

**INSTRUCTIONS FOR COMPLETION
OF THE PERSONAL CARE SERVICES PROVIDER LOG**
Provider Logs must be received by the Fifth Day of every month.

Fax: 313-221-9566 or Email worklogs@sosworks.org Provider Logs

The provider log is prefilled with an “X” to indicate the services approved by the specialist. The provider completes this form to document the provision of personal care services for each day in the time period(s) indicated.

PROVIDER EMPLOYEE

1. Check (X) each day on which an approved task was provided for each month in the service time period(s).
2. Sign/date the form at the end of service time period to certify provision of the approved tasks.
3. Have the client/employer review the form and sign/date it to verify the services were delivered as agreed.
4. Return the signed/dated form to the adult services specialist at the end of the service time period.

NOTE: Failure to return the form by the **5th day of the month** after the last service date on the log will result in delay or termination of payments to the client/employer for these services.

PARTICIPANT EMPLOYER

1. Review the completed form to be sure all the approved tasks were done as certified by the provider.
2. Indicate if you are satisfied with the services.
3. Sign/date the form and direct the provider to return it to the adult services specialist.

NOTE: Failure to return the form within **5th day of the month** after the last service date on the log will result in delay or termination of payments to the client/employer for these services.

APPROVED PERSONAL CARE TASKS

1. **Eating/Feeding** – helping with use of utensils, cup/glass, getting food/drink to mouth, cutting up/manipulating food on plate, cleaning face and hands, as needed after a meal.
 2. **Toileting** – helping on/off toilet, commode/bed pan, emptying commode/bed pan, managing clothing, wiping and cleaning body after toileting, cleaning ostomy and/or catheter tubes/receptacles, applying diapers and disposable pads; may include doing catheter, ostomy or bowel programs.
 3. **Bathing** – helping with cleaning the body or parts of the body, shampooing hair, using tub or shower, sponge bathing, including getting a basin of water, managing faucets, soaping, rinsing and drying.
 4. **Grooming** – helping to maintain personal hygiene and neat appearance, including hair combing, brushing, oral hygiene, shaving, fingernail and toe nail care (unless a physician advises no to do so).
 5. **Dressing** – helping with putting on/taking off, fastening/unfastening garments/undergarments, special devices such as back/leg braces, corsets, artificial limbs or splints.
 6. **Transferring** – helping to move from one position to another, such as from bed to or from a wheelchair or sofa, to come to a standing position and/or repositioning to prevent skin breakdown.
 7. **Mobility** – helping with walking or moving around inside the living area, changing locations in a room, moving from room to room or climbing stairs.
 8. **Medication** – helping with administering prescribed or over-the-counter medication.
 9. **Meal Preparation** – helping with planning menus, washing, peeling, slicing, opening packages, cans and bags, mixing ingredients, lifting pots/pans, reheating food, cooking, operating stove/microwave, setting the table, serving the meal, washing/drying dishes and putting them away.
 10. **Shopping** – helping to compile a list identifying needed items, picking up items at the store, managing cart/baskets, transferring items to home and storing them away.
 11. **Laundry** – helping by getting laundry to machines, sorting, handling soap containers, placing laundry into machines, operating machine controls, handling wet laundry, drying, folding and storing laundry.
 12. **Light Housework** – helping with sweeping, vacuuming, washing floors, washing kitchen counters and sinks, cleaning the bathroom, changing bed linen, taking out garbage/trash, dusting and picking up, bringing in fuel for heating/cooking purposes if necessary.
- 13-21. Complex Care tasks** – require special techniques/knowledge; replace most/all 1-9 tasks when approved by specialist.