



We're happy  
you're here!

Welcome to  
CareOne



OFFICE  
number  
734-480-0011

ADDRESS  
301 W. Michigan Ave.  
STE 320  
Ypsilanti, MI 48197



# Meet your Care One team

Teri Cooke  
Chief Operations Officer  
[teric@careoneinc.com](mailto:teric@careoneinc.com)

Hollie Bostain  
Recruiting Manager  
[hollieb@careoneinc.com](mailto:hollieb@careoneinc.com)

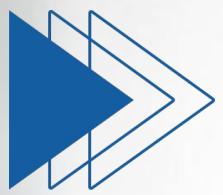
Kathy Westendorf  
Payroll/Benefits  
[kathyw@careoneinc.com](mailto:kathyw@careoneinc.com)

Cassidy Dunn  
Social Media Manager  
[cassidyd@careoneinc.com](mailto:cassidyd@careoneinc.com)

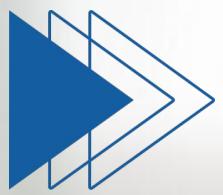
734-480-0011



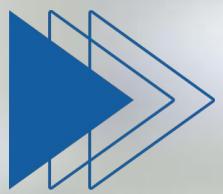
# Work Badges



Issued first day of work



Used to clock in and out



Must be with you at **ALL** times



Must be turned in at end of employment

# allowable items

- ▶ List is available on the Care One website
- ▶ When in doubt leave it in your car



# scheduling

- ▶ Give yourself an extra 15-30 minutes to get through security
- ▶ Must be at your work station at your scheduled time
- ▶ MDOC has the ability to change your schedule or mandate you
- ▶ Care One cannot make, change, or adjust your schedule



# Time Off and Attendance

- ▶ Call/email both the facility and Care One to inform us you will not be in
- ▶ Get requests for future time off by MDOC via email and retain for your records – let Care One know
- ▶ Tardies/Absences are reported to Care One to follow up with you on

# care one Timesheets

- ▶ Can be found on Care One website
- ▶ Track own time with Care One Timesheet and clock in/out — MDOC timesheet is sent separately on your behalf.
- ▶ Timesheets are filled out and turned in every 2 weeks regardless of if you chose weekly or biweekly payment
- ▶ Email timesheet to **BOTH** Kathy and Teri
- ▶ Only Recovery Coaches need to have it signed by a supervisor

# Payday

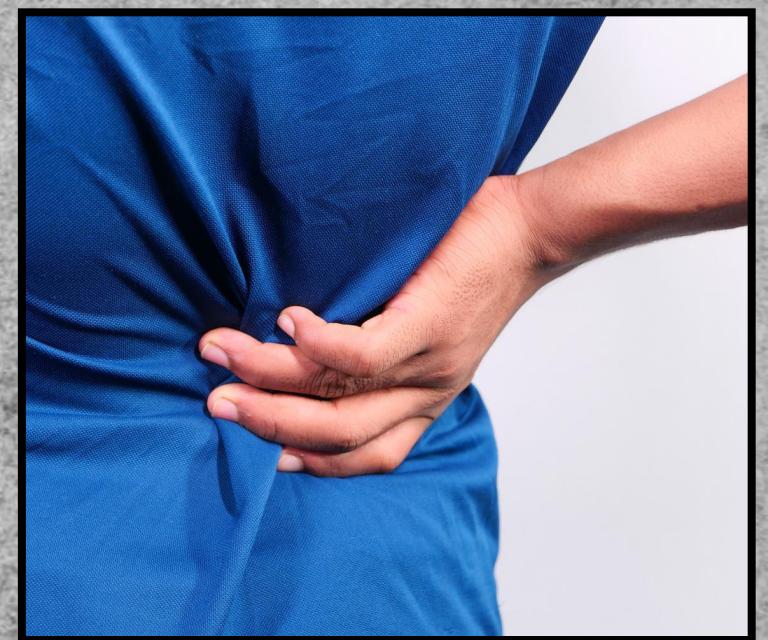
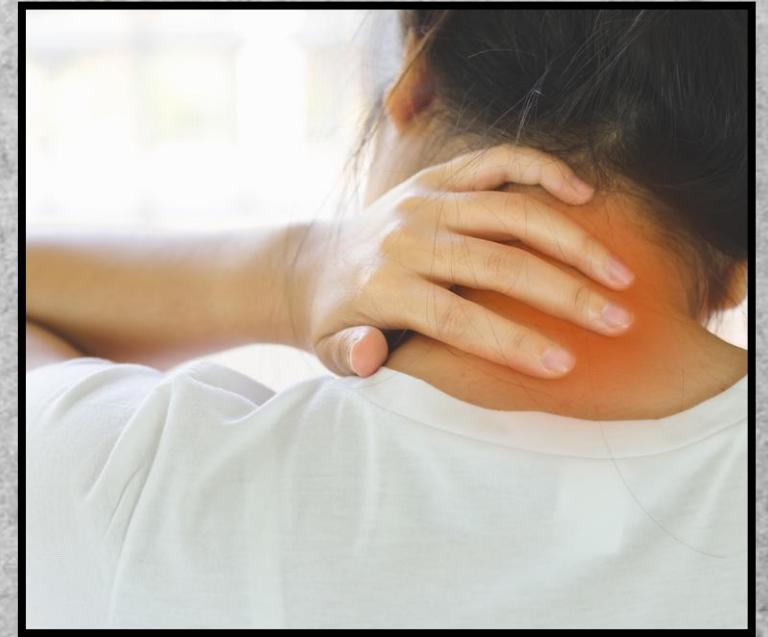
► First check 3 weeks after your start date when starting at the beginning of the pay period

► Reach out to Care One to change your direct deposit or for other questions related to payroll

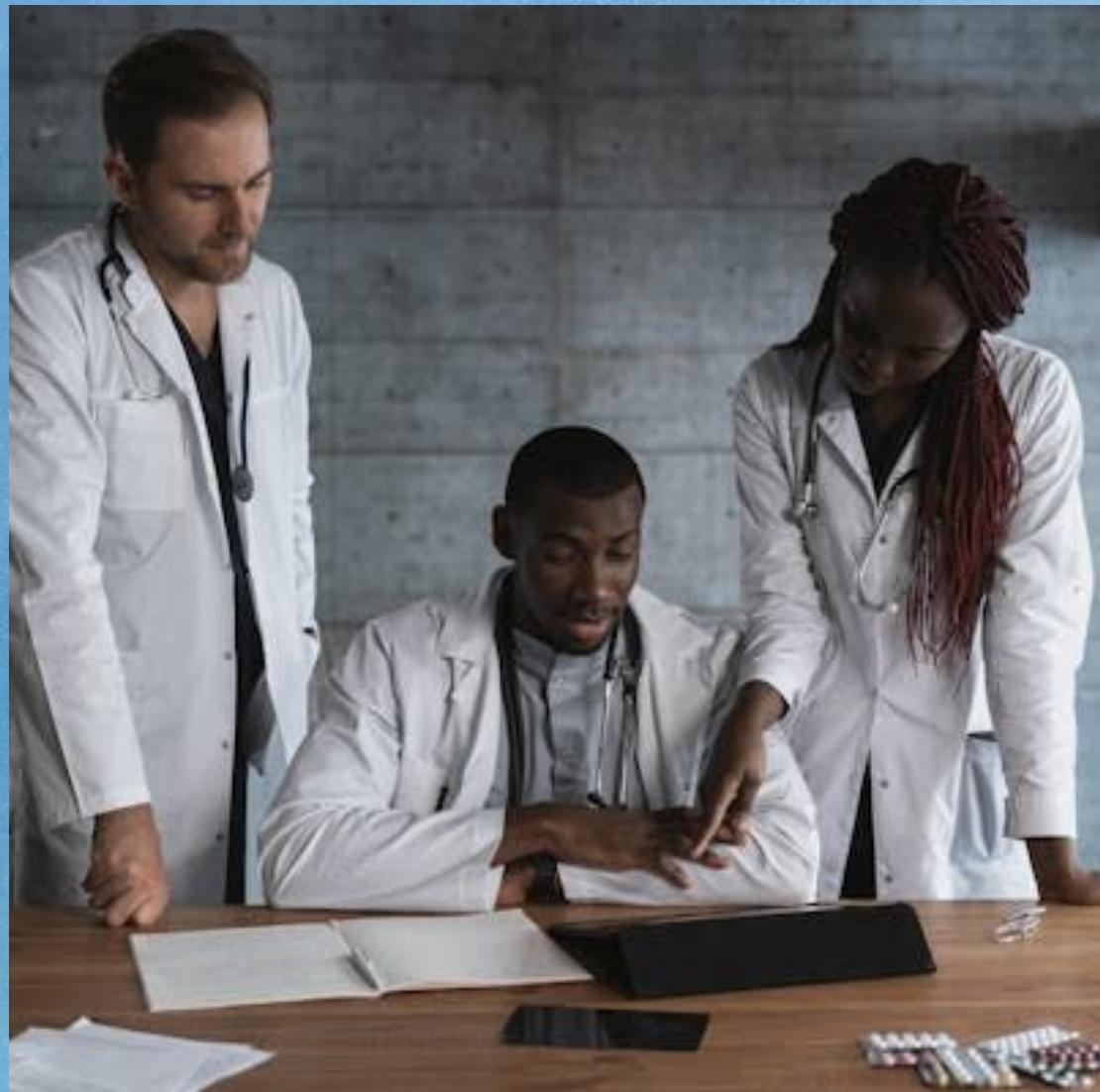


# Workplace Injuries

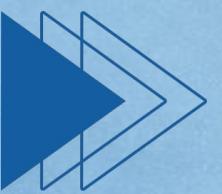
- ▶ Notify MDOC supervisor IMMEDIATELY
- ▶ If medical attention is required, call Care One to get authorization
- ▶ Go to the nearest Urgent Care or ER (if needed)
- ▶ Follow up with Care One – you will be required to complete an incident report with us within 24hrs of the incident



# Final Thoughts



Check your personal and work email regularly; this will be our main way to contact you.



Maintain your Care One timesheets and turn in biweekly



Ask us first--MDOC doesn't know Care One policies and procedures



Communicate any issues you are having! We can't help if we don't know its happening

thank you  
for attending

Any questions?



# Follow/review Us

google



linkedin



Facebook

