



## Adult Day Services (ADS) Sign in and Sign out

### Policy:

It is the responsibility of family members, caregivers, or other appropriate contacts (hereafter referred to as "caregiver") to sign in and out the person staying in Woodhaven's Adult Day Services program (hereafter referred to as "participant") following the procedure outlined below. It is the responsibility of the caregiver to ensure that participants designated to be in the secured Enhanced Living (ELC) area are checked in to ELC through the secured doors and left with the awareness of a Woodhaven staff person in ELC. Participants assigned to Health Services (main area) can be left either directly with a Woodhaven staff person or in one of the recliners in the "Town Center Area" (the central area near the nurses' station with the murals painted on the walls. Please inform orally at least one Woodhaven staff person when dropping off and picking up an ADS participant.

It is not acceptable for participants to be left anywhere from the front entrance to the town center area unaccompanied by Woodhaven staff upon drop off.

We reserve the right to use the closed circuit building surveillance system as needed to verify compliance with this policy and procedure, and reserve the right to discharge families found to be in noncompliance.

### Procedure:

Effective February 1, 2018, our procedure for ADS sign in and sign out will be for the Adult Day Service participant family member or caregiver to use the app provided on the tablet outside of the Health Services Dining room for both signing in and signing out the participant

Use the app on the tablet to perform record of sign in and sign out. Contact Woodhaven staff with questions or trouble with usage. Ben is the primary contact for making updates and corrections to the app, and he can be contacted at [benh@woodhavenrc.org](mailto:benh@woodhavenrc.org).

Because signing in and out is now fully a caregiver responsibility, we reserve the right bill families from 5:00 am until registered sign out time when there is not a record of a sign in, and from the sign in time until 11:00 pm when there is not a registered sign out time. If you are aware missing a sign in or sign out, please pass that knowledge along to the business office by means of email within 24 hours of the day in which the action was missed, along with the estimated time of drop off or pick up and we may use the surveillance system to verify the information provided (or simply take your word for it). As this is intended to be a labor saving process, we expect caregivers to be judicious with ensuring sign in and sign out is used each and every time a participant comes to or leaves our program.

I have read, understand, and agree to follow the concepts and steps outlined in this policy and procedure.

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participant name (printed)

signature of caregiver

date