

RETURN TO APC

Employee Printed Name: _____

Date: _____ Time Started: _____ Time Finished: _____

TRUE/FALSE

- _____ 1. Employees may not socialize with a client in any way when not at work
- _____ 2. Employees may not release their home telephone number to any client
- _____ 3. If a client obtains an employees telephone number, employees are to clearly state it is inappropriate for the client to call them at home. Employees will direct the client to speak with the Advanced Personal Care supervisor on call.
- _____ 4. Employees are strictly prohibited against soliciting consumers from other provider agencies (solicitation is defined by the Medical Assistance Program Integrity Law and cited at LSA-RS46: 437/1-46:440.3)
- _____ 5. Employees are to have respectful interactions with people being supported.
- _____ 6. Employees are to use People First Language.

TRUE/FALSE: The following breaches will result in immediate termination and possible legal action.

- _____ 1. Any type of sexual harassment toward a client or another staff member
- _____ 2. Any type of physical aggression toward any client or staff member
- _____ 3. Any type of verbal aggression toward any client or staff member
- _____ 4. The continuation of the abuse process including verbal, physical, emotional, religious, work, sexual, etc.
- _____ 5. Any shaming, bereavement or condescension toward any client
- _____ 6. Taking any client home for any reason
- _____ 7. Engaging in any sexual activity with any client of Advanced Personal Care

8. If your client has a daily routine, do you have the right to change it?

9. Is it okay if your family or friends visit you at work?

10. If your shift starts at 0800 and you get there at 0830, is it okay to put 0800?

11. If your client does the same thing everyday, is it okay to document ahead of time for the week?

Why would it be Medicaid Fraud if you did?

12. Your client watches CNN at 1500. You are watching Montel at that time. Do you continue watching Montel or change it to CNN?

13. Ms. Doe ate lunch at noon, she asked you to fix yourself a plate also, what do you do?

14. Your friend calls your cell phone during your shift with some "juicy" gossip do you talk or call her when your shift is over?

15. Your client likes her room cleaned everyday at 0830 as stated in her Individualized Service Plan (ISP). You were watching TV at that time and didn't want to miss the end of your show. Do you continue watching TV or clean the room?

16. Your client is sleeping and they live alone. Your relief hasn't shown up yet. Do you leave?

What should you do?

17. You don't "get along" with your co-worker. They say something that upsets you. Do you confront them in front of your client?

What would you do?

18. If you leave during your shift to do a personal errand how should you show this on your time sheet?

19. If you leave during your shift before your scheduled time – do you have to contact anyone? Who?

20. If you are running late for work, what should you do?

21. If something was not completed on the prior shift, what should you do?

- Do it yourself and suck it up
- Ask the prior staff why it was not done
- Throw a fit and curse your co-worker out for not doing it
- Complain to your client about it

22. If you get to work at 0803 – what time should you document that you got there?

23. If you get a ride to work – should the person come into the home to pick you up?

24. If you are late on your phone bill, your truck is getting repossessed and you and your spouse are fighting – should you tell this to your client? Explain why or why not.

25. You are starving and forgot to bring your lunch, your client is sleeping and there is leftovers from her lunch – what should you do?
