

HOME HEALTH/HOSPICE/SITTER SERVICE

1. Provide breakdown by percentage of the following types of services provided:
Home Health _____ Hospice _____ Homemaker/Sitters _____ PT _____
2. Provide breakdown of personnel according to the following jobs performed:

	<u>Number Employed</u>	<u>Nursing Home</u>	<u>Client's Home</u>	<u>Hospital</u>
Aides	_____	_____	_____	_____
LPN	_____	_____	_____	_____
RN	_____	_____	_____	_____
Practitioners	_____	_____	_____	_____
Others (specify) _____	_____	_____	_____	_____
3. # of employees shown above who are a relative for the client they work with _____
of employees that reside with the relative they work for _____
4. Advise of any specific accreditation(s) held by the company and/or professional employees:

5. What type of transportation is used for employees: Company vehicle ___ Personal auto ___
Avg. # of miles driven on a shift per employee _____
6. Are MVR's reviewed on a regular basis? Yes No
7. Maximum allowable ratio between ambulatory and non-ambulatory patients? _____
8. Are employees contracted or are they directly hired and paid salaries under the direct supervision of the home health agency? _____
9. Do employees do the following:

Report to the office regularly Yes No Give injections Yes No

Cook and/or perform housekeeping Yes No Receive periodic health exams Yes No

Get tested for communicable diseases Yes No Keep travel logs Yes No
10. Indicate which of the following hiring practices are included:
 - Background checks
 - MVR checks
 - Drug testing
 - Pre-employment physicals
 - Medical history questionnaire
 - Confirmation of certifications
11. What training is required of new employees? _____
12. Is there a formal safety program? If yes, provide details: _____
13. What safety procedures are used when disposing of needles & medical waste? _____

14. Provide details regarding moving, lifting or transporting patients: _____

15. How long are employee shifts? _____

Should be triggered by class code 8835