



## **Instructions for Respite Specialists and Skills Specialists to Submit Work Schedules on the 1<sup>st</sup> and 16<sup>th</sup> of Each Month**

**Effective September 16, 2010**, Respite Specialists and Skills Specialists are required to submit a work schedule on the following cycle:

- On the 1<sup>st</sup> of each month, submit a work schedule for the 1<sup>st</sup> through the 15<sup>th</sup>, **and**
- On the 16<sup>th</sup> of each month, submit a work schedule for the 16<sup>th</sup> through the end of the month.

Respite Specialists and Skills Specialists have the option of submitting their work schedules:

- **Hard copy** (available at the Changing Tides Family Services office located at 3300 Glenwood Street, Eureka)
- **Or**
- **Online/electronically** to [schedule@changingtidesfs.org](mailto:schedule@changingtidesfs.org) (see instructions below)

Respite Specialists and Skills Specialists must use the Changing Tides Family Services Work Schedule and include the following information:

- Employee name at the top of the schedule
- Days and times **scheduled** to work
- The name of the consumer for each day/time (use consumer's initials)
- The location where the Respite Specialist or Skills Specialist will be working (the city where the consumer's home is located, using abbreviations listed at the bottom of the schedule)
- Days and times **available** to work

Respite Specialists and Skills Specialists must contact Changing Tides Family Services staff if they want to request a change in their work schedule.

### **Instructions for Submitting Work Schedules Electronically**

- 1) Download a Changing Tides Family Services Work Schedule from the Changing Tides Family Services website at [www.changingtidesfs.org](http://www.changingtidesfs.org)
  - Click on the Developmental Services tab
  - Open the appropriate Work Schedule from the list
  - Complete the calendar
  - Save the calendar to own computer as a Word document
- 2) Send email to [schedule@changingtidesfs.org](mailto:schedule@changingtidesfs.org)
  - In subject line: Work Schedule for Debbie and Erin
  - Attach appropriate, completed calendar to email

Respite Specialists and Skills Specialists should call 445-5183 and ask to speak to Debbie Pool if they have questions regarding this process.

Carol A. Hill, Executive Director | Donna Miller-Michaud, Deputy Director

Child Care Services/Subsidies/Referrals | Special Needs Services | Mental Health Services | Parent Supports

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