

LEVEL II

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Name of Aide

\_\_\_\_\_  
ID#

Completed Competency Testing  
for  
In-Home Aide Services

LEVEL II HOME MANAGEMENT/PERSONAL CARE

Demonstrated Skills	Date Completed	Signature
<b>Home Management Skills</b>		
1. Plan and Prepare Balanced Meals		
2. Shopping Skills		
3. Budgeting and Money Management		
4. Housekeeping Skills		
5. Food Handling and Storage		
6. Community Resources		
7. Reinforce Appropriate Dress		
8. Packing and Moving		
<b>Personal Care Skills</b>		
9. Assisting with Walking		
10. Assisting with Normal Skin Care		
11. Assisting with Mouth Care		
12. Assisting with Hair and Scalp Care		
13. Assisting with Care of Fingernails		
14. Assisting with Bath/Shower		

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Demonstrated Skills	Date Completed	Signature
15. Assisting with Shaving Client		
16. Assisting with Applying Ace (Elastic) Bandages*		
17. Assisting with Applying Elastic Stockings (TED's)*		
18. Assisting with Applying Binders*		
19. Assisting with Toileting		
20. Assisting with Dressing		
21. Observing, Recording and Reporting Self-administered Medication		
22. Assisting with Feeding Clients with Special Conditions		
23. Assisting Client with Self-Monitoring of Temperature*		
24. Assisting Client with Self-Monitoring of Radial Pulse*		
25. Assisting Client with Self-Monitoring of Blood Pressure*		
26. Assisting Client with Self-Monitoring of Weight*		
27. Assisting with Applying and Removing Prosthetic Devices*		

\* Demonstrated competencies verified by RN

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Signature of Competency Evaluator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Agency/Facility

\_\_\_\_\_  
Address of Agency/Facility

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Signature of In-Home Aide

\_\_\_\_\_  
Date

1. LEVEL II - PLAN AND PREPARE BALANCED MEALS

Aide must meet \_\_\_\_ out of 3 of the numbered steps in order to be considered competent in this skill.

Demonstration	Date Attempted	Date Completed
1. Wrote or otherwise documented menus for 3 days, (3 meals/day) which provide a daily balance of food groups (from food guide or special diet).		
2. Prepared a shopping list based on menus.		
3. Prepared a nutritionally balanced meal, taking into account client preference.		

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2. LEVEL II - SHOPPING SKILLS

Aide must meet \_\_\_\_\_ out of 4 of the numbered steps in order to be considered competent in this skill.

Demonstration	Date Attempted	Date Completed
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Selected and purchased food and other household items on shopping list:

1. Substituted items, when necessary.

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2. Compared prices and made cost-effective selections.

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3. Selected fresh and undamaged foods.

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4. Identified foods appropriate for special or modified diets.

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Signature of Competency Evaluator \_\_\_\_\_ Date \_\_\_\_\_

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Signature of In-Home Aide \_\_\_\_\_ Date \_\_\_\_\_

3. LEVEL II - BUDGETING AND MONEY MANAGEMENT

Aide must meet \_\_\_\_ out of 5 of the numbered steps in order to be considered competent in this skill.

Demonstration	Date Attempted	Date Completed
1. Clipped and used coupons in shopping for groceries on list.		
2. Used food stamps and WIC coupons according to instructions.		
3. Under client's direction, wrote checks for bills for client's signature, with: a. Correct date b. Correct amount c. Correct payee d. Envelope addressed correctly		
4. Tracked a month's expenses with client and compared with budget developed by case manager and client. Identified problem areas with client and reported to case manager.		
5. Purchased a money order: a. Identified where money orders can be purchased b. Took correct amount of money for purchase c. Addressed money order correctly d. Returned receipt to client		

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4. LEVEL II - HOUSEKEEPING SKILLS

Aide must meet \_\_\_\_\_ out of 6 of the numbered steps in order to be considered competent in this skill.

Demonstration	Date Attempted	Date Completed
1. Clearly explained and demonstrated step-by-step to client the use of kitchen or laundry appliances.		
2. Aide observed client performing task in #1, supported client in his efforts, and provided suggestions when needed.		
3. Demonstrated to client (or evaluator) the steps in cleaning a room in the home, including use of vacuum, broom, mop, and dusting.		
4. Aide observed client performing task in #3, supported client in his efforts, and provided suggestions as needed.		
5. Explained use of and demonstrated non-toxic pest control methods. (e.g. mouse traps, boric acid, etc.)		
6. Developed a weekly routine for or with client to maintain housekeeping at desired level.		

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5. LEVEL II - FOOD HANDLING AND STORAGE

Aide must meet \_\_\_\_\_ out of 6 of the numbered steps in order to be considered competent in this skill.

Demonstration	Date Attempted	Date Completed
1. Showed client how to unpack and appropriately store grocery items in: a. freezer b. refrigerator c. shelf		
2. Aide observed client performing task in #1, supported client in his efforts and provided suggestions when needed.		
3. Demonstrated to client the steps in: a. cleaning and cutting vegetables and fruits b. preparing poultry, meat or fish for cooking c. dividing bulk purchases into meal-sized portions for storage		
4. Aide observed client performing task in #3, supported client in his efforts, and provided suggestions when needed.		
5. Demonstrated and gave reasons for proper storage of leftovers: a. meat b. vegetables c. bread		
6. Aide observed client performing task in #5, supported client in his efforts and provided suggestions when needed.		

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6. LEVEL II - COMMUNITY RESOURCES

Aide must meet \_\_\_\_ out of 5 of the numbered steps in order to be considered knowledgeable about community resources.

Demonstration	Date Attempted	Date Completed
1. Named at least one low cost store or thrift shop in each speciality area that is reasonably available to clients served: a. food b. clothing c. furniture/household equipment d. medicines  Explained special requirements for using these resources, if any.		
2. Described one or more recreation facility (centers, parks, pools, programs) available to clients served, including types of activities offered, how to find out cost and the location.		
3. Named one or more health or medical care facility available for preventive or emergency care that is available to clients served; described location.		
4. Named types of transportation (other than private car) available in community and described how to access (ex. bus, taxi, van, etc.).		
5. Used telephone directory or yellow pages to locate resources.		

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7. LEVEL II - REINFORCE APPROPRIATE DRESS

Aide must meet \_\_\_\_\_ out of 6 of the numbered steps in order to be considered competent in this skill.

Demonstration	Date Attempted	Date Completed
1. Observed whether client's clothing was appropriate for the weather, temperature and occasion.		
2. If clothing not appropriate, helped client review clothing options for weather/occasion and make more appropriate choice. Praised suitable choices.		
3. Identified clothing needs with client; planned how to procure.		
If client was unable to make appropriate choice:		
4. Laid out clothing for client; assisted with dressing, if necessary.		
5. Praised appropriate dress.		
6. Reminded client to add or delete items of clothing as weather/occasion demanded.		

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8. LEVEL II - PACKING AND MOVING

Aide must meet \_\_\_\_ out of 7 of the numbered steps in order to be considered competent in this skill.

Demonstration	Date Attempted	Date Completed
1. Developed plan with client for packing, moving and unpacking; reinforced client's initiative and constructive choices.		
2. Located packing boxes.		
3. Identified vehicle for moving.		
4. Identified in new residence approximately where items should go.		
5. Packed and labeled boxes for destination, gave special care to breakable items.		
6. Helped to supervise loading and unloading.		
7. Unpacked and stored items according to the plan and client's direction.		

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9. LEVEL II - ASSISTING WITH WALKING

Aide must meet \_\_\_\_\_ out of 8 of the numbered steps in order to be considered competent in this skill.

Demonstration	Date Attempted	Date Completed
1. Made sure bed was in lowest horizontal position. Assured that bed/chair would not slide.		
2. Assisted client to sit at edge of bed/chair.		
3. Offered appropriate footwear and assistive equipment.		
4. Stood at client's side while client gained balance. Gently supported arm (if necessary). Did not rush client.		
5. Encouraged client to stand as straight as possible.		
6. Walked at client's side and offered support, if needed.		
7. Encouraged client to follow through with exercise routine (if able).		
8. Assisted client to return to bed/chair.		

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10. LEVEL II - ASSISTING WITH NORMAL SKIN CARE

Aide must meet \_\_\_\_ out of 5 of the numbered steps in order to be considered competent in this skill.

Demonstration	Date Attempted	Date Completed
1. Assured that skin was clean and not wet.		
2. Inspected skin for dryness, redness, abrasions, bruising. Reported changes in condition of client's skin to supervisor.		
3. Gently applied lotion to skin and reddened areas (elbows, knees, heels) as directed by client.		
4. Gave back rub as directed by client.		
5. Placed cushions or pads to protect bony prominences as directed by client.		

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11. LEVEL II - ASSISTING WITH MOUTH CARE

Aide must meet \_\_\_\_\_ out of 10 of the numbered steps in order to be considered competent in this skill.

Demonstration	Date Attempted	Date Completed
1. Washed hands		
2. Collected equipment as directed by client: a. Tooth brush and toothpaste b. Mouth wash c. Water glass d. Basin (if needed) e. Denture container (if needed) f. Towel		
3. Placed equipment within client's reach on table or counter.		
4. Provided chair for client (if needed).		
5. Encouraged client to brush teeth/gums and rinse mouth. Assisted according to the Service Plan. (Used disposable gloves.)		
6. Assisted with cleaning dentures. (Used disposable gloves.)		
7. Assured that dentures were properly stored or that the dentures were properly replaced in the client's mouth.		
8. Returned equipment to area designated by the client.		
9. Wiped off table or counter.		
10. Washed hands.		

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Signature of Competency Evaluator Date

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12. LEVEL II - ASSISTING WITH HAIR AND SCALP CARE

Aide must meet \_\_\_\_\_ out of 7 of the numbered steps in order to be considered competent in this skill.

Demonstration	Date Attempted	Date Completed
1. Washed hands.		
2. Collected equipment: a. Comb and brush b. Other needed toilet articles		
3. Brushed hair by starting at scalp and brushed toward hair ends.		
4. Styled or trimmed hair as directed by client.		
5. Returned items to area designated by client.		
6. Washed hands.		
7. Reported any hair or scalp problems to supervisor.		

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13. LEVEL II - ASSISTING WITH CARE OF FINGERNAILS

Aide must meet \_\_\_\_\_ out of 14 of the numbered steps in order to be considered competent in this skill.

Demonstration	Date Attempted	Date Completed
1. Checked service plan to determine if this is an allowable task to provide to client.		
2. Washed hands. Put on gloves, if appropriate.		
3. Collected equipment: a. File, clippers, etc. b. Basin c. Towel d. Plastic sheeting		
4. Placed plastic sheeting and towel on table under basin.		
5. Soaked one hand in basin half filled with warm water.		
6. Removed hand from basin, placed on towel, and manicured fingernails.		
7. Soaked opposite hand.		
8. Manicured fingernails on other hand.		
9. Cleaned around nails carefully with cotton swab.		
10. Applied lotion to nail area.		
11. Cleaned and returned equipment to designated area.		
12. Discarded disposable equipment.		
13. Washed hands.		
14. Reported any hand or nail problems to supervisor.		

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14. LEVEL II - ASSISTING THE CLIENT WITH A BATH/SHOWER

Aide must meet \_\_\_\_\_ out of 23 of the numbered steps in order to be considered competent in this skill.

Demonstration	Date Attempted	Date Completed
1. Washed hands.		
2. Collected equipment: a. Washcloth and bath towels; b. Soap; c. Gown, pajamas, or clean clothes; d. Deodorant; e. Other toilet articles as requested by client; f. Tub/shower equipment.		
3. Put on gloves.		
4. Cleaned tub/shower.		
5. Placed a rubber bath mat on the bottom of the tub/shower. Arranged equipment for client's convenience.		
6. Placed bath mat on floor in front of tub/shower.		
7. Turned on and adjusted water temperature according to client's direction.		
8. Assisted client to the tub/shower.		
9. Assisted the client to undress (as needed).		
10. Assisted client into the tub/shower (as needed).		
11. Assisted with non-prescription shampooing/bathing according to Service Plan.		
12. Stayed nearby and had client call when needing assistance or finished bathing.		
13. Checked on client frequently. (Knocked before entering the bathroom.)		
14. Assisted the client out of the tub/shower (as needed).		

14. LEVEL II - ASSISTING WITH A BATH/SHOWER (continued)

Demonstration	Date Attempted	Date Completed
15. Assisted the client to dry off (as needed).		
16. Assisted the client to dress (as needed).		
17. Assisted the client out of bathroom.		
18. Made sure client was safe and comfortable in chair, bed, etc.		
19. Cleaned tub/shower.		
20. Removed supplies to appropriate place.		
21. Took soiled linen/clothing to the laundry.		
22. Removed and discarded gloves appropriately.		
23. Washed hands.		

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15. LEVEL II - ASSISTING WITH SHAVING CLIENT  
 (Competency may be met by demonstrating A or B)

A. DEMONSTRATION WITH A SAFETY RAZOR

Aide must meet \_\_\_\_\_ out of 14 of the numbered steps in order to be considered competent in skill.

Demonstration	Date Attempted	Date Completed
1. Washed hands.		
2. Placed towel on work area. Arranged the following on the work area: a. Washbasin                      e. Shaving cream or soap b. Towel and washcloth      f. Shaving brush c. Safety razor                      g. After-shave lotion d. Mirror                              h. Tissue		
3. Put on gloves.		
4. Filled the wash basin/sink with warm water.		
5. Appropriately placed another towel to wipe area to be shaved or to collect moisture.		
6. Softened area to be shaved with warm water and applied shaving cream or other lubricant, as directed by client.		
7. Held the skin taut with hand.		
8. Shaved in the direction of hair growth.		
9. Rinsed razor often.		
10. Applied direct pressure to any bleeding area.		
11. Washed off remaining shaving lubricant. Dried with towel.		
12. Cleaned and returned equipment and supplies to their proper place. Wiped off work area.		
13. Removed and discarded gloves appropriately.		
14. Washed hands.		

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 Signature of Competency Evaluator Date

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 Signature of In-Home Aide Date

15. LEVEL II - ASSISTING WITH SHAVING CLIENT (cont.)

B. DEMONSTRATION WITH AN ELECTRIC RAZOR

Aide must meet \_\_\_\_\_ out of 10 of the numbered steps in order to be considered competent in this skill.

Demonstration	Date Attempted	Date Completed
1. Washed hands.		
2. Put on gloves.		
3. Followed precautions for use of any electrical equipment (e.g. no oxygen in use; equipment away from water; cord not frayed).		
4. Checked for skin rash or abrasions on area to be shaved. Avoided these areas in shaving.		
5. Used scissors to trim any long hairs on the area to be shaved.		
6. Shaved areas according to the client's direction.		
7. Cleaned razor after use as directed by client.		
8. Stored razor as directed by client.		
9. Removed and discarded gloves appropriately.		
10. Washed hands.		

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16. LEVEL II - ASSISTING WITH APPLYING ACE (ELASTIC) BANDAGES\*

Aide must meet \_\_\_\_\_ out of 11 of the numbered steps in order to be considered competent in this skill.

Demonstration	Date Attempted	Date Completed
1. Washed hands.		
2. Collected equipment: a. Elastic bandage b. Tape, metal clips, or safety pins		
3. Assisted client to comfortable position. Elevated exposed extremity to be bandaged.		
4. Made sure area was clean and dry.		
5. Applied bandage to smallest part of extremity to be bandaged first.		
6. Made two circular turns around the part to be bandaged first.		
7. Made overlapping spiral turns in an upward direction. (Each turn should overlap about two-thirds of the previous turn.)		
8. Applied bandage smoothly with firm, even pressure.		
9. Pinned, taped, or clipped the end of bandage to hold it in place.		
10. Checked fingers or toes for coldness or discoloration. Also checked for client complaints of pain, numbness, or tingling. Removed bandage if any of these were noted. Reported observations to supervisor.		
11. Washed hands.		

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Signature of Competency Evaluator

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\*Demonstrated competency verified by RN.

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Signature of In-Home Aide

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Date

17. LEVEL II - ASSISTING WITH APPLYING ELASTIC STOCKINGS (TED's)\*

Aide must meet \_\_\_\_\_ out of 9 of the numbered steps in order to be considered competent in this skill.

Demonstration	Date Attempted	Date Completed
1. Washed hands.		
2. Assisted client to lie down.		
3. Gathered up the stocking in hands.		
4. Supported the client's foot at the heel. Slipped the foot of the stocking over the client's toes, foot, and heel.		
5. Pulled the stocking smoothly up over the leg.		
6. Repeated procedure to other leg.		
7. Checked proper fit of stocking.		
8. Checked for discoloration or coolness of toes. (Removed stocking if symptoms appear.)		
9. Reported problems to supervisor.		

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Signature of Competency Evaluator Date  
\*Demonstrated competency verified by RN.

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Signature of In-Home Aide Date

18. LEVEL II - ASSISTING WITH APPLYING BINDERS\*

Aide must meet \_\_\_\_\_ out of 7 of the numbered steps in order to be considered competent in this skill.

Demonstration	Date Attempted	Date Completed
1. Washed hands.		
2. Applied the binder so that firm, even pressure is exerted over the area.		
3. Kept the body in good alignment.		
4. Reapplied binder if loose, wrinkled, out of position, or causing discomfort.		
5. Did not fasten pins or velcro over incision.		
6. Changed binders that were moist or soiled. Laundered as directed.		
7. Removed binder at client's or supervisor's request.		

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Signature of Competency Evaluator Date  
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Signature of In-Home Aide Date

19. LEVEL II - ASSISTING CLIENT WITH TOILETING

Aide must meet \_\_\_\_\_ out of 10 of the numbered steps in order to be considered competent in this skill.

Demonstration	Date Attempted	Date Completed
1. Assisted client with balance while getting seated on toilet, as needed.		
2. Placed toilet tissue within reach. Asked client to call when through.		
3. Washed hands and put on gloves. Helped client to wipe areas he/she was unable to reach.		
4. Assisted client to clean up other parts of body, as necessary.		
5. Assisted client to get up from toilet, as needed.		
6. Assisted client with using diapers, sanitary pads, etc. and/or adjusting clothing, as necessary.		
7. Disposed of diaper, etc. properly. Removed and disposed of gloves.		
8. Helped client to wash hands.		
9. Washed hands.		
10. For client with dementia, reminded client of steps in toileting process, one at a time, until the process was completed.		

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20. LEVEL II - ASSISTING WITH DRESSING

Aide must meet \_\_\_\_\_ out of 8 of the numbered steps in order to be considered competent in this skill.

Demonstration	Date Attempted	Date Completed
1. Washed hands.		
2. Allowed client to choose clothing to be worn.		
3. Provided privacy.		
4. Removed clothing from strong or "good" side first and then from weak side.		
5. Put clothing on weaker side first and then strong side.		
6. Put clothing on in order that client directed.		
7. Assured that client was appropriately dressed for the weather.		
8. Washed hands.		

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Signature of Competency Evaluator Date

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21. LEVEL II - OBSERVING, RECORDING AND REPORTING  
SELF-ADMINISTERED MEDICATION

Aide must meet \_\_\_\_\_ out of 3 of the numbered steps in order to be considered competent in this skill.

Demonstration	Date Attempted	Date Completed
1. Assisted client with medication as indicated in Level I Competency Testing tool.		
2. Observed client taking medication(s) as indicated on Service Plan. Reported discrepancies to supervisor.		
3. Noted and reported the following: a. The medication taken, the time, and the route. b. Any difficulties the client had in taking the medication (e.g. difficulty in swallowing, hand tremors). c. Any complaints or "side effects" mentioned by client.		

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22. LEVEL II - ASSISTING WITH FEEDING CLIENTS WITH SPECIAL CONDITIONS

Aide must meet \_\_\_\_\_ out of 13 of the numbered steps in order to be considered competent in this skill.

Demonstration	Date Attempted	Date Completed
1. Washed hands.		
2. Helped client sit comfortably.		
3. Placed food on the table in front of client.		
4. Offered napkin to client.		
5. Seasoned and cut up food according to client's direction.		
6. Identified position of food on plate (if necessary).		
7. Assisted client in using utensils, as needed. Did not rush client.		
8. Offered a straw for liquids (if available).		
9. Conversed with client in a pleasant manner.		
10. Removed dishes from table when client had finished eating.		
11. Noted how much and what foods client ingested.		
12. Washed hands.		
13. Reported to supervisor any problems associated with client's food intake.		

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23. LEVEL II - ASSISTING CLIENT WITH SELF-MONITORING OF TEMPERATURE\*  
 (Oral or Axillary)

In order to assist the client to whatever extent necessary, the In-Home Aide must be competent to perform this task independently as verified by an RN. Aides are to follow the client's direction in terms of the amount of needed assistance in accordance with the parameters outlined in the client's service plan.

Aide must meet \_\_\_\_\_ out of 13 of the numbered steps in order to be considered competent in this skill.

Demonstration	Date Attempted	Date Completed
1. Washed hands.		
2. Collected equipment: a. Thermometer b. Tissue or cotton balls c. Rubbing alcohol or hydrogen peroxide		
3. Washed the thermometer with cold water and wiped with rubbing alcohol or hydrogen peroxide.		
4. Checked thermometer for cracks.		
5. Shook down the thermometer below 95 degrees Fahrenheit.		
6. Asked the client to place the bulb end of the thermometer under the tongue (oral) or under the arm (axillary).		
7. Left the thermometer under the tongue or axilla for approximately 5 minutes.		
8. Asked client to remove the thermometer. Wiped thermometer with a tissue or a cotton ball from stem to bulb.		
9. Read the thermometer correctly, (one-tenth to two-tenths degree discrepancy allowed). Reported temperature to client.		
10. Shook down the thermometer.		
11. Washed the thermometer (using hydrogen peroxide or rubbing alcohol) and returned thermometer to a safe place as designated by client.		
12. Washed hands.		

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 Signature of Competency Evaluator Date  
 \*Demonstrated competency verified by RN.

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24. LEVEL II - ASSISTING CLIENT WITH SELF-MONITORING OF RADIAL PULSE\*

In order to assist the client to whatever extent necessary, the In-Home Aide must be competent to perform this task independently as verified by an RN. Aides are to follow the client's direction in terms of the amount of needed assistance in accordance with the parameters outlined in the client's service plan.

Aide must meet \_\_\_\_\_ out of 6 of the numbered steps in order to be considered competent in this skill.

Demonstration	Date Attempted	Date Completed
1. Washed hands.		
2. Collected equipment: a. Watch with second hand b. Paper and pen		
3. Located the radial pulse with middle three fingers.		
4. Counted radial pulse for 30 seconds or for one full minute, if pulse was irregular.		
5. Multiplied number counted by two, if pulse was taken for 30 seconds.		
6. Reported pulse rate to client. (Pulse rate checked for accuracy RN.)		

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25. LEVEL II - ASSISTING CLIENT WITH SELF-MONITORING OF BLOOD PRESSURE\*

In order to assist the client to whatever extent necessary, the In-Home Aide must be competent to perform this task independently as verified by an RN. Aides are to follow the client's direction in terms of the amount of needed assistance in accordance with the parameters outlined in the client's service plan.

Aide must meet \_\_\_\_\_ out of 18 of the numbered steps in order to be considered competent in this skill.

Demonstration	Date Attempted	Date Completed
1. Washed hands.		
2. Collected equipment: a. Blood pressure cuff b. Stethoscope c. Alcohol wipes		
3. Cleaned earpiece and diaphragm of the stethoscope with alcohol wipes.		
4. Positioned client's arm so that it was at the level of the client's heart.		
5. Exposed the upper arm.		
6. Squeezed the cuff to expel any remaining air. Closed the thumb valve.		
7. Located the brachial artery.		
8. Placed the arrow marking on the cuff over the brachial artery. Wrapped the cuff around the arm at least one inch above the elbow.		
9. Placed the manometer on a flat surface (or attached to hook on cuff).		
10. Placed the earpieces in ears.		
11. Placed the diaphragm of the stethoscope over the brachial artery.		
12. Inflated the cuff to 170 or as noted in service plan.		
13. Deflated the cuff slowly. Noted the calibration that the pointer passes as the first sound is heard, this is the systolic pressure. Continued deflating the cuff slowly. When the sound changed to a softer and faster thud or disappeared, noted the calibration. This is the diastolic pressure.		

25. LEVEL II - ASSISTING CLIENT WITH SELF-MONITORING OF BLOOD PRESSURE\*  
(continued)

Demonstration	Date Attempted	Date Completed
14. Deflated the cuff completely. Removed the stethoscope from ears.		
15. Told client the blood pressure reading (RN assessor checked B/P for accuracy).		
16. Cleaned the earpieces with alcohol.		
17. Put equipment in designated place as directed by client.		
18. Washed hands.		

\_\_\_\_\_  
Signature of Competency Evaluator  
\*Demonstrated competency verified by RN.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of In-Home Aide

\_\_\_\_\_  
Date

26. LEVEL II - ASSISTING CLIENT WITH SELF-MONITORING OF WEIGHT\*

Aide must meet \_\_\_\_ out of 9 of the numbered steps in order to be considered competent in this skill.

Demonstration	Date Attempted	Date Completed
1. Washed hands.		
2. Collected equipment: a. Portable scale b. Paper and pen		
3. Provided privacy.		
4. Asked client to remove any heavy clothing.		
5. Assisted client to stand on scale platform. Had client stand with arms at sides.		
6. Viewed weight reading with client.		
7. Reported weight reading to client. (RN assessor checked weight for accuracy.)		
8. Assisted client to redress.		
9. Washed hands.		

\_\_\_\_\_  
Signature of Competency Evaluator Date  
\*Demonstrated competency verified by RN.

\_\_\_\_\_  
Signature of In-Home Aide Date



27. LEVEL II - ASSISTING WITH APPLYING AND REMOVING PROSTHETIC DEVICES\*  
(Optional Demonstration)

Aide must meet \_\_\_\_\_ out of 5 of the numbered steps in order to be considered competent to perform this skill.

Demonstration	Date Attempted	Date Completed
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This task is client specific and must be demonstrated by an aide assigned to perform the application of a prosthetic device on a specific client.

Client's Name: \_\_\_\_\_

1. Prosthetic device applied:
  - a. Leg brace
  - b. Leg splints
  - c. Prosthetic limb
  - d. Eye prosthesis
  - e. Other \_\_\_\_\_
2. Assisted client with skin care according to the Service Plan.
3. Assisted in applying wraps according to the Service Plan.
4. Assisted client with proper positioning and securing of prosthetic device according to Service Plan.
5. Laundered soiled wraps per client's directions or by manufacturer's instruction.
6. Assisted client with cleaning and inserting eye prosthesis, as directed by the client's Service Plan (if applicable).
7. Observed and reported skin changes to client.

Signature of Competency Evaluator \_\_\_\_\_ Date \_\_\_\_\_

\*Demonstrated competency verified by RN.

Signature of In-Home Aide \_\_\_\_\_ Date \_\_\_\_\_

SPECIAL POPULATIONS

LEVEL II

\_\_\_\_\_  
Name of Aide

\_\_\_\_\_  
ID#

Completed Competency Testing  
for  
SPECIAL POPULATIONS

In-Home Aide Services  
Level II

Demonstration	Date Completed	Signature
1. Supervisory Care for Children *		
2. Constructive Play for Children and Positive Parent/Child Interaction. *		

\* Tasks and related competency tests are intended for activities involving well children.

\_\_\_\_\_  
Signature of Competency Evaluator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Agency/Facility

\_\_\_\_\_  
Address of Agency/Facility

\_\_\_\_\_  
Signature of In-Home Aide

\_\_\_\_\_  
Date

1. LEVEL II - SUPERVISORY CARE FOR CHILDREN (Daytime) \*

Examinee must meet \_\_\_\_\_ out of 5 and/or 4 of the numbered steps in order to be considered competent in this skill.

\* Tasks and related competency tests are intended for activities involving well children.

<u>Demonstration</u>	<u>Date Attempted</u>	<u>Date Completed</u>
----------------------	-----------------------	-----------------------

Ages 0 - 4

1. Prepared simple meals with age appropriate foods.

---
2. Gave child a bottle; assisted with feeding, as needed.

---
3. Cuddled, hugged and talked with child(ren).

---
4. Encouraged play activity (inside or outside).

---
5. Diverted child from inappropriate or unsafe behavior.

---

Ages 5 - 12

1. Prepared well-balanced meals/snacks, as needed.

---
2. Sent to school; was there when they returned.

---
3. Listened to fears and concerns of child(ren).

---
4. Played games, supervised homework.

---

---

Signature of Competency Evaluator \_\_\_\_\_ Date \_\_\_\_\_

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Signature of In-Home Aide \_\_\_\_\_ Date \_\_\_\_\_

2. LEVEL II - CONSTRUCTIVE PLAY AND POSITIVE PARENT/CHILD INTERACTION \*

Examinee must meet \_\_\_\_\_ out of 5 of the numbered steps in order to be considered competent in this skill.

\* Tasks and related competency tests are intended for activities involving well children.

Demonstration	Date Attempted	Date Completed
1. Observed behavior of parent(s) and child(ren) together; identified positive and negative incidents.		
2. Praised positive incidents (ignored negative, but reported them to supervisor).		
3. Suggested and demonstrated positive activities, such as: a. Read aloud age-appropriate books with child(ren) sitting close by; asked child(ren) questions about the pictures or the story. b. Sat on floor and played with child(ren) (blocks, cars, dolls, games, etc.); talked about activities; praised child(ren) for small efforts and creativity; diverted child if activity inappropriate. c. Allowed child(ren) to "help" prepare a meal; praised positive efforts; helped him with more difficult activities.		
4. Encouraged parent(s) to try these activities; supported them in their efforts; gave feedback, both positive and how to improve.		
5. Asked parents about their activities with child(ren) when aide not in home. Supported positive efforts.		

\_\_\_\_\_  
Signature of Competency Evaluator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of In-Home Aide

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Aide

\_\_\_\_\_  
ID#

Completed Competency Testing  
for  
In-Home Aide Services

LEVEL II

Demonstrated Knowledge (Oral or Written)	Date Completed	Signature
	Questions	
1. Communication Skills/Emotional Support	(1-5, 20-22)	
2. Changes in Client Condition/Environment	(6, 23 & 24)	
3. First Aid/Emergency Measures	(7-9 & 25)	
4. Client and Home Safety	(10, 11 & 26)	
5. Value Systems/Family Dynamics	(12, 13 & 27)	
6. Abuse/Neglect	(14 & 15)	
7. Appropriate/Aide Tasks and Behaviors	(16 & 28)	
8. Dealing with Inappropriate Client Behaviors/Requests (17-19 & 29)		

Out of \_\_\_\_\_ questions, the examinee answered \_\_\_\_\_ questions correctly.

Total Score: \_\_\_\_\_ %

Area(s) where aide needs review, if any:

\_\_\_\_\_  
Signature of Competency Evaluator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Agency/Facility

\_\_\_\_\_  
Address of Agency/Facility

\_\_\_\_\_  
Signature of In-Home Aide

\_\_\_\_\_  
Date

---

Name of Aide

---

ID#

LEVEL II

DEMONSTRATED KNOWLEDGE (ORAL OR WRITTEN)

1. You have been assigned to a client who is not able to get outdoors much. During your first visit you find that the house is filled with fleas. Your client has two cats that go in and out of the house regularly. You should (choose the **best** answer):
  - (a) Tell your client not to let the cats in the house anymore.
  - (b) Put the cats outside, buy flea spray, spray the house and continue with the housework assigned.
  - (c) Discuss the situation with your client and find out if your client plans to do anything about the fleas.
  - (d) Call your client's son and tell him to get rid of the fleas before you come back next week.
  
2. Your client is very forgetful and is having difficulty carrying out tasks that she is usually capable of doing (e.g. putting on her clothes). You should (choose the **best** answer):
  - (a) Break down the task into little steps and remind her of each step in turn.
  - (b) Keep telling her to go ahead with the task since she can do it; don't help her.
  - (c) Tell her every time she does it wrong.
  - (d) Tell her to stop trying and do the tasks for her.
  
3. Your client has started to argue with you about which tasks you are supposed to do and which ones she is responsible for. You should (choose the **best** answer):
  - (a) Call your supervisor immediately and ask her to solve the problem.
  - (b) Read the service plan, review it with your client and follow it. If either of you think changes in the plan are needed, talk to your supervisor.
  - (c) Decide between yourselves what to do, without paying attention to what the plan says.
  - (d) Do exactly what the client requests.
  
4. Recently you have noticed that your elderly client has started talking only about events that took place when he was a child. You should (choose the **best** answer):
  - (a) Tell him you are too busy to listen to him.
  - (b) Tell him that the past is over and that he needs to think about the future.
  - (c) Listen and let him talk about events from his past. Report this change to your supervisor.
  - (d) Go on about your business and ignore him.
  
5. You have been assigned to provide in-home aide services to Mr. Smith for two (2) years. Lately you have noticed that he gets easily confused. Today he wants to go to the store with only his underwear on. He becomes upset and pushes you away when you try to help him get dressed. You should (choose the **best** answer):
  - (a) Let him go to the store in his underwear.
  - (b) Tell him to stay home and you will go to the store by yourself.
  - (c) Tell him you will go with him but you need time to get ready. Encourage him to put his pants on so he won't forget his wallet.
  - (d) Call Mr. Smith's daughter at work and tell her to come over and help you get him dressed.

6. You are working with a family and the 16 year old daughter tells you that she is pregnant. If the daughter confides in you, you should (choose the **best** answer):
- (a) Urge her to talk to her parents, a doctor or go to a health clinic.
  - (b) Tell her parents that she is pregnant.
  - (c) Tell her that she has to tell you who the father is.
  - (d) Take her immediately to your favorite doctor.
7. Your elderly client trips and falls while walking from his bedroom to the kitchen. He complains of severe pain in his left hip, but you don't see any cuts or scrapes. After just a few minutes his leg becomes quite swollen. Which **one** of the following is the **best** response?
- (a) Call your supervisor for assistance.
  - (b) Call a neighbor over to help you get him back into bed.
  - (c) Call the client's doctor.
  - (d) Call the rescue squad, keep him warm and report the fall to your supervisor after help arrives.
8. Your client is trying to adjust something on the back of his television when there is a bright flash and loud boom. Your client falls down still holding onto a wire from the television. He does not respond when you talk to him. Which **one** of the following is the best response?
- (a) Pull your client away from the television set and make him as comfortable as possible.
  - (b) Turn off the electricity in the house at the circuit breaker or fuse box, call the rescue squad and call your supervisor after help arrives.
  - (c) Call your supervisor and ask for assistance.
  - (d) Go outside and look for help.
9. You are preparing your client to take a bath when you hear a tornado warning on the radio. Which **one** of the following is the best answer?
- (a) Put her into the tub, pick out clean clothes for her to wear, and call a neighbor for more information about the warning.
  - (b) Open all of the windows, put her in your car and take her for a ride.
  - (c) Advise your client not to bathe during bad weather, help her dress, move to a room near the center of the house, and continue to listen to the radio for more weather information.
  - (d) Help your client dress; go outside and watch the tornado approach.
10. You have been assigned to assist an elderly couple. You have noticed that they use many scatter rugs around the house during the winter months. You should (choose the **best** answer):
- (a) Pick up all the scatter rugs and put them away, telling your clients that you were told that elderly people had no business having things in their home that may be harmful to them.
  - (b) Talk with your clients about the dangers of falling when scatter rugs are used; discuss possible alternatives for covering the floor during the winter months.
  - (c) Tell your clients' son that he will have to buy carpeting for his parents' home.
  - (d) Don't mention your concerns about the scatter rugs to your clients or supervisor because they might get angry with you.



11. You are assigned to assist a 34 year old single mother with the care of her 2 year old son. She is blind and has arthritis. You have noticed that all the household cleaning supplies are neatly placed under the kitchen sink for your client's convenience. You should (choose the **best** answer):
  - (a) Put all the cleaning materials on the kitchen counter where food is prepared.
  - (b) Help your client to purchase child safety locks for cabinets and put them on the cabinets that the child is not allowed to open.
  - (c) Spank the child each time he goes into the cabinets.
  - (d) Throw away all the cleaning supplies.
  
12. The family you are assisting does not believe in using medicines and medical treatment, but believes that prayer and "letting nature take its course" is the best way to heal. You find out that the two year old child fell two days ago and that one knee is badly swollen. You should (choose the **one** best answer):
  - (a) Tell the family that they really need to take the child with the swollen knee to the doctor.
  - (b) Don't say anything to anyone.
  - (c) Try to find out how the fall happened. Tell your supervisor what happened, how the knee looks, and how it is affecting the child's movement.
  - (d) Participate with the family in "praying over the knee".
  
13. You have been assigned to help a young mother in caring for her newborn child. One of your tasks is to assist your client to "stick" to a routine for taking her medications. You were aware that she had forgotten to take one of her birth control pills on a day last week and now you have noticed that she has missed taking two more birth control pills this week. You should (choose the **one** best answer):
  - (a) Tell her about other birth control methods.
  - (b) Tell her you need to talk to your supervisor about what is happening with the pills so that the supervisor or the client's doctor/nurse can help her get back on the right routine.
  - (c) Tell her (yourself) how to get back on the right pill schedule.
  - (d) Take her immediately to a family planning clinic.
  
14. Part of your job is to assist your client, who has problems with alcoholism, to stay within his budget and get his bills paid on time. You arrive at his home and find him drunk. He says that he cashed his check yesterday but his nephew got drunk with him and then walked off with his money. This is the third time in six months this has happened. You should (choose the **one** best answer):
  - (a) Try to locate the nephew and get the money back.
  - (b) Call your supervisor and tell her what has happened. Follow her instructions about which of you will call Adult Protective Services at the Department of Social Services.
  - (c) Give him money to buy food.
  - (d) Tell him you are tired of this happening and he needs to "shape up".
  
15. You are providing in-home aide services to an elderly woman who lives in the home of her granddaughter. This granddaughter has four small children and she frequently becomes impatient and rough with them. Today you see her shake the youngest child very hard and throw him down on the bed. You should (choose the **one** best answer):
  - (a) Ignore what you have seen since they are not your clients.
  - (b) Tell the granddaughter that's no way to behave and she may be hurting her child.
  - (c) Tell her you will look after the children for a while.
  - (d) Find a way to call your supervisor quickly and tell her what you have seen. Follow her instructions about which of you will call Child Protective Services at the Department of Social Services to report the incident.

16. You have cared for Mrs. Jones for a year. She truly appreciates your help and wants to give you a pretty glass candy dish as a gift. You should (choose the **best** answer):
- (a) Accept the gift and keep it a secret between the two of you.
  - (b) Thank Mrs. Jones for her thoughtfulness and tell her you will have to talk with your supervisor to see if you can accept this kind of gift.
  - (c) Call Mrs. Jones' daughter and ask her permission to keep the gift.
  - (d) Tell Mrs. Jones that you don't like the candy dish and can't keep it.
17. You were assigned the task of shopping for a client's groceries. When you got back from the store you gave your client the receipt and the change. Later that day, your client called and accused you of taking \$5.00 from the change. You should (choose the **best** answer):
- (a) Tell your client that you did not take the money and hang up on her.
  - (b) Call your supervisor and report the conversation and your actions.
  - (c) Go over to your client's house that night and accuse her of trying to get you fired.
  - (d) Immediately call a lawyer for legal advice.
18. For several months you have been assigned to work at a client's home three (3) mornings a week. You get to the home at the appointed time (8 AM) and your client tells you to come back in two hours. You should (choose the **best** answer):
- (a) Go to your assigned afternoon client's home and do your work.
  - (b) Go have breakfast and come back in two hours as your client requested.
  - (c) Call the agency and discuss with your supervisor what you should do.
  - (d) Tell your client that you have to do your work now and that if you leave she won't get any more help.
19. You have been assigned to care for Mrs. Brown, a 61 year old lady who has been confined to her bed for the last two years. Your client's husband has been telling you for several months that he is very lonely and has not had sex with his wife for several years. Today, when you came to the house, Mr. Brown gave you a big hug and followed you around the house putting his arm around you several times. You asked him to stop and he didn't. You should (choose the **best** answer):
- (a) Slap his face and tell him to leave the house until you finish your work.
  - (b) Leave the house. Call your supervisor and tell her how Mr. Brown has been acting; ask for help in dealing with Mr. Brown.
  - (c) Stay at the house and encourage Mr. Brown's affections.
  - (d) Finish your work. Don't tell your supervisor because she might move you to another client.

THE REST OF THE QUESTIONS HAVE MORE THAN ONE CORRECT ANSWER.  
READ EACH QUESTION CAREFULLY AND MARK **ALL** CORRECT ANSWERS.

20. Your client becomes agitated and frustrated when she forgets how to do something. What are **three** possible things you could do?
- (a) Scold her for becoming upset.
  - (b) Try to figure out what she is trying to do and give her simple instructions to get her started.
  - (c) Calmly distract her to another activity.
  - (d) Help her move to another part of the house and get her interested in something else.

21. Your client is afraid of doctors and frequently misses appointments. Which **three** of the following can you do to help her keep these appointments?
- (a) Learn when the appointments are scheduled and remind her the day before.
  - (b) Tell her you will stop coming to help her if she does not keep her doctor appointments.
  - (c) Help her think through the questions she would like the doctor to answer; help her write them down.
  - (d) Ask her how she is going to get to the doctor.
22. Your client is five month's pregnant and has been to the clinic twice for pre-natal care. Her doctor has told her to stop smoking and has given her a diet to follow that will be good for her and her baby. You notice that she still smokes about two packs a week (down from four packs) and that she follows some parts of the diet, but is not getting enough milk or juice. What are **three** things you can do to help protect her health and that of her baby?
- (a) Praise her for cutting down on her cigarettes. Ask her what the doctor told her about the effect of cigarettes on her baby.
  - (b) Help her plan menus that follow the diet. Ask her what foods she likes that use milk and work them into the menus.
  - (c) Tell her about some old "granny" methods of getting through a pregnancy and encourage her to use them.
  - (d) Help her to shop for the foods that are on her diet. Praise her when she tries out new foods on the diet or when she cuts back on "junk food".
23. Part of your job is to let your supervisor know about your client's progress or lack of progress. Choose **three** types of changes that are important to report to your supervisor.
- (a) Any changes, good or bad, in your client's situation since your last report.
  - (b) The fact that your client seems very depressed and doesn't want to get out of bed.
  - (c) Your client is having more and more difficulty in dressing herself.
  - (d) Your client has begun to watch soap operas.
24. Your client, Mrs. Smith, is being treated by a doctor for a chronic urinary problem that your client refers to as a "leaky bladder". With this problem you have noticed that Mrs. Smith has an increasing body odor but she refuses to bathe more often than once a week. Which **two** of the following may help to deal with the problem?
- (a) Tell Mrs. Smith that she has to get into the bathtub every day or you will report her for self-neglect to Adult Protective Services at the Department of Social Services.
  - (b) Find out why she only takes a bath once a week; discuss this with her, and report her reason(s) to your supervisor.
  - (c) Collect all bathing equipment your client will need and bring it to the bathroom; fill the sink with warm water; encourage your client to take a sponge bath now. Encourage her to bathe every day.
  - (d) Tell Mrs. Smith you will not take care of her until she starts keeping herself clean.

25. Your client suddenly stops talking to you while you are helping him dress, his eyes roll back, and he clutches a fist to his chest. All he is able to say to you is "Pain". Which **three** things should you do?
- (a) Walk him around the room until he calms down, give him two aspirin tablets, and then call your supervisor for help.
  - (b) Tell him that you will stay with him, help him sit or lie down and make him as comfortable as possible.
  - (c) Find out from the client if this has happened before and if he has any medications that you can bring to him that will help his pain.
  - (d) Call the rescue squad and then call your supervisor after help arrives.
26. Part of an aide's job is to report when accidents happen to the client or to the aide when working with the client. When reporting an accident, you should (choose **three**):
- (a) Let your supervisor know as quickly as possible.
  - (b) Tell what happened, when, and how it affected the client/family.
  - (c) Wait until you get back to the office and have time to write it up properly.
  - (d) Say what happened to you, and anything you think may have led up to the accident.
27. You are assisting a mentally limited young man who has his first apartment to develop his housekeeping skills and stay within his budget. You discover in talking with him that he is interested in girls but is quite confused about what "safe sex" is and about how to protect himself and a possible partner. **Two** appropriate things you can do include:
- (a) Tell him everything you know about safe sex and protection. Show him how a condom is used.
  - (b) Tell him you are not sure if he has the correct information and encourage him to talk to his doctor or someone at the family planning clinic.
  - (c) Suggest that he talk with his friends about how they "use protection".
  - (d) Since he told you this information confidentially, ask him if you can tell your supervisor about his concerns so that she can help him get the correct information he needs.
28. Your assignment as a Level II Aide is to assist your client with bathing. Which **three** (3) things can you do?
- (a) Gather all equipment that she may need for bathing.
  - (b) Assist her to the bathroom and steady her with your arm.
  - (c) Lift your client out of bed. Physically carry her to the bathroom and put her in the tub.
  - (d) Assist her with washing her back.
29. You have been assigned to assist a 79 year old woman with a history of arthritis and dizziness. Your client says that she is "fed-up" and puts on her coat and goes out to her car, insisting that she is going to the grocery store and to visit a friend. She has not driven a car for about eight months and the license tag and the inspection sticker have expired. Before you call your supervisor, you should (Choose the **two** best answers):
- (a) Tell her that she cannot go anywhere while you are at her home because it is not in the Service Plan.
  - (b) Tell her that she has to have her car inspected and get a new license tag before she can drive.
  - (c) Don't say anything to her. Let her go and you stay and complete your household tasks.
  - (d) Tell her you are worried that she might have a dizzy spell while she is driving; offer to help her get other transportation.

LEVEL II  
DEMONSTRATED KNOWLEDGE  
ANSWER KEY

Question:

1. (c)
2. (a)
3. (b)
4. (c)
5. (c)
6. (a)
7. (d)
8. (b)
9. (c)
10. (b)
11. (b)
12. (c)
13. (b)
14. (b)
15. (d)

Question:

16. (b)
17. (b)
18. (c)
19. (b)
20. (b), (c), (d)
21. (a), (c), (d)
22. (a), (b), (d)
23. (a), (b), (c)
24. (b), (c)
25. (b), (c), (d)
26. (a), (b), (d)
27. (b), (d)
28. (a), (b), (d)
29. (b), (d)