



**LIVING HANDS**  
HOME HEALTH CARE AGENCY

# DECEMBER NEWSLETTER

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Happy Holidays Everyone!!! We're excited to bring you the latest updates, highlights, and upcoming changes in the Home Health Care industry. This newsletter is designed to keep our **LIVING HANDS** community informed, connected, and inspired.

**\*\*\*\*\*PLEASE UPDATE YOUR ADDRESSES AND PHONE NUMBERS WITH US BEFORE 12/31/2025. WE NEED THE RIGHT INFORMATION FOR W-2's\*\*\*\*\***

## DO'S AND DON'TS

### DO'S

Clock in properly

Clock out properly

Clock in using the 800 number from client's phone

Clock out using the 800 number from client's phone



Do's

Don'ts

### DON'TS

Try to submit a timesheet for the day

Expect double time for the day

Call out for the day and expect holiday pay

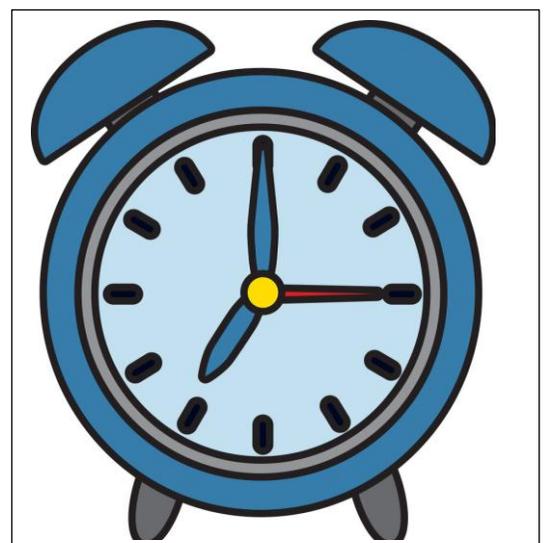
### Holiday Pay Guidelines

Loving Hands pays you time and a half for approved holidays. Holidays are separate from your normal workdays. Regardless of how many hours that you normally do, you will get paid time and a half for the holiday. Holiday hours do not accumulate with your normal hours; the holiday is a totally separate day where everyone gets paid time and a half. In order for you to get the holiday pay, you must clock in and out properly. Timesheets will not be accepted for holidays.



### Why is clocking in and out so important?

We are sure all of you guys are getting tired of hearing all the messages regarding clocking in and out. The reason is because there are a lot of cases being brought against people committing Medicaid fraud and the insurance companies are making rules to prevent it. Anyone can fill in a timesheet and say they were at work and since most clients have a personal relationship with their caregiver, timesheets are no longer looked at as being solid proof that the caregiver was where they were supposed to be. When you clock in on the app, it shows that you are there. When you clock in from the client's phone, it shows that you are there. This is why it's being pushed so hard.





**OUR DECEMBER CAREGIVERS OF THE MONTH ARE EARL LIVELY AND DANA SIVELS! THEY BOTH HAVE EVV PERCENTAGES THAT ARE ABOVE 99.10 FOR THE YEAR!! CONGRATULATIONS TO EARL LIVELY AND DANA SIVELS!! KEEP UP THE GREAT WORK!!**



- **Don't try to do it all**  
Seek help. Just a few hours of assistance can be a huge relief.
- **Accept an invitation**  
Be open to invitations from others, whether it's a holiday dinner or a casual outing.
- **Enjoy an experience**  
Focus on creating a cozy, low-key celebration rather than striving for perfection. It's okay to have burnt cookies; just call them "aromatic".
- **Treat yourself**  
Take time for yourself, even if it's just 10 minutes a day. Whether that's dancing in the living room for no reason at all or taking deeper breaths when you feel overwhelmed, try to find moments in your day when you can do something just for you.
- **Curate your decorations**  
Focus on a few significant decorations and avoid overwhelming the space with too many items. Choose lightweight and durable decorations to reduce the risk of strain or injury. Include items that hold personal significance or memories for the person you are caring for. Most importantly, ensure that all decorations are securely anchored and pathways are clear to prevent accidents.
- **Breathe and have faith**  
You don't have to do it all or do it all the way you always have. It is okay to begin new traditions and create new memories.



## CRYPTOGRAM

A =	H = 3
B =	I =
C =	J =
D =	K =
E =	L =
F =	M =
G = 4	

N =	U =
O =	V =
P =	W =
Q =	X =
R =	Y =
S =	Z =
T =	

7 3 18 16 15 24 2 26 12 6 14 6 12 1 7 3 22 16 4 1 26 25 20 26 18 24

8 6 18 17 17 12 6 21 22 18 7 6 1 26 25 9 26 12 6 7 3 18 16 1 26 25

15 16 26 8 18 7 19 25 14 22 16 4 3 18 16 20 24 3 26 9 6 3 6 18 19 7 3

21 18 12 6 18 4 6 16 21 1

**Answer:** Thanks for everything you do, as we appreciate you more than you know at Loving Hands Home Health Care Agency.



**STAY IN TOUCH WITH US**



**LUVING HANDS**  
**HOME HEALTH CARE AGENCY**

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**“The Agency you will grow to LUV.  
We provide the service you deserve!”**