

Health and Safety Checklist

Name of Direct Service Employee _____
 Location of Service Address _____
 City, State, Zip Code _____
 Telephone Number at Service Location _____

Assurance	Met	Not Met	Comments
1. The home is free from any hazards that present a risk to the Beneficiary's health and safety. Appropriate safety preventive devices are in place to include at a minimum of a smoke detector on each level of the home.			
2. Medications, hazardous cleaning supplies, or firearms in the home are kept in a secure (locked) location.			
3. Pets that the Beneficiary comes in contact with have up-to-date vaccinations. If the pet presents a risk to the safety of the Beneficiary, the pet must be kept in a secure location, separate from the portions of the home accessed by the Beneficiary.			
4. There is an evacuation plan specific to the Beneficiary in the home, and it is tested at least monthly.			
5. If the Beneficiary requires adaptive equipment for services and supports provided in the employee's home, that equipment must be available. Medicaid does not fund duplicate equipment for the purpose of availability in the employee's home.			
6. A criminal background check is performed for any adult who lives in the home, who is present during the time the Beneficiary is receiving services. The results of the background check do not present any safety risk for the Beneficiary.			
7. A healthcare registry check is performed for any adult who lives in the home, and who is present during the time the Beneficiary is receiving services. The results of the healthcare registry check may not present any safety risk for the Beneficiary.			

- ✓ The Provider Agency verifies that this information is accurate and has been discussed with the Direct Service Employee providing Community Living and Supports (personal care tasks and supervision only), Personal Care, or Respite in their own home. This checklist is valid for this location only.
- ✓ Services provided are documented in the Individual Support Plan with the Direct Service Employee's home listed as the service location.
- ✓ Services provided in the direct service employee's home do not include In-Home Skill Building, In-Home Intensive Supports or Community Living and Supports (Habilitation tasks).
- ✓ Services provided at this location are based on the documented needs of the Beneficiary, not for the convenience of the employee.
- ✓ The Individual Support Plan states how the Beneficiary's needs are better met in the direct service employee's home.

- ✓ Community Living and Support (personal care tasks and supervision only), Personal Care, and Respite are not billed when the direct service employee is providing direct care to another child or person. If the direct service employee is providing direct care to another child or person, the Beneficiary's health and safety must be assured.
- ✓ The Beneficiary may not clean or perform other household tasks in the direct service employee's home, including preparing meals for the direct service employee's family.
- ✓ Medication administration regulations are followed for any medications that the Beneficiary is assisted in taking.
- ✓ If the Beneficiary has a goal to learn to evacuate the Beneficiary's private home, that goal must be trained in the Beneficiary's home.
- ✓ The Beneficiary and/or Beneficiary's guardian/family may not be charged for any damage to the Direct Service's Employee's property or any additional charge for the service provided. The issue of liability insurance to cover accidents to/by the Beneficiary is addressed by the Provider Agency.
- ✓ The NC Innovations Waiver does not pay for room and board costs.
- ✓ The Care Coordinator has access to the service location during hours that services are provided to the Beneficiary for both announced and unannounced monitoring visits.
- ✓ The Provider Agency will make and document at least one monthly site visit during hours of service provision to make sure that the services provided are consistent with the Individual Support Plan, and that the environment continues to be healthy and safe for the Beneficiary.
- ✓ The Provider Agency agrees to immediately notify the Beneficiary's Care Coordinator if there is any situation that involves the health and safety of the Beneficiary in the Direct Service Employee's home. Other Incident Reporting requirements per the Provider Agency's contract with the MCO must also be followed.

 Signature of Provider Agency
 Representative/Date

 Signature of Direct Service
 Employee/Date

 Signature of Provider Agency Administrator/Date

 Signature of Beneficiary/Legally
 Responsible Person/Date

Original Maintained in Agency or Employer Beneficiary File