

## Hiring Home Care Privately

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Southern Maine Agency on Aging can assist you in determining what kind of help you need at home. Contact a Resource Specialist or Family Caregiver Specialist at 1-800-427-7411 or send an email through the SMAA website ([www.smaaa.org](http://www.smaaa.org)) Family Caregiver Support Program “request information” feature.

*If you decide to hire private non-medical home care, you can use this worksheet to help interview and evaluate individual candidate qualifications.*

### Minimum Requirements

- The candidate must be able to supply three verifiable work references. Be sure to check these references before hiring the candidate
- Check the candidate’s Department of Motor Vehicle record at [www.informe.org/bmv/drc](http://www.informe.org/bmv/drc)
- Complete a criminal background check. Go to [www.maine.gov/dps/Sbi/chri.html](http://www.maine.gov/dps/Sbi/chri.html) for more information
- Check the Maine Licensing Registry at [www.maine.gov/dhhs/dlrs/cna/home.html](http://www.maine.gov/dhhs/dlrs/cna/home.html)
- Ask for copies of the candidate’s worker’s compensation and liability policies
- Ask for a copy of the candidate’s full professional liability insurance policy
- Verify how many years the candidate has been providing home care assistance

### Training

*Ask the candidate to verify that they are trained in the following areas (if applicable):*

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|--|--|
| <input type="checkbox"/> CPR/first aid   | <input type="checkbox"/> Safe bending and lifting techniques   |
| <input type="checkbox"/> Infection control                                       | <input type="checkbox"/> Managing incontinence / catheter care |
| <input type="checkbox"/> Bathing   | <input type="checkbox"/> Managing difficult behaviors          |
| <input type="checkbox"/> Communicating with someone who is confused or forgetful |  |

*You may also wish to ask:*

What home care duties did the candidate perform for their last two clients?

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What are the candidate’s favorite duties? \_\_\_\_\_

What are the candidate’s least-favorite duties? \_\_\_\_\_

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How does the candidate rate his or her (circle one):

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	<u>Low</u>				<u>High</u>
▪ Cooking skills	1	2	3	4	5
▪ Housekeeping skills	1	2	3	4	5
▪ Personal care skills	1	2	3	4	5
▪ Ability to follow instructions	1	2	3	4	5
▪ Flexibility	1	2	3	4	5
▪ Reliability	1	2	3	4	5

Ask the candidate's references about any of these skills as well.

### Service delivery

- Availability: Minimum number of hours: \_\_\_\_ Maximum number of hours: \_\_\_\_
- Is a split shift (for instance, morning and evening) possible?  Yes  No
- If the candidate is unable to work on their scheduled day, can they provide a substitute?  
 Yes  No

### Payment

How are services billed? \_\_\_\_\_

Who is responsible for Social Security payments Worker's Compensation, etc.? (go to [www.ssa.gov](http://www.ssa.gov) or call Social Security at 1-800-772-1213 for more information)

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Consider creating a contract/ service agreement specifying schedule, rate of pay, specific duties to be performed, and what happens if the candidate is unable to work as scheduled. A service agreement will ensure that everyone involved has clear expectations, and can be useful with regards to the Long-term Care Maine Care 5-year look-back period for transfer of assets. Be sure to keep good records on hours, duties performed, and payments to any private providers.

Go to [LTC-Personal-Support-Agreement.doc](#) or to the Maine.gov website and search for a template LTC Personal Support Agreement. For more information about the 5-year look-back period for asset transfer, go to [www.maine.gov/dhhs/mainecare.shtml](http://www.maine.gov/dhhs/mainecare.shtml) or call (207) 287-3707.

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