

Office call log: arrivals and departures

Sehlaam Home Care
Form DT-3 · office use

Write down every arrival or departure a worker phones in while Sehlam or their app is unavailable. When Sehlam works, record each one on the visit ("Record arrival/departure for the worker"), choosing "The worker phoned the office", with the time the worker gave you.

Date	Office staff on duty

[illegible]

Confidential once completed. File with the day's paper visit records. A visit with no call and no paper form by the end of the day is followed up as a possible missed visit.