30. This part of the test is worth 10pts. Please read the instructions and case study below carefully and fill out the time sheet on page 2 and 3 completely.

Once you have filled out the information, go to File >Save As and Save the file to your computer. Send completed file to Isrella Knopf at iknopf@ctjfs.org and Carolann Reid at creid@ctjfs.org

## CASE STUDY

You have been working for Mrs. Mary Jones for several weeks. Your schedule is 9:00 a.m. to 3:00 p.m. Monday through Friday, and you have kept to the schedule all week except for Wednesday, when Mrs. Jones' granddaughter did not come home from school at 3:00 p.m. as usual and you did not think it was safe to leave, so you stayed until 4:30 p.m.

Mrs. Jones was very upset about the change, seemed to forget who you were. This was not at all like her usual behavior, which is quiet and pleasant. Her daughter was angry both at the granddaughter for not being there and at you for staying the extra time.

Early Thursday your client asked you to leave saying she did not want you to come any more. Explain below the steps you would take because you knew the family felt you had to be there.

Don't forget the time sheet!

## CLIENT'S NAME

$\qquad$
REPORT for weeks of $\qquad$

## ADDRESS

$\qquad$
$\qquad$

## DUTIES:

$\square$ Bathing/Dressing $\square$ Meals $\square$ Laundry/Beds $\square$ Shopping/Dry Cleaning $\square$ Exercise

## COMPANION

$\qquad$

SUPERVISOR $\qquad$
No
Change $\quad$ Change Explain

Health \& Medical

Diet
© $\bigcirc$ $\qquad$

Safety

$\qquad$

Relation to Companion

Relation to Family


O $\qquad$
$\bigcirc$

$\qquad$

Relation to Others

Other problems and comments (include client or family requests, need for change in schedule, need for social work visits, etc.):

## CLIENT'S NAME

$\qquad$
REPORT for weeks of $\qquad$

|  | SUN | MON | TUES | WED | THURS | FRI | SAT |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| DATE |  |  |  |  |  |  |  |
| TIME IN |  |  |  |  |  |  |  |
| TIME <br> OUT |  |  |  |  |  |  |  |


|  | SUN | MON | TUES | WED | THURS | FRI | SAT |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| DATE |  |  |  |  |  |  |  |
| TIME IN |  |  |  |  |  |  |  |
| TIME <br> OUT |  |  |  |  |  |  |  |


|  | SUN | MON | TUES | WED | THURS | FRI | SAT |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| DATE |  |  |  |  |  |  |  |
| TIME IN |  |  |  |  |  |  |  |
| TIME <br> OUT |  |  |  |  |  |  |  |


|  | SUN | MON | TUES | WED | THURS | FRI | SAT |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| DATE |  |  |  |  |  |  |  |
| TIME IN |  |  |  |  |  |  |  |
| TIME <br> OUT |  |  |  |  |  |  |  |


|  | SUN | MON | TUES | WED | THURS | FRI | SAT |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| DATE |  |  |  |  |  |  |  |
| TIME IN |  |  |  |  |  |  |  |
| TIME <br> OUT |  |  |  |  |  |  |  |

