3 BED CERTIFIED CCFFH SIGN OUT SHEET

INSTRUCTIONS: **Any Time a Primary Caregiver (PCG) is absent from the home. The PCG must sign out and a qualified, trained, approved Substitute Caregiver (SCG) must sign in. At the end of the day, the PCG totals the number of hours they have been out of the home and puts the total in the Daily Total column. At the end of the week, the PCG will place the total hours for the week in the Weekly Total column.**

A PCG may not utilize nurse aides for more than a total of 5 hours in a 24 hour period, not to exceed 28 hours in a week. Keep all Sign Out sheets in a binder

DATE	PRINT NAME	SIGNATURE	CHECK ONE			CHECK ONE		TIME IN	TIME OUT	Daily Total Hours	Weekly Total Hours
			NA	CNA	LPN / RN	PCG	SCG				