



## 8 Tips to Onboard/Manage Your Caregiver

### 1. Set Expectations from Day One

It's important to set solid expectations from the start of what you expect. If you want your caregiver to cook meals or do laundry or light cleaning - and she or he will have the time free during the day to do them - let them know from the start. You don't want to spring a bevy of new demands after the first week because the caregiver may feel taken advantage of.

### 2. Write care plan

A care plan gives both you and the caregiver general instructions of what you expect and a little bit of knowledge about how to work with the care patient. Our care plan is attached to this email, and we will be building an online version soon.

### 3. Determine a payment schedule

Now that you've vetted your caregiver and negotiated a fair wage for services, talk with your caregiver about the payment schedule. Typically, caregivers are paid weekly, bi-weekly or monthly for services, depending on what you work out. If you schedule a set number of hours, you can work on a fixed fee basis, so you know what your exact budget is. We recommend paying your caregiver by check or direct deposit to keep an ongoing payment record.

### 4. Use CareSpotter's online tools

CareSpotter provides an online care journal and important contacts list the caregiver can utilize from their smart phone or laptop. The care journal allows you to stay updated on your loved ones status and caregiver's observations.

### 5. Request Updates

Ask the caregiver to call or text when they arrive and when they leave for the day, and if you require them to check in throughout the day. Setting a regular update schedule will help you better establish trust with the caregiver, and keep you involved with the care process as well.

### 6. If transportation is needed, do a car inspection

If the caregiver will be transporting your loved one, make sure to inspect their vehicle for safety. They should have a current license and insurance, and the air conditioner should work well, especially in hotter climates. The car should be clean and tidy, and have room if your loved one requires equipment. SUV's and Vans are generally not recommended if they are too high up for your loved one to enter with ease, though it depends on your situation.

### 7. Set up taxes

If your caregiver works on a flexible schedule, with less than 20 hours a week, you can pay them as an independent contractor, but if they work more than 20 hours on a more fixed schedule, you should consider paying them as a household employee. Typically, household employee payroll taxes are about 15.3% of cash wages, which can be split with the caregiver (you pay 7.65%, caregiver pays 7.65%). Your accountant can help you set up payroll, or you can use [Intuit's Household Employee Payroll](#). Fees are \$20 to \$30/mo depending on service. CareSpotter will be adding integrated payroll very soon.

### 8. Set up worker's comp with your home insurance

Some caregivers carry their own worker's comp insurance, but if not, you can talk with your home insurance company to add a rider to cover any accidental injuries that may occur. CareSpotter does insure and bond its caregivers for accidental damage or theft, provided they are working through the site.