

HAVING A FILE SET UP LIKE THIS SAMPLE TABLE OF CONTENTS WILL HELP DURING ON-SITE REVIEWS AND ASSIST IN MEETING ALL REQUIREMENTS

TABLE OF CONTENTS

Tab 1	<ul style="list-style-type: none"> --General liability insurance --Automobile insurance policy coverage for each person who drives clients showing at least 100,000 bodily injury and 30,000 property damage OR One Alternate Transportation Plan for all caregivers who do not drive clients. --Substitute Driver Requirements, if using one --Mortgage or rental agreement
Tab 2	<ul style="list-style-type: none"> --PCG's picture identification --NA training certificate (from a State of Hawaii-approved training Program) or CNA, LPN or RN license --APS and CAN clearance --Fingerprinting --State name check (Ecrim) --Exemption, if needed --Disclosure form --Tuberculosis clearance --CPR training --First Aid training --Bloodborne Pathogens/Infection Control training --12 hours of CCFH related in-services each year --PCG documentation of in-home experience (minimum of 1,920 hours)
Tab 3 (make separate Sections for each SCG)	<ul style="list-style-type: none"> -- SCG's picture identification --NA training certificate (from a State of Hawaii-approved training Program) or CNA, LPN or RN license --APS and CAN clearance --Fingerprinting --State name check (Ecrim) -- Exemption, if needed --Disclosure form --Tuberculosis clearance --CPR training --First Aid training (LPN's and RN's do not need First Aid) --Bloodborne Pathogens/Infection Control training --8 hours of CCFH related in-services each year, 12 hours if in a 3 person home --SCG documentation of job experience (minimum of 1,920 hours) if in a 3 person Home --CTA approval form --Copy of Change Notification Form --Confidentiality/Privacy rights training

Tab 4
(make separate
Sections for
each Household
member)

- Household Member's picture identification
- APS and CAN clearance
- Fingerprinting
- State name check (Ecrim)
- Exemption, if needed
- Tuberculosis clearance
- Confidentiality/privacy rights training

Last Tab

- CCFFH budget or bank statements
- Monthly fire drill documentation
- Provider Policies and Procedures, including CCFFH Admission Policy and Agreement, CCFFH rights and responsibilities, grievance policy and confidentiality/privacy policy
- Emergency Preparedness Plan
- Visiting hours and Smoking Policies
- Resource book or list
- Sign out sheets if a 3 person home