



Dear Caregivers,

Choice Care at Home and CCIL has integrated a new computer-based Telephony system in order to more accurately track our caregiver's clock-in and clock-out time, to leave messages, and to check off ADL tasks electronically. This will allow you to clock-in and out from your patient's home via phone call. It is vital that phone calls are made upon arrival and departure from your patient's home, as this will account for how your hours are paid.

What you need to do:

1. Call: **1 (833) 460-0241**
2. Press 1 for "clock-in" option, press 2 for "clock-out" option
3. Put in your Caregiver ID #: ____ get your ID from the office

You will also have the ability to hear voice mails from the office at the beginning of your shift/visit and to leave messages for the office at the end of your shift/visit.

Finally, each caregiver will answer yes/no for each ADL (Activity of Daily Living) task for each client at the end of their visit.