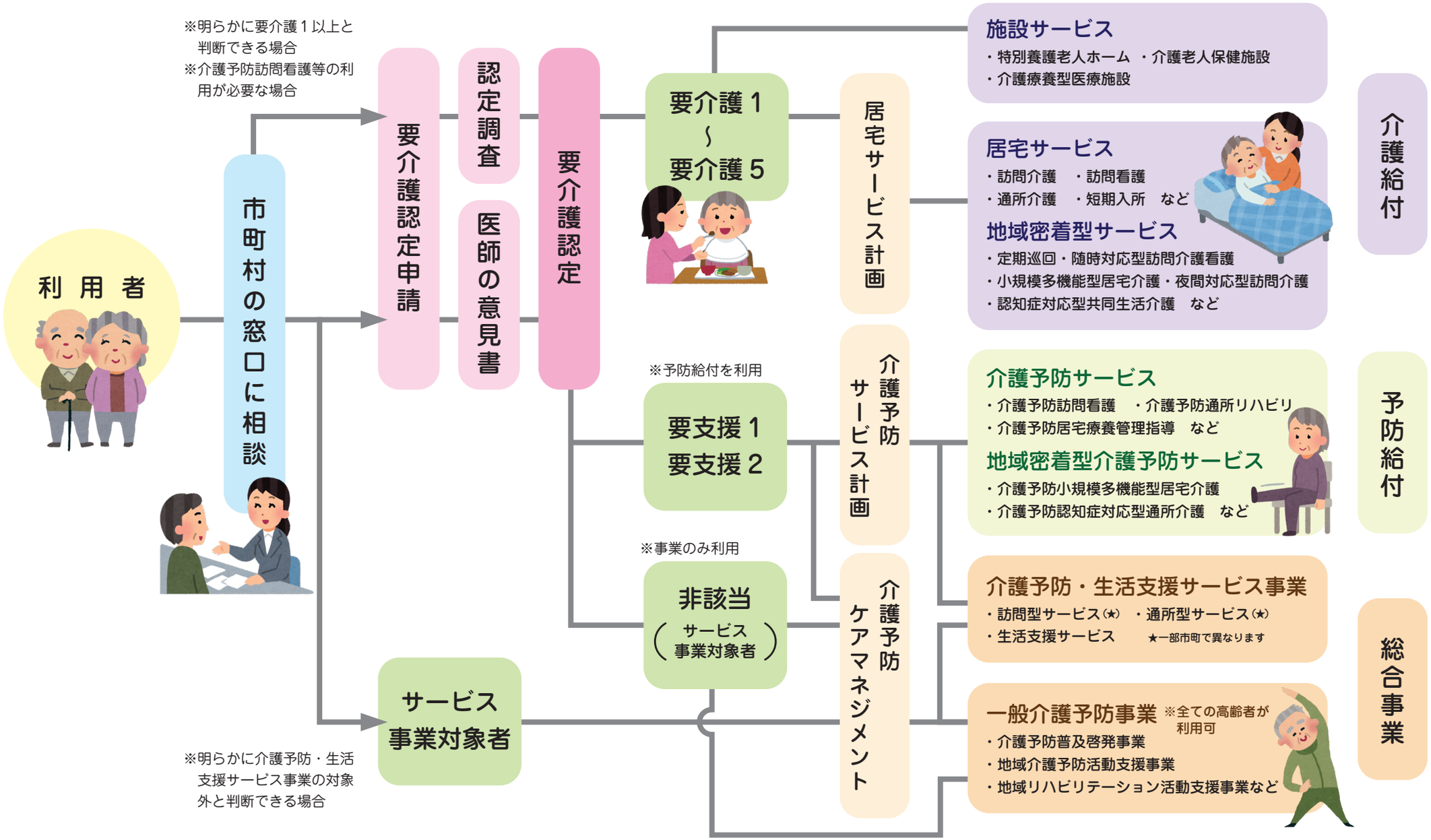介護サービスの利用手続