

## Client Enrollment Checklist

### Before Client Registration

- Test Transmitter to Determine and Record Optimum Frequency (216.\_\_\_\_)
- Things to take
  - Pen
  - Contract
  - Data Collection Form
  - Pre-authorized Debit Forms
  - Transmitter
  - Battery
  - Strap
  - Transmitter Tester
  - Client Log Sheet & Battery Change Check List
  - Battery Change Kit (Scissors, Marker, Used Battery Case, Spiral Punch, Key, Grease, O-ring, Tissue, Gloves)
  - Receiver
  - GPS
  - Camera

### At Client Residence

- Sign Contract ( Agent and Witness only)
- Initial Each Page (Agent and Witness only / all four pages)
- Complete Client Data Collection Form (All Four Pages)
- Take Picture (With Date Stamp if Possible)
- Collect Required Paperwork (Doctor's Diagnosis, Copy of Power of Attorney)
- Fit Transmitter to client's wrist or ankle
- Explain Testing Procedure and Leave Tester (Do Not Leave Key)
- Explain How To Complete Log Sheet and Leave Log Sheet with Caregiver
- Explain Reporting Procedure if Client is Missing (911)
- Collect Enrollment and Monthly Fees (Cheque, Preauthorized Payment Form)
- Take and Record GPS Coordinates of Client Residence
- Set date and time for first battery change and note on Check List (\_\_\_\_\_)
- Test Transmitter signal with receiver before leaving

### After Client Registration

- Email [ops@projectlifesaver.info](mailto:ops@projectlifesaver.info) with clients name, number and frequency
- Sign Contract ( For Team only)
- Initial Each Page (For Team only / all four pages)
- Return All Paperwork and Cheques to PLANS Office ASAP by mail

# Project Lifesaver - Client Enrollment Checklist

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