

Instructions

CFS-322

The homemaker referral is used as a written assignment for the homemaker. This form will be completed when the service worker and homemaker supervisor have jointly decided that homemaker service is appropriate for the family and the case plan is written.

Completion

The date is entered on the top line followed by the name of the homemaker who will be assigned the case. The name of the case head, case number, and address is entered on the appropriate lines. The service worker enters her name and the name of the supervisor if different from her name. Next, enter the date service is requested to begin and an estimate of the expected date service will be completed. All persons living in the household shall be listed with their respective birthdates, sex, race, relationship to case head with checks made for those who will be included in the service. Primary presenting shall be checked with any additional problems specified by "other." Do not check any problems without having proper documentation in the case record.

In all cases, list a person who can be contacted in case of an emergency. Their name, address, telephone number (both home and work) shall be listed on the appropriate lines.

The goals which the service is aimed at achieving shall be listed, including both short-term and long term and any barriers which might prevent the achievement of the goals.

The supervisor shall determine the schedule of hours and days of the week based on the need and other prior commitments the homemaker has for her other cases. The supervisor, in conjunction with the service worker, shall assign specific tasks which shall be done by the homemaker. The number of times per day or week and any other comments shall be entered under "Comments" next to the checked activity. Any activities needed but not listed shall be written in under "Other." Any additional notations regarding the assignment shall be entered under "COMMENTS."

Routing

A copy shall be given to the homemaker and to the client with the original being retained in the case record.