CARE / WORKSHEET

Caregiver Daily Handoff

Keep a factual record of routines, changes and the next handoff.

DATE / SHIFT

PERSON INITIALS

1 PLANNED CARE

Summarize the existing routine and agreed assistance.

2 WHAT YOU OBSERVED

Record exact changes; distinguish what you saw from reports.

3 UNFINISHED / ASK NEXT

List questions, updates and who needs to be contacted.

KEEP YOUR SOURCES

Add dates and factual notes. Keep original documents in a secure separate place.

CARE / RECORD + REVIEW

Caregiver Daily Handoff

Keep a factual record of routines, changes and the next handoff.

PERIOD / PROJECT	REVIEW DATE

TIME	TASK	OBSERVED	PERSON TOLD	NEXT STEP

NEXT SHIFT / CONTACT	OPEN QUESTIONS

RECONCILE BEFORE DECIDING

Amounts and statuses do not calculate automatically. Review estimates against confirmed facts.

CARE / EXAMPLE + USE GUIDE

Caregiver Daily Handoff

Keep a factual record of routines, changes and the next handoff.

01

USE NEUTRAL TERMS

Prefer ’ate half of lunch’ over guessed motivations.

02

NOTE THE SOURCE

Separate a direct observation from a second-hand report.

03

ESCALATE CONCERNS

Use existing urgent-care instructions; never rely solely on this log.

SAMPLE / FACTUAL NOTES

1:00 PM: lunch offered; around half eaten. 2:10 PM: family notified.

The next caregiver checks the plan. The notes do not diagnose a cause.

SCOPE + SAFETY

Not a medication order or medical record. Follow the care plan and secure private notes.