

PREFACE

START HERE

If you have been thinking about home care for an individual or yourself or just to be better organized, read this manual to help you determine the scope of the project and how you can do it. If you wondered what to do with all of the information and forms contained in the CAREGIVERS HOME CARE MANUAL, this is where you use it.

The Caregivers Manual is used as a text book to guide you through the start up process. It contains information and instructions for data collection, record keeping and scheduling. Think of the Caregivers Manual as a dictionary or cook book to select the items and forms that will help you organize homecare. It took me many years to learn how to care for an individual and put this manual together. You have the advantage of learning from my trials; these are things that worked for me. Even if you are doing this for yourself, it will help a lot. Using the information in it, you will be able to build **three documents** that will help you plan and track your activities

1. The **PERSONAL DATA FOLDER**, It allows for the daily tracking and scheduling activities for each month for as long as three years.
2. **TRAVELING FOLDER** This provides information and other items asked for on Dr. and hospital forms and a list of all phone numbers and addresses for your medical services.. Take this with you to every appointments, it travels with you.
3. **DAILY ACTIVITY PLAN** It shows how the day is organized and is useful to provide data for part time or temporary help.

The center piece of home care is the **Personal Data Folder** or manual. It contains the appointment calendars and data forms to organize your daily activities. The Home Care Persona Data Folder is the working part of being a care giver.

You should use this folder every day to track appointments, monitor health conditions and enter medical information in the Data/Record forms. A manual can be made to hold up to three years of appointments and Data/Record forms.

Remember, your health is very important too, both physical and spiritual, so allow time in the schedule to attend to your needs.

Personal Data folder instructions are in section 5 of the caregivers manual. (See QUICK START GUIDE). This will be the start of a data folder for record keeping.

A **personal data folder** is made up of 3 parts:

1. Cal-future forms for calendar pages by year, (appointment calendars).
2. Data/Record forms to enter and collect specific data.
3. Index and divider pages. (needed to cross reference and organize data.).

You should ask your health care professional for suggestions on what information you should track. Copy and use forms as needed

Traveling folder instructions are in to Section 1 of the caregivers manual; There are 4 parts:

1. Personal / EMS history (ambulance personnel need this).
2. List of medications (Everyone needs this; it shows where they are obtained and re-ordered.).

3. List of attending professional services; (addresses, phone numbers and contact information).
4. Past hospital stays for (3 years) and family medical history; (information for treating physicians).

Daily Activities Plan Instruction is in Section 1 of the Caregivers Manual. This will outline a daily plan for you and others to use.

These three items will cover daily functions, and appointments for every month of the year and help organize care for daily activities.

Section 5 Personal Data Folder (Sample Selections)

OVERVIEW

(All references and Links are to Section 5 of the Caregivers Manual)

HOW TO MAKE A NEW PERSONAL DATA FOLDER

(Hardware and supplies needed)

All new manuals start with a new 1” 'view” type 3 RING binder, plus clear sheet protectors as needed. If you are to have pages printed by someone else , a USB Drive is needed (also called a thumb drive) to copy files to be printed.

QUICK START GUIDE (SAMPLE)

All files and links mentioned here can be found on the “**List of Pages and Index sheets**” page in Section 5.

THERE ARE THREE STEPS IN STARTING A NEW PERSONAL DATA FOLDER:

SAMPLE FILES ARE SHOWN IN BRACKETS, [Xxx]. All files will be in a PDF format.

1. Select the years you want; links to year files are found in the “**Cal-Future Year list**” page.
[*2019, 2020, 2021*]
2. Select any or all of the Data/Record files you want, found in the “**Data/Record Copy List and Links**” page .
[*1. bowel movements, 2. vital signs*]
3. Select “**3 YR forms**” or “**1 YR forms**” for divider sheets.
[*3-yr forms*]

Print your items or copy to a USB Drive to be printed later.

Assembly instructions are found in the detailed instructions of the “**How to Make a New Personal Data Folder**” file along with **Instructions for making copies at a print store.**

CLICK HERE TO GO TO THE START OF THE MANUAL WITH INSTRUCTIONS FOR EACH SECTION

[INTRODUCTION LINK](#)