
ADMINISTRATIVE FORMS

The forms included are Microsoft Word documents and should operate on systems using Office 2007 software or higher. Kenyon HomeCare Consulting has done it's best to ensure reformatting will be minimal for most agencies, but we do not assume liability for any formatting errors that may occur.

INCLUDED FORMS

Personnel Forms

- Aide Skills Checklist
- Application for Employment
- Client Confidentiality Agreement
- Disclosure Statement
- Drug and Alcohol Free Workplace
- EEOC Statement
- Employee 7 Day Shift Report
- Employee Complaint Form
- Employee Satisfaction Survey
- Employee Warning Notice
- Employment Terms and Waivers Agreement
- HBV Consent or Decline
- Home Care Aid Supervisory Visit Record
- In-Service Log
- In-Service Sign-in
- Mandatory Reporting of Abuse and Neglect
- Orientation Checklist
- Pay Rate Package
- Reference Check Form
- RN/LPN Skills Self-Assessment Checklist
- Separation Notice / Resignation Statement
- Sexual Harassment Policy
- Suggested Personnel File Order
- Vacation Request and Approval

Client Forms

- Aide Plan of Service
- Case Orientation Log
- Client Assessment
- Client Bill of Rights
- Client Complaint Form
- Client Disclosure Statement
- Client Medication Disposal Form
- Client Satisfaction Survey
- Client Services Agreement
- Client Supervisory Note
- Discharge Information
- Evacuation Plan
- Fall Risk Assessment
- Home Safety Assessment
- Intake Form
- Medication Profile
- Narrative Note
- Skilled Care Plan
- Suggested Client File Order

Miscellaneous Forms

- Accident / Incident Report Form
- Complaint Log
- Conflict of Interest Statement
- Infection Control Log
- Marketing Information Sheets
- Physician License Verification Request Form