



Support Services

LOGISTICS FORM

<u>SCHEDULE START DATE:</u>	<u>FREQUENCY:</u>	<u>SERVICES:</u>	<u>LENGTH OF ASSIGNMENT:</u>
<u>ASSIGNMENT DATES AND TIMES:</u>	<u>CLIENT INFORMATION:</u> CLIENT NAME: ADDRESS: ALTERNATE CLIENT ADDRESS:		
<u>DIRECT CARE PROVIDER(S):</u>	PHONE NUMBER: GUARDIAN(S): EMAIL:		
<u>DIRECT CARE PROVIDER CONTACT INFORMATION</u> PHONE NUMBER: EMAIL:		If you need to reach the provider and they are not answering or responding, please call (480)809-5552 or email scheduling@eesupportservices.com	
<u>SPOKECHOICE INFORMATION</u>	<u>WHAT TO DO:</u> <ul style="list-style-type: none"> PLEASE UPDATE THE SCHEDULING TEAM REGARDING ANY ADDRESS CHANGES FOR CLIENT PICK UP AND DROP OFF. THESE WILL NEED TO BE APPROVED BY ADMINISTRATION. PLEASE MAKE SURE YOUR LOCATION PERMISSIONS ARE ON WHILE USING THE APP. THIS IS ONLY TO ENABLE CLOCKING IN AND OUT. PLEASE MAKE SURE TIME CARDS ARE ELECTRONICALLY SIGNED BY END OF DAY ON THE 1ST AND THE 15TH OF EACH MONTH 	<u>WHO TO CONTACT:</u> EE SCHEDULING TEAM scheduling@eesupportservices.com (480)809-5552 KATHLEEN DALBEC kathleen.dalbec@eesupportservices.com	
<u>EMERGENCY CONTACT INFORMATION</u>	<u>WHAT TO DO:</u> <ul style="list-style-type: none"> IN THE EVENT YOU ARE NOT ABLE TO REACH THE CLIENT OR PROVIDER AND YOU EXPERIENCE TRAVEL DELAYS, EMERGENCIES, ISSUES WITH RESERVATIONS OR HAVE URGENT QUESTIONS AFTER HOURS YOU CAN CALL (480)809-5552. PLEASE LEAVE A MESSAGE IF URGENT. 		