

Policy for Family Members as Home Care Workers

Purpose: The purpose of this policy is to establish procedures regarding the hiring and employment of family members as homecare aides (HCAs) under the Community Care Program (CCP).

Policy:

- A. NHHHC does not require clients to hire family members as HCAs. The in-home service provider can elect to set as its policy that no homecare aides will be allowed to provide service to family member, OR
- B. The in-home service provider can elect, as its policy, to allow HCAs to provide service to family members and shall use the following guidelines. Family members providing service to CCP participants will be hereafter referred to as family HCAs.
- C. Under no circumstances can a family member be hired as an HCA if the family member is a legally responsible person to the applicant/participant (spouse, guardian, person(s) with POA and representative payees).
- D. The in-home service provider is responsible for ensuring family HCAs meet all applicable CCP requirements, including, but not limited to, qualifications, pre-service and in-service training, criminal background checks, correctly completing Hours of Service Calendar(s) (HOSCs) and supervision. Family HCAs must also meet any other requirements specific to the in-home service provider agency office.
- E. The agency cannot require the family HCA to provide service for other applicants/participants served by the agency.
- F. The family HCA cannot sign the applicants/participants CCP forms.
- G. Each employee hired as a family HCA must be reported for informational purposes to the Care Coordination Unit (CCU) by the in-home service provider.
- H. The family HCA cannot serve as the interpreter during the reassessment.

I acknowledge that:

- 1. I have had the opportunity to ask questions about family home care aides and that all my questions have been answered to my satisfaction. I have read and understand the above information.

Employee Signature: _____ Date: _____