first shift. If you have any questions regarding the training, please don't hesitate to reach out to Aimee or Beverly.

Starting September 1st, visit forms are required for each service visit through PPRS. Visit forms can be found in the staff portal. Visit forms will be used as part of our Quality Management Program to ensure that services are being delivered appropriately and to our standards of care.

Big Changes!!!

Time sheets accompanied with visit notes are due every Wednesday Starting September 5th, 2018. Paydays will still be on the 1st and 15th via direct deposit or checks mailed to those who don't want direct deposit. Shifts will not be paid without the accompanying visit note- they will be held until visit notes are turned in.

PPRS Staff Handbook is now available in the staff portal- please take a moment to become familiar with the contents, if you have any questions or comments please don't hesitate to reach out. :)