

# MANAGEMENT TOOL KIT

The following tools were developed for the use of Aging Outreach Services, a management company to AOS Care Management and Moore Registry.

## General Forms

- Flyer with logo insert
- Letter with logo insert
- General Fax with logo insert
- Physician Fax with logo insert
- Mileage Report
- Weekly Expense Report
- Supply Order Request
- Sick Time Request
- Vacation Time Request
- Annual Performance Review
- Employee Goals
- Weekly Staff Meeting Template
- Press Release (example)
- Client File Checklist (billing cycle)

## Client Forms

- Client Inquiry Form
- Client Satisfaction Survey

**Policy and Procedure manual can be reviewed and a link provided to create individualized company plan. Additional training and consultation can be provided by our management team:**

- QuickBooks
- Generations (scheduling software)
- On-site consultation and Field Training
- Off-site (we will come to you) consultation and Field Training
- Guide to understanding Alzheimer's and Dementia
- My Memories and Planning Guide

Aging Outreach Services has been in business for 10 years. We are happy to provide resources and consultation. All documents, forms, and tools are specific to our company and we recommend you check with your local legal professional to accommodate for any state or legal entity requirements specific to you.

