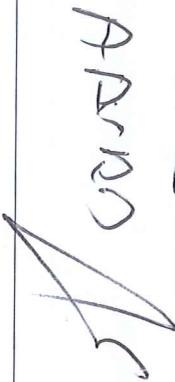


**Optimistic Community Care**
**TIME SHEET**

DAY	START DATE	START TIME	END DATE	END TIME	TOTAL HOURS	SERVICE TYPE	CASE NOTES
							TITLE: SUPPORT WORKER
MONDAY	19-08-24	4:00 PM	19-08-24	6:12 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Assisted with dressing and personal grooming.</li> <li>- Supervised Khaled having Dinner.</li> <li>- Helped with toileting and hygiene.</li> <li>- Took Khaled for a stroll in the wheelchair.</li> </ul>
TUESDAY	20-08-24	3:55 PM	20-08-24	6:20 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Supported with brushing teeth and combing hair.</li> <li>- Helped with toileting and dressing.</li> <li>- Supervised Khaled having Dinner.</li> <li>- Tidied up bedroom and belongings.</li> </ul>
WEDNESDAY	21-08-24	4:03 PM	21-08-24	6:09 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Assisted with showering and personal hygiene tasks.</li> <li>- Supervised Khaled having Dinner.</li> <li>- Cleaned after dinner</li> <li>- Helped with mobility from wheelchair to bed.</li> <li>- Tidied up after dinner.</li> </ul>
THURSDAY	22-08-24	4:00 PM	22-08-24	6:15 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Supported personal grooming and dressing.</li> <li>- Supervised Khaled having Dinner.</li> <li>- Cleaned after dinner</li> <li>- Helped with toileting and hygiene.</li> <li>- Took Khaled for a stroll in his wheelchair.</li> </ul>
FRIDAY	23-08-24	4:02 PM	23-08-24	6:11 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Assisted with showering and hygiene tasks (e.g., lotion).</li> <li>- Supervised Khaled having Dinner.</li> <li>- Managed laundry and wardrobe.</li> <li>- Engaged in light conversation.</li> </ul>
		11:58 PM		2:00 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Assisted with dressing and toileting.</li> <li>- Supervised eating a snack.</li> <li>- Managed laundry and personal belongings.</li> </ul>

DAY	START DATE	START TIME	END DATE	END TIME	TOTAL HOURS	SERVICE TYPE	CASE NOTES
SATURDAY	24-08-24	2.00 PM	24-08-24	5:15 PM	3	Assistance with social, Economic & Community Participation	<ul style="list-style-type: none"> <li>- Took Khaled to a movie.</li> <li>- Brought a drink.</li> <li>- Assisted with mobility.</li> </ul>
SUNDAY	25-08-24	3:59 PM	25-08-24	6:10 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Supported with dressing and grooming.</li> <li>- Supervised eating a snack.</li> <li>- Tidied up personal belongings.</li> <li>- Supervised Khaled having Dinner.</li> <li>- Cleaned after dinner</li> <li>- watched tv</li> </ul>
<b>Weekly Totals</b>						17 Hours Weekly	

EMPLOYEE SIGNATURE:		DATE:	25/8/24
PARTICIPANT/GUARDIAN SIGNATURE:		DATE:	25/08/2024

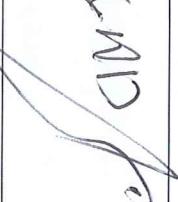
## Optimistic Community Care

## TIME SHEET

TIME SHEET						
EMPLOYEE NAME: LOUBNA ASSAAD			TITLE: SUPPORT WORKER			
EMPLOYEE NUMBER: 0403 293 377			SUPERVISOR: MOHAMMAD AYAD			
PARTICIPANT NAME: KHALED AYAD			PARTICIPANT ADDRESS: 27 TUSMORE RISE, ROXBURGH PARK VIC 3064			
DAY	START DATE	START TIME	END DATE	END TIME	TOTAL HOURS	SERVICE TYPE
MONDAY	12-08-24	3:55 PM	12-08-24	6:05 PM	2	Daily Personal Activities
TUESDAY	13-08-24	4:00 PM	13-08-24	6:13 PM	2	Daily Personal Activities
WEDNESDAY	14-08-24	3:58 PM	14-08-24	6:08 PM	2	Daily Personal Activities
THURSDAY	15-08-24	4:00 PM	15-08-24	6:12 PM	2	Daily Personal Activities
FRIDAY	16-08-24	3:58 PM	16-08-24	6:20 PM	2	Daily Personal Activities
		12:00 PM		2:08 PM	2	Daily Personal Activities

CASE NOTES
- Assisted with dressing and personal grooming. - Supervised Khaled having Dinner. - Helped with toileting and hygiene. - Took Khaled for a stroll in the wheelchair around the neighborhood
- Supported with brushing teeth and combing hair. - Helped with toileting and dressing. - Supervised Khaled having Dinner.
- Tidied up bedroom and belongings.
- Assisted with showering and personal hygiene tasks. - Supervised Khaled having Dinner. - Helped with mobility from wheelchair to bed. - Tidied up after dinner.
- Supported personal grooming and dressing. - Supervised Khaled having Dinner. - Helped with toileting and hygiene. - Took Khaled for a stroll in his wheelchair.
- Assisted with showering and hygiene tasks (e.g., lotion). - Supervised Khaled having Dinner. - Managed laundry and wardrobe. - Engaged in conversation.
- Assisted with dressing and toileting. - Supervised eating a snack. Tea with milk

DAY	START DATE	START TIME	END DATE	END TIME	TOTAL HOURS	SERVICE TYPE	CASE NOTES
SATURDAY	17-08-24		17-08-24				- Managed laundry and personal belongings.
		2:08 PM		5:11 PM	3	Assistance with social, Economic & Community Participation	<ul style="list-style-type: none"> <li>- Took Khaled to Restaurant to have dinner– Hunkie Dory Broadmeadows.</li> <li>- Then went to a café next door. Brought desert and coffee</li> <li>- Assisted with mobility and social activities.</li> </ul>
SUNDAY	18-08-24	4:03 PM	18-08-24	6:09 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Supported with dressing and grooming.</li> <li>- Supervised eating a snack.</li> <li>- Tidied up personal belongings.</li> <li>- Supervised Khaled having Dinner.</li> <li>- Cleaned after dinner</li> </ul>
<b>Weekly Totals</b>						17 Hours Weekly	

EMPLOYEE SIGNATURE:		DATE:	18/08/24
PARTICIPANT/GUARDIAN SIGNATURE:		DATE:	18/08/2024

## Optimistic Community Care

## TIME SHEET

EMPLOYEE NAME:	LOUBNA ASSAAD	TITLE:	SUPPORT WORKER
EMPLOYEE NUMBER:	0403 293 377	SUPERVISOR:	MOHAMMAD AYAD
PARTICIPANT NAME:	KHALED AYAD		
PARTICIPANT ADDRESS:	27 TUSMORE RISE, ROXBURGH PARK VIC 3064		

DAY	START DATE	START TIME	END DATE	END TIME	TOTAL HOURS	SERVICE TYPE	CASE NOTES
MONDAY	05-08-24	3:55 PM	05-08-24	6:07 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Assisted with dressing and personal grooming.</li> <li>- Supervised Khaled having dinner.</li> <li>- Cleaned</li> <li>- Helped with toileting and hygiene.</li> <li>- Took Khaled for a stroll in the wheelchair.</li> </ul>
TUESDAY	06-08-24	4:00 PM	06-08-24	6:12 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Supported with brushing teeth and combing hair.</li> <li>- Helped with toileting and dressing.</li> <li>- Supervised Khaled having dinner.</li> <li>- Cleaned</li> </ul>
WEDNESDAY	07-08-24	3:59 PM	07-08-24	6:10 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Assisted with showering and personal hygiene tasks.</li> <li>- Supervised Khaled having dinner.</li> <li>- Helped with mobility from wheelchair to bed.</li> <li>- Tidied up after dinner.</li> </ul>
THURSDAY	08-08-24	3:56 PM	08-08-24	6:09 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Supported personal grooming and dressing.</li> <li>- Supervised Khaled having dinner.</li> <li>- Helped with toileting and hygiene.</li> <li>- Took Khaled for a stroll in his wheelchair.</li> </ul>
FRIDAY	09-08-24	4:00 PM	09-08-24	6:15 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Assisted with showering and hygiene tasks (e.g., lotion).</li> <li>- Supervised Khaled having dinner.</li> <li>- Cleaned</li> <li>- Managed laundry and wardrobe.</li> <li>- Engaged in conversation about the day program and his friends.</li> </ul>
SATURDAY	10-08-24	12:00 PM		2:08 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Assisted with dressing and toileting.</li> <li>- Supervised eating a snack and tea with milk.</li> <li>- Managed laundry and personal belongings.</li> </ul>
			10-08-24	5:09 PM	3	Assistance with social, Economic & Community Participation	<ul style="list-style-type: none"> <li>- Took Khaled to a local event.</li> <li>- Went for a coffee afterwards/</li> <li>- Assisted with mobility throughout.</li> </ul>

DAY	START DATE	START TIME	END DATE	END TIME	TOTAL HOURS	SERVICE TYPE	CASE NOTES
SUNDAY	11-08-24	3:57 PM	11-08-24	6:11 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Supported with dressing and grooming.</li> <li>- Supervised eating a snack.</li> <li>- Tidied up personal belongings.</li> <li>- Supervised Khaled having dinner.</li> <li>- Cleaned up after dinner.</li> <li>- Watched his favourite series</li> <li>- supervised him drink Cup of tea with milk</li> </ul>
<b>Weekly Totals</b>						17 Hours Weekly	

EMPLOYEE SIGNATURE: 

DATE:  
11/08/2024

PARTICIPANT/GUARDIAN SIGNATURE: 

DATE:  
11/08/2024

**Optimistic Community Care**
**TIME SHEET**

EMPLOYEE NAME:	LOUBNA ASSAAD	TITLE:	SUPPORT WORKER				
EMPLOYEE NUMBER:	0403 293 377	SUPERVISOR:	MOHAMMAD AYAD				
PARTICIPANT NAME:	KHALED AYAD	PARTICIPANT ADDRESS:	27 TUSMORE RISE, ROXBURGH PARK VIC 3064				
DAY	START DATE	START TIME	END DATE	END TIME	TOTAL HOURS	SERVICE TYPE	CASE NOTES
MONDAY	29-07-24	3:59 PM	29-07-24	6:11 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Supported with dressing and grooming.</li> <li>- Supervised Khaled having Dinner.</li> <li>- Tidied up after dinner, tidied up also his personal belongings.</li> <li>- Engaged in conversation.</li> </ul>
TUESDAY	30-07-24	4:00 PM	30-07-24	6:13 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Supported with brushing teeth and combing hair.</li> <li>- Helped with toileting and dressing.</li> <li>- Supervised Khaled having Dinner.</li> <li>- Tidied up bedroom and belongings.</li> </ul>
WEDNESDAY	31-07-24	3:58 PM	31-07-24	6:18 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Assisted with showering and personal hygiene tasks.</li> <li>- Supervised Khaled having Dinner.</li> <li>- Cleaned after dinner.</li> <li>- Helped with mobility from wheelchair to bed.</li> </ul>
THURSDAY	01-08-24	3:57 PM	01-08-24	6:12 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Supported personal grooming and dressing.</li> <li>- Supervised Khaled having Dinner.</li> <li>- Helped with toileting and hygiene.</li> <li>- Took Khaled for a stroll in his wheelchair.</li> </ul>
FRIDAY	02-08-24	4:00 PM	02-08-24	6:14 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Assisted with showering and hygiene tasks (e.g., lotion).</li> <li>- Supervised Khaled having Dinner.</li> <li>- Cleaned after dinner.</li> <li>- Managed laundry and wardrobe.</li> <li>- Engaged in conversation.</li> </ul>
		12:00 PM		2:10 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Assisted with dressing and toileting.</li> <li>- Supervised while Khaled ate a snack.</li> <li>- Managed laundry and personal belongings.</li> </ul>
SATURDAY	03-08-24	2:10 PM	03-08-24	5:05 PM	3	Assistance with social, Economic & Community Participation	<ul style="list-style-type: none"> <li>- Took Khaled to a Restaurant (Roxy Kebab).</li> <li>- Supervised Khaled having Dinner.</li> <li>- Brought a chai latte for him and brought a cheesecake</li> <li>- Assisted with mobility and social activities.</li> </ul>

DAY	START DATE	START TIME	END DATE	END TIME	TOTAL HOURS	SERVICE TYPE	CASE NOTES
SUNDAY	04-08-24	3:58 PM	04-08-24	6:09 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Supported with showering, dressing and grooming.</li> <li>- Supervised Khaled having Dinner.</li> <li>- Cleaned after dinner.</li> <li>- Tidied up personal belongings.</li> <li>- Watched TV</li> </ul>
<b>Weekly Totals</b>						17 Hours Weekly	

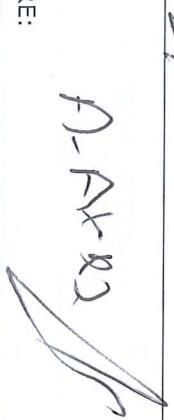
EMPLOYEE SIGNATURE:



DATE:

04/08/2024

PARTICIPANT/GUARDIAN SIGNATURE:



DATE:

04/08/2024

## Optimistic Community Care

## TIME SHEET

EMPLOYEE NAME: LOUBNA ASSAAD	TITLE: SUPPORT WORKER
EMPLOYEE NUMBER: 0403 293 377	SUPERVISOR: MOHAMMAD AYAD
PARTICIPANT NAME: KHALED AYAD	PARTICIPANT ADDRESS: 27 TUSMORE RISE, ROXBURGH PARK VIC 3064

DAY	START DATE	START TIME	END DATE	END TIME	TOTAL HOURS	SERVICE TYPE	CASE NOTES
MONDAY	22-07-24	3:56 PM	22-07-24	6:00 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Assisted with personal grooming and dressing.</li> <li>- Supervised dinner.</li> <li>- Provided toileting support.</li> <li>- Walked with Khaled in his wheelchair.</li> </ul>
TUESDAY	23-07-24	4:00 PM	23-07-24	6:10 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Helped with oral hygiene and hair combing.</li> <li>- Assisted with dressing.</li> <li>- Supervised dinner.</li> </ul>
WEDNESDAY	24-07-24	3:59 PM	24-07-24	6:14 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>Supported with a shower and personal care.</li> <li>- Supervised dinner.</li> <li>- Assisted with transitioning from wheelchair to bed.</li> <li>- Tidied up after dinner.</li> </ul>
THURSDAY	25-07-24	3:57 PM	25-07-24	6:12 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>Assisted with grooming and getting dressed.</li> <li>- Supervised dinner.</li> <li>- Provided help with toileting.</li> <li>- Took Khaled for a wheelchair walk.</li> </ul>
FRIDAY	26-07-24	4:00 PM	26-07-24	6:13 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>Assisted with showering and applying lotion.</li> <li>- Supervised dinner.</li> <li>- Managed laundry and wardrobe.</li> <li>- Engaged in light conversation.</li> </ul>
SATURDAY	27-07-24	12:00 PM	27-07-24	2:12 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Helped with dressing and toileting.</li> <li>- Supervised a snack and tea.</li> <li>- Managed laundry and personal belongings.</li> </ul>
SUNDAY	28-07-24	4:00 PM	28-07-24	6:05 PM	2	Assistance with social, Economic & Community Participation	<ul style="list-style-type: none"> <li>- Visited a park.</li> <li>- Had refreshments at a nearby cafe.</li> <li>- Assisted with mobility and social engagement.</li> </ul>
						Daily Personal Activities	<ul style="list-style-type: none"> <li>- Supported dressing and grooming.</li> <li>- Supervised a snack.</li> <li>- Tidied up personal belongings.</li> </ul>

DAY	START DATE	START TIME	END DATE	END TIME	TOTAL HOURS	SERVICE TYPE	CASE NOTES
							- Supervised dinner. - Cleaned up after the meal.
<b>Weekly Totals</b>						17 Hours Weekly	
EMPLOYEE SIGNATURE:						DATE:	
 <i>Alexander</i>						28/07/2024	
PARTICIPANT/GUARDIAN SIGNATURE:						DATE:	
 <i>Alexander</i>						28/07/2024	

## Optimistic Community Care

## TIME SHEET

EMPLOYEE NAME:	LOUBNA ASSAAD	TITLE:	SUPPORT WORKER				
EMPLOYEE NUMBER:	0403 293 377	SUPERVISOR:	MOHAMMAD AYAD				
PARTICIPANT NAME:	KHALED AYAD	PARTICIPANT ADDRESS:	27 TUSMORE RISE, ROXBURGH PARK VIC 3064				
DAY	START DATE	START TIME	END DATE	END TIME	TOTAL HOURS	SERVICE TYPE	CASE NOTES
MONDAY	15-07-24	3:57 PM	15-07-24	6:00 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Assisted with dressing and personal grooming.</li> <li>- Supervised Khaled having dinner.</li> <li>- Helped with toileting and hygiene.</li> <li>- Took Khaled for a stroll in the wheelchair.</li> </ul>
TUESDAY	16-07-24	4:00 PM	16-07-24	6:09 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Supported with brushing teeth and combing hair.</li> <li>- Helped with toileting and dressing.</li> <li>- Supervised Khaled having dinner.</li> <li>- Tidied up bedroom and belongings.</li> </ul>
WEDNESDAY	17-07-24	3:55 PM	17-07-24	6:10 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Assisted with showering and personal hygiene tasks.</li> <li>- Supervised Khaled having dinner.</li> <li>- Helped with mobility from wheelchair to bed.</li> <li>- Tidied up after dinner.</li> </ul>
THURSDAY	18-07-24	3:58 PM	18-07-24	6:12 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Supported personal grooming and dressing.</li> <li>- Supervised Khaled having dinner.</li> <li>- Helped with toileting and hygiene.</li> <li>- Took Khaled for a stroll in his wheelchair.</li> </ul>
FRIDAY	19-07-24	4:00 PM	19-07-24	6:15 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Assisted with showering and hygiene tasks (e.g., lotion).</li> <li>- Supervised Khaled having dinner.</li> <li>- Managed laundry and wardrobe.</li> <li>- Engaged in conversation.</li> </ul>
		12:00 PM		2:05 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Assisted with dressing and toileting.</li> <li>- Supervised eating a snack and tea with milk.</li> <li>- Managed laundry and personal belongings.</li> </ul>
SATURDAY	20-07-24	2:05 PM	20-07-24	5:08 PM	3	Economic & Community Participation	<ul style="list-style-type: none"> <li>- Visited a library</li> <li>- went for a dinner later on</li> </ul>
SUNDAY	21-07-24	3:59 PM	21-07-24	6:11 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Supported with dressing and grooming.</li> <li>- Supervised eating a snack.</li> <li>- Tidied up personal belongings.</li> </ul>

DAY	START DATE	START TIME	END DATE	END TIME	TOTAL HOURS	SERVICE TYPE	CASE NOTES
							<ul style="list-style-type: none"> <li>- Supervised Khaled having dinner.</li> <li>- Cleaned up after dinner.</li> <li>- Engaged in conversation about the week's activities.</li> <li>- Took a walk in the wheelchair.</li> <li>- Tidied up the room by arranging personal items.</li> <li>- Watched TV.</li> </ul>
<b>Weekly Totals</b>							17 Hours Weekly

EMPLOYEE SIGNATURE:		DATE:	21/07/2024
PARTICIPANT/GUARDIAN SIGNATURE:		DATE:	21/07/2024

## Optimistic Community Care

## TIME SHEET

EMPLOYEE NAME: LOUBNA ASSAAD		TITLE: SUPPORT WORKER					
EMPLOYEE NUMBER: 0403 293 377		SUPERVISOR: MOHAMMAD AYAD					
PARTICIPANT NAME: KHALED AYAD		PARTICIPANT ADDRESS: 27 TUSMORE RISE, ROXBURGH PARK VIC 3064					
DAY	START DATE	START TIME	END DATE	END TIME	TOTAL HOURS	SERVICE TYPE	CASE NOTES
MONDAY	08-07-24	4:04 PM	08-07-24	6:06 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Provided support with toileting.</li> <li>- Assisted with showering and dressing.</li> <li>- Supervised Khaled having Dinner.</li> <li>- cleaned after dinner</li> <li>- Adjusted wheelchair position for comfort.</li> <li>- Engaged in a short activity</li> </ul>
TUESDAY	09-07-24	4:10 PM	09-07-24	6:15 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Supported with grooming tasks and dressing.</li> <li>- Supervised drinking a cup of tea.</li> <li>- Assisted with handling personal items.</li> <li>- Supervised Khaled having Dinner.</li> <li>- cleaned after dinner</li> <li>- Watched TV.</li> </ul>
WEDNESDAY	10-07-24	4:00 PM	10-07-24	6:09 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Provided support with toileting.</li> <li>- Supervised eating a small snack.</li> <li>- Light physical activity walking around the home.</li> <li>- Supervised Khaled having Dinner.</li> <li>- Cleaned after dinner</li> <li>- Khaled watched on iPad</li> </ul>
THURSDAY	11-07-24	4:07 PM	11-07-24	6:18 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Supported with personal care, including grooming and dressing.</li> <li>- Assisted with toileting.</li> <li>- Listened to a sound book.</li> <li>- Provided mobility assistance by ensuring wheelchair is correctly positioned.</li> <li>- Supervised Khaled having Dinner.</li> <li>- Cleaned the kitchen</li> <li>- Tidied up the room.</li> </ul>
FRIDAY	12-07-24	4:03 PM	12-07-24	6:11 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Assisted with showering and getting dressed.</li> <li>- Supervised eating a small snack.</li> <li>- Helped with handling personal belongings, sorting through clothes.</li> <li>- Engaged in conversation.</li> <li>- Provided mobility assistance for indoor movement.</li> <li>- Supervised Khaled having Dinner.</li> </ul>

DAY	START DATE	START TIME	END DATE	END TIME	TOTAL HOURS	SERVICE TYPE	CASE NOTES
							- Cleaned the kitchen
SATURDAY	13-07-24	12:00 PM	13-07-24	2:12 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Supported with dressing and personal care tasks.</li> <li>- Supervised eating a small snack also having a cup of juice</li> <li>- Assisted with laundry, including sorting and folding clothes.</li> <li>- Tidied up the room.</li> </ul>
SUNDAY	14-07-24	2:12 PM	14-07-24	5:07 PM	3	Assistance with social, Economic & Community Participation	<ul style="list-style-type: none"> <li>- Attended a recreational park for a BBQ with the family</li> <li>- had a Juice</li> <li>- desert</li> <li>- Took him for a stroll in the park</li> </ul>
<b>Weekly Totals</b>						17 Hours Weekly	

EMPLOYEE SIGNATURE:		DATE: 14/07/20224
PARTICIPANT/GUARDIAN SIGNATURE:		DATE: 14/07/20224

## Optimistic Community Care

## TIME SHEET

EMPLOYEE NAME:	LOUBNA ASSAAD	TITLE:	SUPPORT WORKER				
EMPLOYEE NUMBER:	0403 293 377	SUPERVISOR:	MOHAMMAD AYAD				
PARTICIPANT NAME:	KHALED AYAD	PARTICIPANT ADDRESS:	27 TUSMORE RISE, ROXBURGH PARK VIC 3064				
DAY	START DATE	START TIME	END DATE	END TIME	TOTAL HOURS	SERVICE TYPE	CASE NOTES
MONDAY	01-07-24	4:06 PM	01-07-24	6:10 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Assisted with showering and personal grooming, including brushing teeth.</li> <li>- Supervised eating a small snack.</li> <li>- Provided support with toileting.</li> <li>- Assisted with mobility.</li> <li>- Supervised Khaled having Dinner.</li> <li>- Cleaned the kitchen</li> </ul>
TUESDAY	02-07-24	4:02 PM	02-07-24	6:09 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Supported with dressing and personal hygiene tasks.</li> <li>- Supervised drinking a cup of tea.</li> <li>- Provided mobility assistance for navigating the home.</li> <li>- Supervised Khaled having Dinner.</li> <li>- Cleaned the kitchen</li> </ul>
WEDNESDAY	03-07-24	4:07 PM	03-07-24	6:12 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Helped with bathing and dressing.</li> <li>- Engaged in a conversation.</li> <li>- Tidied up the room</li> <li>- Supervised Khaled having Dinner.</li> <li>- Cleaned the kitchen</li> <li>- Watched TV.</li> </ul>
THURSDAY	04-07-24	4:00 PM	04-07-24	6:20 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Supported with personal care tasks, including grooming and dressing.</li> <li>- Assisted with toileting.</li> <li>- Supervised Khaled having Dinner.</li> <li>- Cleaned the kitchen</li> <li>- Engaged in a recreational activity (touch-and-feel book).</li> <li>- made Khaled tea with milk</li> </ul>
FRIDAY	05-07-24	4:05 PM	05-07-24	6:13 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Assisted with showering and getting dressed.</li> <li>- Helped with handling personal belongings and tidying room.</li> <li>- Supervised Khaled having Dinner.</li> <li>- Cleaned the kitchen</li> </ul>

DAY	START DATE	START TIME	END DATE	END TIME	TOTAL HOURS	SERVICE TYPE	CASE NOTES
		12:00 PM		2:15 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Supported with dressing and personal care tasks.</li> <li>- Assisted with laundry, including sorting and folding clothes.</li> <li>- Changed bed sheet.</li> <li>- Watched TV.</li> <li>- Supervised lunch</li> </ul>
SATURDAY	06-07-24	2:15 PM	06-07-24	5:08 PM	3	Assistance with social, Economic & Community Participation	<ul style="list-style-type: none"> <li>- went to Greenvale soccer club to attend Khaled's brother soccer match and cheer him on</li> <li>- Provided support with navigating the wheelchair through the park.</li> <li>- Also pushed him on the swing slowly</li> <li>- Had a cup of juice and piece of cake</li> </ul>
SUNDAY	07-07-24	4:03 PM	07-07-24	6:06 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Supported with personal care, including dressing and toileting.</li> <li>- Assisted with handling personal belongings- Aided with laundry and tidying.</li> <li>- Watched TV.</li> <li>- Supervised Khaled having Dinner.</li> <li>- Cleaned the kitchen</li> </ul>
<b>Weekly Totals</b>						17 Hours Weekly	

EMPLOYEE SIGNATURE:		DATE:	07/07/2024
PARTICIPANT/GUARDIAN SIGNATURE:		DATE:	07/07/2024

**TIME SHEET**

Optimistic Community Care						
EMPLOYEE NAME: LOUBNA ASSAAD			TITLE: SUPPORT WORKER			
EMPLOYEE NUMBER: 0403 293 377			SUPERVISOR: MOHAMMAD AYAD			
PARTICIPANT NAME: KHALED AYAD			PARTICIPANT ADDRESS: 27 TUSMORE RISE, ROXBURGH PARK VIC 3064			
DAY	START DATE	START TIME	END DATE	END TIME	TOTAL HOURS	
					SERVICE TYPE	
					CASE NOTES	
MONDAY	24-06-24	4:00 PM	24-06-24	6:07 PM	2	Daily Personal Activities
TUESDAY	25-06-24	4:00 PM	25-06-24	6:10 PM	2	Daily Personal Activities
WEDNESDAY	26-06-24	3:57 PM	26-06-24	6:04 PM	2	Daily Personal Activities
THURSDAY	27-06-24	3:58 PM	27-06-24	6:14 PM	2	Daily Personal Activities
FRIDAY	28-06-24	4:00 PM	28-06-24	6:05 PM	2	Daily Personal Activities

DAY	START DATE	START TIME	END DATE	END TIME	TOTAL HOURS	SERVICE TYPE	CASE NOTES
							- Watched TV. - Supervised Khaled having Dinner. Then a cup of tea with milk
	12:00 PM						- Supported with dressing and personal care tasks. - Tidied up the room and fixing bed.
		2:03 PM				Daily Personal Activities	- Supervised having lunch. Drinking apple juice - Assisted with laundry, sorting and folding clothes. Then packing it where it belongs.
SATURDAY	29-06-24	2:03 PM	29-06-24	5:10 PM	3	Assistance with social, Economic & Community Participation	- Trip to Broadmeadows Shopping Centre. - brought cappuccino for Khaled - brought some groceries - brought new pair of shoes
SUNDAY	30-06-24	4:00 PM	30-06-24	6:08 PM	2	Daily Personal Activities	- Supported with showering and personal care, including dressing and toileting. - Supervised Khaled having Dinner. BBQ - Desert was cheesecake and also had apple juice - Engaged in conversation. - Watched TV.
<b>Weekly Totals</b>						17 Hours Weekly	

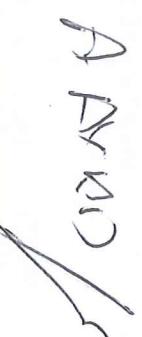
EMPLOYEE SIGNATURE:		DATE: 30-06-24
PARTICIPANT/GUARDIAN SIGNATURE:		DATE: 30-06-24

**TIME SHEET**

Optimistic Community Care

TIME SHEET						
EMPLOYEE NAME:	LOUBNA ASSAAD			TITLE: SUPPORT WORKER		
EMPLOYEE NUMBER:	0403 293 377			SUPERVISOR: MOHAMMAD AYAD		
PARTICIPANT NAME:	KHALED AYAD			PARTICIPANT ADDRESS: 27 TUSMORE RISE, ROXBURGH PARK VIC 3064		
DAY	START DATE	START TIME	END DATE	END TIME	TOTAL HOURS	SERVICE TYPE
MONDAY	17-06-24	3: 58 PM	17-06-24	6:04 PM	2	Daily Personal Activities
TUESDAY	18-06-24	3:59 PM	18-06-24	6:15 PM	2	Daily Personal Activities
WEDNESDAY	19-06-24	4:00 PM	19-06-24	6:05 PM	2	Daily Personal Activities
THURSDAY	20-06-24	3:58 PM	20-06-24	6:08 PM	2	Daily Personal Activities
FRIDAY	21-06-24	3:55 PM	21-06-24	6:12 PM	2	Daily Personal Activities

DAY	START DATE	START TIME	END DATE	END TIME	TOTAL HOURS	SERVICE TYPE	CASE NOTES
SATURDAY	22-06-24	12:00 PM	22-06-24	2:08 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Supported with dressing and toileting.</li> <li>- Supervised eating a small snack.</li> <li>- Assisted with laundry and clothing management</li> <li>- Tidied up the room by organising personal items.</li> <li>- Supervised Lunch</li> </ul>
		2:08 PM		5:05 PM	3	Economic & Community Participation	<ul style="list-style-type: none"> <li>- Took Khaled to a Lebanese community event that was held at the park with rides.</li> <li>- Assisted with navigating the wheelchair through the event.</li> <li>- Engaged in social interaction with event staff.</li> </ul>
	23-06-24	4:00 PM	23-06-24	6:06 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Supported with personal care tasks, including dressing and toileting.</li> <li>- Supervised eating a small snack.</li> <li>- Assisted with handling personal belongings, arranging personal items on a shelf.</li> <li>- Tidied up the room.</li> <li>- Watched TV.</li> <li>- Supervised Khaled having Dinner.</li> </ul>
<b>Weekly Totals</b>						17 Hours Weekly	

EMPLOYEE SIGNATURE:		DATE:	23/06/2024
PARTICIPANT/GUARDIAN SIGNATURE:		DATE:	23/06/2024

**Optimistic Community Care**
**TIME SHEET**

EMPLOYEE NAME: LOUBNA ASSAAD	TITLE: SUPPORT WORKER
EMPLOYEE NUMBER: 0403 293 377	SUPERVISOR: MOHAMMAD AYAD
PARTICIPANT NAME: KHALED AYAD	PARTICIPANT ADDRESS: 27 TUSMORE RISE, ROXBURGH PARK VIC 3064

DAY	START DATE	START TIME	END DATE	END TIME	TOTAL HOURS	SERVICE TYPE	CASE NOTES
MONDAY	10-06-24	3:54 PM	10-06-24	6:10 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Assisted with showering and dressing.</li> <li>- Supervised Khaled having Dinner.</li> <li>- Helped with toileting.</li> <li>- Engaged in conversation.</li> <li>- changed the bed sheets</li> </ul>
TUESDAY	11-06-24	3:57 PM	11-06-24	6:07 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Supported personal grooming, including brushing teeth and combing hair.</li> <li>- Supervised Khaled having Dinner.</li> <li>- Assisted with handling personal belongings, folding and packing away his clothing and shoes in their correct place</li> <li>- Helped with toileting.</li> </ul>
WEDNESDAY	12-06-24	4:02 PM	12-06-24	6:04 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Assisted with showering and personal hygiene tasks.</li> <li>- Supervised Khaled having Dinner</li> <li>- Provided mobility assistance to move from the wheelchair to the bed.</li> <li>- Engaged in conversation about recent events.</li> <li>- Went for a stroll in the street</li> </ul>
THURSDAY	13-06-24	4:00 PM	13-06-24	6:14 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Supported with dressing and grooming, including choosing clothes and putting them on.</li> <li>- Helped with toileting.</li> <li>- Supervised Khaled having Dinner</li> <li>- Supervised Khaled having a cup of tea with milk</li> <li>- watched TV</li> </ul>
FRIDAY	14-06-24	4:00 PM	14-06-24	6:08 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Assisted with showering and personal hygiene, including applying lotion.</li> <li>- Supervised eating a small snack.</li> </ul>

DAY	START DATE	START TIME	END DATE	END TIME	TOTAL HOURS	SERVICE TYPE	CASE NOTES
							- Helped with toileting and managing personal belongings, sorting out his wardrobe - Supervised Khaled having Dinner - Engaged in conversation about favorite TV shows.
		12:00 PM					- Supported with dressing and toileting. - Supervised eating a small snack. - Assisted with laundry and folding clothes - Changed bed sheets. - Engaged in a recreational activity
SATURDAY	15-06-24	2:02 PM	15-06-24	2:02 PM	2	Daily Personal Activities	
SUNDAY	16-06-24	5:07 PM	16-06-24	6:03 PM	3	Assistance with social, Economic & Community Participation	- Attended a local park his family also was there. - Took a walk in the wheelchair. - Supervised Khaled eating and having apple juice
<b>Weekly Totals</b>						17 Hours Weekly	
EMPLOYEE SIGNATURE:						DATE:	16-06-24
PARTICIPANT/GUARDIAN SIGNATURE:						DATE:	16-06-24

## Optimistic Community Care

## TIME SHEET

DAY	START DATE	START TIME	END DATE	END TIME	TOTAL HOURS	SERVICE TYPE	CASE NOTES
MONDAY	03-06-24	3:57 PM	03-06-24	6:08 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Assisted with dressing and personal grooming.</li> <li>- Supervised Khaled having Dinner.</li> <li>- Went for a stroll around the block while Khaled was in the wheelchair.</li> </ul>
TUESDAY	04-06-24	4:00 PM	04-06-24	6:12 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Assisted with grooming and dressing.</li> <li>- Provided support for using the toilet.</li> <li>- Supervised Khaled having Dinner.</li> <li>- Cleaned after dinner</li> <li>- Organised his bedroom.</li> </ul>
WEDNESDAY	05-06-24	3:59 PM	05-06-24	6:03 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Assisted with showering and dressing.</li> <li>- Helped with toileting.</li> <li>- Engaged in conversation.</li> <li>- Supervised Khaled having Dinner.</li> <li>- Vacuumed the lounge room after Khaled had dinner and did the dishes.</li> </ul>
THURSDAY	06-06-24	4:00 PM	06-06-24	6:15 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Supported personal grooming and dressing.</li> <li>- Assisted with handling personal belongings.</li> <li>- Engaged in a recreational activity.</li> <li>- Supervised Khaled having Dinner.</li> <li>- Took Khaled for a walk around the area in his wheelchair.</li> </ul>
FRIDAY	07-06-24	4:00 PM	07-06-24	6:07 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Assisted with showering and personal hygiene.</li> <li>- Supervised Khaled having Dinner.</li> <li>- Provided mobility assistance.</li> <li>- Engaged in conversation.</li> <li>- Managed laundry and clothing.</li> </ul>
SATURDAY	08-06-24	12:00 PM	08-06-24	2:10 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Supported with dressing and grooming.</li> <li>- Supervised drinking a cup of tea.</li> <li>- Helped with toileting.</li> <li>- Engaged in a recreational activity, listening to music.</li> <li>- Supervised lunch</li> </ul>

DAY	START DATE	START TIME	END DATE	END TIME	TOTAL HOURS	SERVICE TYPE	CASE NOTES
		2:10 PM		5:05 PM	3	Assistance with social, Economic & Community Participation	<ul style="list-style-type: none"> <li>- Brought Khaled a coffee from McDonalds</li> <li>- Visited a park with Khaled.</li> <li>- pushed him on the swing very slowly</li> </ul>
SUNDAY	09-06-24	4:01 PM	09-06-24	6:10 PM	2	Daily Personal Activities	<ul style="list-style-type: none"> <li>- Assisted with showering and personal hygiene.</li> <li>- Helped with toileting and personal belongings.</li> <li>- Engaged in conversation.</li> <li>- Provided mobility assistance.</li> <li>- Supervised Khaled having Dinner.</li> <li>- Cleaned the dishes</li> </ul>
<b>Weekly Totals</b>						17 Hours Weekly	
EMPLOYEE SIGNATURE:						DATE:	
						09/06/2024	
PARTICIPANT/GUARDIAN SIGNATURE:						DATE:	
						09/06/2024	