BENJAMIN ROSE INSTITUTE ON AGING
SERVICE • RESEARCH • ADVOCACY

Senior Companion Program
Benjamin Rose Institute
11900 Fairhill Rd. Suite 300
Cleveland, Ohio 44120
216.791.8000
216.373.1814 fax

COMMUNICATION SHEET

Date: _____

_____ _____
Station Liaison/Case Manager Phone

_____
Fax

Re: _____
Senior Companion

Notification of Schedule Changes for client: _____

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Permanent Change ❑ Effective Date(s) _____

Temporary Change ❑ Effective Daters) _____

Additional Comments: _____

_____

_____

No Fault Benefit Service Hours: *

❑ Client Deceased
❑ Client Not at Home/Visit attempted
❑ Client has Medical Appointment
❑ Client Hospitalized / Nursing Home placement

SC Scheduled Benefit Service Hours Off:

❑ Assigned SC off - Client refused a Substitute SC
❑ Assigned SC off - Substitute SC not available
❑ Assigned SC off - Substitute SC Assigned

*** Paid No Fault not to exceed 4 weeks time period for active Sc. (please refer to SCP Handbook for guidelines)**