

Crewmember Daily Planner

Caregiver Chartbook

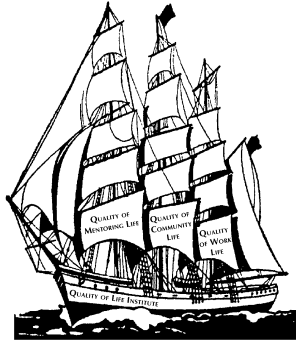
What is this?

A tool to help you stay organized in regard to:

- ◆ your daily caregiving commitments
- ◆ your monthly Portfolio requirements

What steps must I take?

1. On the first of each month, you'll receive two documents during pay day:
 - ✓ Your monthly Caregiving calendar, which lists your shifts for the month
 - ✓ The Monthly Office Memo (QoL-050), which contains current information from your Servant Leaders and Mentors, and reminds you of the highlighted Standard for the month. (See the "Portfolio" section of this book for more information.)
2. Put both documents into the correct month tab in this section.
3. Feel free to write on the Caregiving calendar to help you stay organized with your various commitments.
4. Use the Monthly Office Memo to help you work on your Portfolio during the month. File any papers or other materials for your Portfolio in the "Portfolio" section of this "Caregiver Chartbook".



Globe Star Forms Caregiver Chartbook

What is this? Documentation forms you'll need on a regular basis.

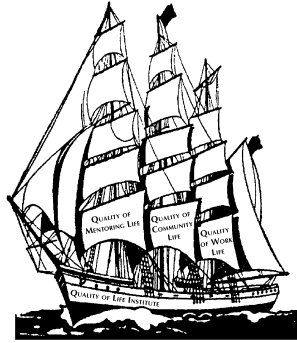
What steps must I take? The following forms are included here:

- a) QoCL-004 QoCL Reimbursement Invoice
- b) QoCL-015 Daily QoL Sheet
- c) EF-022 Request for Time Off
- d) EF-020 Over Time Tracking Reimbursement Invoice
- e) SF-018 Incident Initial Report

You'll need to use some of these forms regularly. Feel free to add pockets for other forms you wish to carry with you. (For example, Lighthouse Keepers will want to add "QoCL-062 Lighthouse Keeper Checklist".)

Procedure for obtaining other forms

- I. Globe Star forms are available at each office during regular office hours.
- II. All Globe Star forms are available online at the Globe Star Web site:
 - ★ Use your Web browser to navigate to: **www.globe-star.org**
 - ★ On the top right of the site, click: **Online Forms**
 - ★ A box should pop up and ask you to log in.
 - ★ The username is: **globe-user**
 - ★ The password is: **globestar**
 - ★ Locate the form(s) you need. They can be viewed and printed with the Adobe Acrobat Reader.



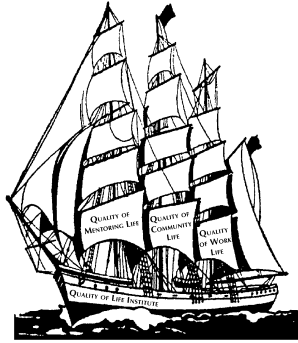
Reference Caregiver Chartbook

What is this?

A place to store any information that you want to have with you at all times

What steps must I take?

1. Add contact numbers to the “QoLI-212 **Contact Information Sheet**”.
2. Add study guides and references that you receive during your Practicum, Office Teaching, and beyond, such as:
 - Medication Administration and Emergency Management manuals
 - Communication study guide
 - Incident Reporting reference sheet
 - Four Tools and Elements of Companionship reference sheets
 - Writing about QoL study guide
 - Etc...
 - Any material that will be helpful for you to have in the field as a reference.



Personnel

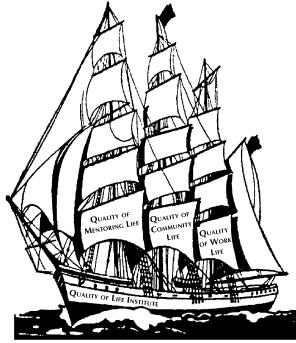
Caregiver Chartbook

What is this?

A place to store important documents relating to your employment at Globe Star.

What steps must I take?

1. Insert your personnel documents in this area, including
 - Letter of Agreement, including attachments
 - Job description
 - Agreements to Reimburse
 - Criminal History Checks
2. Use the special sleeve for your First Aid and CPR certification cards.
3. Use this section to maintain your ongoing personnel paperwork, such as:
 - This pay period's Reimbursement Invoice
 - This year's Days Off Tracking form.
4. Add any memos or notes as you receive them from your Servant Leaders or Executive Director.
5. As you request days off, keep copies of completed Request for Time Off sheets (EF-022) here.



Portfolio

Caregiver Chartbook

What is this?

A place to begin assembling your Portfolio, which will earn you a Direct Service Worker license

What steps must I take?

1. Browse through the enclosed “QoLI-215 **Crewmember’s Portfolio** Manual”.
2. You will receive a training in the office regarding this topic.
3. Use this area to start collecting paperwork, photos, and other materials that you wish to include in your Portfolio.