

NEW HOME CHECKLIST

This is a list of the common items the CTA Compliance Manager will check during the onsite home visit. This list does not include everything and applicants should look at the Hawaii Administrative Rules (HAR) for all compliance requirements. Everything must be up to date, current and not expired.

- Names of all Caregivers and Adult Household Members (those 18 and older)
- Verification of 1 year in home experience for Primary Caregiver as a NA, CNA, LPN or RN
- Verification the PCG lives in the home
- Verification of Auto Insurance for all caregivers who drive clients with at least \$100,000 bodily injury per person and \$30,000 property damage or
 - For caregivers who do not drive clients: an alternate transportation plan (CTA will approve or deny plan during the onsite visit, no need to send with application)
- NA certificates from a State of Hawaii approved course, CNA cards, LPN or RN license for all caregivers who work over three hours in a twenty-four hour period.
- Picture identification for all caregivers showing full legal name with date of birth
- Adult Protective Service and Child Abuse & Neglect search results for all caregivers and adult household members
- Fingerprint results or, if applicable, Hawaii State name check (Ecrim) for all caregivers and adult household members
- Current Tuberculosis Clearance for all caregivers and adult household members which meets current Department of Health Tuberculosis guidelines
- Current CPR for all caregivers
- Current First Aid for all caregivers, except LPNs and RNs.
- Current Bloodborne Pathogen/Infection Control training for all caregivers
- CTA approval form for all caregivers if obtained before onsite visit (otherwise, approvals can be given during CTA onsite visit)
- Disclosure forms for all caregivers
- Community Resource Book (can be obtained from American Savings Bank)
- Policy and Procedure Manual including fire drill form, client rights and responsibilities, adverse events, grievance, confidentiality/privacy, visiting hours and smoking policies.
- Emergency Preparedness Plan including an evacuation map posted in the home
- Testing of home's Smoke Detectors and charged fire extinguisher
- CCFFH budget or bank statements
- Confidentiality/privacy rights training for all caregivers and adult household members

All Environmental requirements will be checked including but not limited to:

- Non-slip surfaces in the bathroom tubs/showers, toilets next to or easily accessible to client's sleeping rooms, grab bars in the bath and toilet areas
- A common living area where all clients, caregivers and household members socialize and perform recreational activities.
- All client rooms, bathrooms, common areas and exits must be wheelchair accessible.
- A clear, unobstructed exit from the client's bedroom to the outside of the home at street or ground level, including a wheelchair ramp, if applicable.
- Client's bedroom must be near the PCG's sleeping quarters or be equipped with a form of communication in order to attend to nighttime client needs
- Review of how the PCG performs infection control, disinfecting and preventative maintenance.