



# The Clients Quarter

Carefree Home Services Inc.

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## New Timesheets



DHS required timesheet

As you all know we have started using the D.H.S. provided timesheets.

We have been having some difficulty with these timesheets being properly filled out by both the PCA's and the clients.

Unless you have been instructed otherwise all time is 1:1. and you should have your PCA's circle the 1:1 number above their time in/time out.

Please ensure that your PCA's are totaling their hours for each day and entering it in the "Daily Total Hours row".

At the end of the week they need to total their hours from the daily totals and enter that number in the "Total Hours This Time Sheet" row under the Total 1:1.

After verifying that their hours are correct please print the clients name under Recipient Name and enter the birth date or MA number next to it, then sign below with date.

We understand that the new timesheets are difficult, but they are required to be used by D.H.S.

We are still awaiting a response for another set of alternate timesheets that we have sent to the state. If you have any questions please call the office.

## New Office Staff



T.C.

We would like to welcome Theresa Anderson to our office staff.

Theresa likes to go by her initials T.C.

T.C. comes to us with a good business background and will be taking over for Katie Johnson who is no longer with us.

T.C. will be handling our billing and tracking hour usage as well as managing client files and various other duties. If you have questions about your Services Agreements or your hours/units used you should contact T.C.

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## New Brainerd Area Phone Number

The phone number to contact our Brainerd area R.N./Staffing Coordinator, Cassandra Magers, has changed to **218-330-9497**. Please use this phone number for all staffing and nursing related issues in the Brainerd/Aitkin and surrounding areas. You can also contact the main office at **800-675-8038**.

# Sun Exposure

Also called: Sunburn

Ultraviolet (UV) rays are an invisible form of radiation. They can penetrate your skin and damage your skin cells. Sunburns are a sign of skin damage. Suntans aren't healthy, either. They appear after the sun's rays have already killed some cells and damaged others. UV rays can cause skin damage during any season or at any temperature. They can also cause eye problems, [wrinkles](#), skin spots, and [skin cancer](#).

To protect yourself

- Stay out of the sun when it is strongest (between 10 a.m. and 4 p.m.)
- Use sunscreen with an SPF of 15 or higher
- Wear protective clothing
- Wear wraparound sunglasses that provide 100 percent UV ray protection
- Avoid sunlamps and tanning beds

Check your skin regularly for changes in the size, shape, color or feel of birthmarks, moles and spots. Such changes are a sign of skin cancer.

- **Q: When do I need to protect myself from sun exposure?**

- **A:** Protection from sun exposure is important all year round, not just during the summer or at the beach. Any time the sun's ultraviolet (UV) rays are able to reach the earth, you need to protect yourself from excessive sun exposure. UV rays can cause skin damage during any season or temperature.

- Relatively speaking, the hours between 10 a.m. and 4 p.m. during daylight savings time (9 a.m. - 3 p.m. during standard time) are the most hazardous for UV exposure in the continental United States. UV radiation is the greatest during the late spring and early summer in North America.

- Remember: UV rays reach you on cloudy and hazy days, as well as bright and sunny days. UV rays will also reflect off any surface like water, cement, sand, and snow.

Info from the Center for Disease Control

## Child Behavior Disorders Also called: Conduct disorders

All kids misbehave some times, but behavior disorders go beyond mischief and rebellion. With behavior disorders, your child or teen has a pattern of hostile, aggressive or disruptive behaviors for more than 6 months.

Warning signs can include

- Harming or threatening themselves, other people or pets
- Damaging or destroying property
- Lying or stealing
- Not doing well in school, skipping school
- Early smoking, drinking or drug use
- Early sexual activity
- Frequent tantrums and arguments
- Consistent hostility towards authority figures

If you see signs of a problem, ask for help. Poor choices can become habits. Kids who have behavior problems are at higher risk for school failure, suicide and more. Classes or family therapy may help parents learn to set and enforce limits.

Info from Medline Plus



Frequent tantrums and arguments can be a sign of Conduct Disorders.