Hiring Home Care Privately

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) 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
- Complete a criminal background check. Go to www.maine.gov/dps/Sbi/chri.html for more information.
- Check the Maine Licensing Registry at 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):

- CPR/first aid
- Infection control
- Bathing
- Communicating with someone who is confused or forgetful
- Safe bending and lifting techniques
- Managing incontinence / catheter care
- Managing difficult behaviors

You may also wish to ask:

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

____________________________________________________

What are the candidate’s favorite duties? ________________________________

What are the candidate’s least-favorite duties? __________________________

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

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<th>Low</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>High</th>
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<tr>
<td>Cooking skills</td>
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<td>Housekeeping skills</td>
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<td>Personal care skills</td>
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<td>Ability to follow instructions</td>
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<td>Flexibility</td>
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<tr>
<td>Reliability</td>
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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)

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](http://example.com) 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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