## HCHB New Hire Training Checklist – Therapy

### Instructions:
Use this checklist as a guideline for training new staff on Homecare Homebase. Print this document and follow the step by step instructions below. Refer to [http://hchb.bayada.com/](http://hchb.bayada.com/) for Resources listed below.

1. Complete the Modules and Training Objectives in the order listed below.
2. Check the ✔️ Demo Trainer check box when trainer has completed demonstrations and instructions.
3. Check the ✔️ Hands-on Employee check box when employee has completed the hands-on practice.
4. Trainer and employee **Sign and Date** the checklist when all modules are complete and employee has demonstrated proficiency completing tasks.

### Module 1

**Device training**
- Power on/off
- Device maintenance
- Device support options

**Bayada email**
- Set-up Bayada email
- Access Bayada email

**PointCare**
- Login to Point Care
- Basic navigation

### Resources/Location
- **Android User Manual**
  - In R2 > Resource Center > PointCare Manager > Android User Manual.
  - Video - Device Start Guide
  - DOC - Valet, Refresh, Renew Cheat Sheet - Android
- **How to Set-up email**
- **Video** - PointCare Device – Keyboard Settings
- **Video** - PointCare Rolling Calendar

### Module 2

**Synch Address Visits**
- Synch the device
- Accept the visit(s)
- Synch the device

**Client Information**
- Review client history

**Routine Visit**
- Start the visit
- Mileage
- Vital signs
- Physical Assessment
- Interventions
- Order(s)
- Supplies
- Therapy Goals/Status
- Therapy Assessment/Plan

**Other**
- Client calendar
- Coordination notes

### Resources/Location
- **2-3 client assignments in TRN**
- **Video** – Introduction to HCHB Part 2a
- **HCHB User Guide – Therapy**
  - Subsequent Visit Guide - Therapy - Android
  - Rehab Evaluation Visit Guide - Android
- **HCHB "Cheat" Sheet of Interventions and Service Codes**
  - Service and Exception Codes Cheat Sheet

### Questions/Notes:

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version 5/16/11  Page 1 of 2
## HCHB New Hire Training Checklist - Therapy

<table>
<thead>
<tr>
<th>Module 3</th>
<th>Training Objectives</th>
<th>☑Demo Trainer</th>
<th>☑Hands-on Employee</th>
<th>Resources/Location</th>
</tr>
</thead>
</table>
| Synch Address Visits | Synch the device  
Accept the visit(s)  
Synch the device | ☐ | ☐ | HCHB User Guide – Therapy  
2-3 client assignments in TRN |
| Client Information | Review client information | ☐ | ☐ | HCHB User Guide – Therapy Video – Introduction to HCHB Part 2a |
| Start of Care Visit | Start the visit  
Mileage  
Demographics  
Entitlement  
Vital signs  
Physical Assessment  
Diagnosis  
Pathways  
Interventions  
Order(s)  
Supplies  
Goals  
Care Plan | ☐ | ☐ | HCHB User Guide – Therapy  
  - SOC Visit Guide - Android  
HCHB “Cheat” Sheet of Interventions and Service Codes  
  - Service and Exception Codes Cheat Sheet  
  Video – Introduction to HCHB Part 2b, 2c |
| Other | Client calendar  
Coordination notes  
Therapy Goals/Status  
Therapy Assessment/Plan | ☐ | ☐ | Video – Introduction to HCHB Part 2c |
| Sign out | Complete/incomplete visit  
Synch device | ☐ | ☐ |

**Questions/Notes:**

Sign and date below when training modules are complete and employee is proficient in all appropriate tasks. File the signed checklist for future reference.

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**Trainer/Super User**  
__________________________  
Date

**Employee**  
__________________________  
Date

*version 5/16/11 Page 2 of 2*