## POLICY AND PROCEDURE MANUAL



VERSION 1.0

[] Scheduling of the home care worker
[] Assignment of duties to the home care worker
[] Hiring, firing, and discipline of the home care worker
[] Provision of materials or supplies for the home care worker's use in providing services
[] Training and ensuring qualifications that meet the client's needs
Acknowledgment of Receipt
I acknowledge that I have received, read, and understand the disclosure notice from Joyful Family LLC.
I have been informed of the above-listed responsibilities and understand my rights and obligations as
they relate to the home care services provided.
Client or Authorized Representative Name:
Relationship to Client (if applicable):
Signature:
Date:
Staff Name and Title:
Staff Signature:
Date:



VERSION 1.0

## **Advance Directives Notification Form**

Joyful Family LLC
Advance Directives Notification Form
Client Information
Client Full Name:
Date of Birth:
Phone Number:
Address:
Advance Directives Information
Have you been informed of your right to make decisions about your medical care, including the right to accept or refuse medical or surgical treatment and the right to formulate advance directives?
[] Yes
[] No
Do you currently have an advance directive (such as a Living Will or Durable Power of Attorney for Health Care)?
[] Yes
[] No
If yes, please specify the type of directive:
Would you like additional information or assistance in completing an advance directive?