

# Care Givers of Arizona Inc.

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P.O. Box 33051  
Phoenix, AZ 85067  
Phone # (602)277-4142

## Company Orientation

Provider Name: \_\_\_\_\_

Provider Signature: \_\_\_\_\_

\_\_\_\_ Going onto our website regularly for updates: incident reports, the employee handbook, article 9 book, direct care worker book, etc. can be found.

\_\_\_\_ Office after hours: Calling the office when needing to call off work or if there is an emergency.

\_\_\_\_ Incident Reporting for every behavior: These forms can be accessed on our website and can be submitted via email or fax if preferred. If we find out there was an incident not reported within 24 hours, it will result in a write up.

\_\_\_\_ Keeping up with certifications: Certifications need to be renewed PRIOR to expiration. We do our best to send reminders prior to the expiration date. Expired certifications can result in being suspended until the certification is updated.

\_\_\_\_ HIPAA: Make sure you are not being dropped off in front of the client's house and do not discuss anything about the client to someone outside of the team.

\_\_\_\_ Phone/Social media: Do not be on cell phones while at work unless it's an emergency. No posting or talking about clients on social media. Never leave voicemails about the client where another person, who is not included in the team can hear.

\_\_\_\_ Pay schedule: We send out text reminders when time sheets, etc. are due. Pay periods are the 1st-15th and 16th-31st. Pay days are the 7th and 22nd unless it lands on a weekend then pay will be the Friday before.

\_\_\_\_ Emails/phone calls or texts are to be responded to within 24 hours MAX! Sending a text or emailing the office is not an effective way to call off work. All returned communication to the office should be via phone calls.

\_\_\_\_ Spokechoice: Clocking in and out even if you are late. Entering notes and having guardians approve timecards every Friday and at the end of the pay period. If having issues with the system, send a screen shot and/or call the office immediately that day so we can address the issue. Not putting time in due to gaps or problems with the system will result in a write-up.

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Supervisor Print Name

Supervisor Signature

Date