

**Health and Safety Checklist -  
Justification for Community Living and Support/Respite Provided in Employee's Home**

**Name of 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 member'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 member comes in contact with have up-to-date vaccinations. If the pet presents a risk to the safety of the member, the pet must be kept in a secure location, separate from the portions of the home accessed by the member.			
4. There is an evacuation plan specific to the member in the home, and it is tested at least monthly.			
5. If the member 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 member is receiving services. The results of the background check do not present any safety risk for the member.			
7. A healthcare registry check is performed for any adult who lives in the home, and who is present during the time the member is receiving services. The results of the healthcare registry check do not present any safety risk for the member.			

- ✓ The Employer of Record verifies that this information is accurate and has been discussed with the Employee providing Community Living and Support 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 Employee's home listed as the service location.
- ✓ Services provided at this location are based on the documented needs of the member, not for the convenience of the employee.
- ✓ The Individual Support Plan states how the member's needs are better met in the employee's home.
- ✓ Respite is not billed when the employee is providing direct care to another child or person. If the employee is providing direct care to another child or person, the member's health and safety must be assured.
- ✓ The member may not clean or perform other household tasks in the employee's home, including preparing meals for the employee's family.
- ✓ Medication administration regulations are followed for any medications that the member is assisted in taking.
- ✓ If the member has a goal to learn to evacuate the member's private home, that goal must be trained in the member's home.
- ✓ The member and/or member's guardian/family may not be charged for any damage to the employee's property or any additional charge for the service provided. The issue of liability insurance to cover accidents to/by the member 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 member 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 member.
- ✓ The Provider Agency agrees to immediately notify the member's Care Coordinator if there is any situation that involves the health and safety of the member in the employee's home, including providing the Care Coordinator with a copy of any Incident Report.

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Signature of Employer of Record/Date

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Signature of Member/Legally  
Responsible Person/Date

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Signature of Provider Agency  
Representative/Date

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Signature of Employee/Date