

Instructions

CFS-324

The purpose of the checklist is to keep track of the various activities performed by the homemaker and to determine which types of service are most often needed.

Completion

The homemaker enters her name and the name of her supervisor at the top of the page. The beginning and ending dates for the two weeks the report covers will be entered on the next two lines followed by the name of the family.

Activities performed under each section will be checked on a daily basis. For any additional activities, the homemaker will check "other" and write in the name or describe the duty performed. One form is completed for each family served. Sections G through J shall be completed at the end of the two-week period with written responses for each category.

Routing

The checklist will be submitted to the homemaker supervisor for review. It will then be forwarded to the service worker who will review it and file in the case record.