# Instructions - Worker Notes Form

**The worker notes form should include the following:**

- Date and hours (time in and time out) of service
- Space for notes
- Record of what the worker and care receiver actually did together
- Level of care receiver's participation
- Space for signatures of the service recipient (family caregiver), direct care worker and appropriate provider agency staff and date of each signature

Provider agencies must use the attached Worker Notes Form or submit a variation to the Director of Alzheimer's Programs for approval that includes all of the above information.