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Authorized Signature

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Topic: Provider Information

New Homecare Worker Procedure Manual on-line and revised Homecare
Subject: Worker forms and publications

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify): |

Message:

A new on-line Homecare Worker Procedure Manual has been placed on the [SPD Case Management web page](#) and the [Homecare Worker web page](#). This manual provides answers to frequently asked questions from SPD/AAA employees about issues pertaining to Homecare Workers. It is intended as a manual for staff rather than as a resource to providers. Topics are listed alphabetically by subject matter. Subjects listed in the Homecare Worker Procedure Manual include the following:

Adult Protective Services	Live-in Homecare Workers
Age Exceptions	Orientation (Homecare Worker)
Criminal History Checks	Paid Leave
Direct Deposit	Payments and Vouchers
Enrollment in the CEP Program	Registry and Referral System (Home Care Commission's)
FICA	Termination (Homecare Worker)
Forms and Publications Index	Transportation and Mileage
Gloves and Masks	Unemployment Insurance
Health Insurance	Workers' Compensation
Income Tax Withholding/W-4 Form	

Revised Homecare Worker Forms and Publications

SPD has revised the Homecare Worker forms and publications listed below. Copies of these revised forms and publications have been ordered for distribution to each SPD/AAA office. Additional copies can be ordered from the forms web page.

1. The new [SDS 736 In-Home Services Enrollment](#) form

The revised provider enrollment agreement is more comprehensive. It provides the Homecare Worker with more information and also provides the Division with more assurances that the HCW understands the Client-Employed Provider Program when enrolling. It explains the HCWs responsibilities in submitting claims (vouchers), record keeping and cooperating with the re-enrollment process, including criminal history checks when requested.

Please begin using this form for all **new** Homecare Worker applicants. Existing HCWs do not need to sign this form. Some offices may wish to include the new form as part of the re-enrollment paperwork but it is not required for existing HCWs. Please note that one of the copies (canary yellow) of this carbonless form indicates it is for the SPD Provider Payments Unit. Actually, SPD Provider Payments Unit doesn't need a copy of the SDS 736. Instead, you can give this copy to the provider applicant and keep one for the file. Future revisions to the form will indicate the extra copy is for the provider.

2. The new [DHS 0355 Homecare Worker Application](#)

This updated version was revised by the Home Care Commission Registry and User Group committee participants. The form contains information needed for the Home Care Commission's Registry and Referral System. The revised DHS 0355 form replaces the need for two separate application forms for Exclusive and Career HCWs. The DHS 0355B for Exclusive HCWs has been designated obsolete on the forms web page.

3. The SDS [9046 Client-Employed Provider \(CEP\) Program Employer's Guide](#) has been revised effective 12/2006 and posted to the DHS forms page on-line.

This guide is intended as a resource for the client-employer. Please provide this guide to client-employers upon request and to client-employers that are new to the In-Home Services Program. Some of the new topics in the guide include:

Criminal History Checks	Establishing Job Expectations & the Employment Agreement
Contract Registered Nurse (C.R.N.)	Back Up Plans and Emergency Planning
Service Plan and Task List	Homecare Worker Termination
Questions to Avoid (Employee Interview)	Benefits Available to HCW Employees
Provider Enrollment	Nutrition Information for Preparing Meals
HCW Orientation	Job Description and Schedule

Revisions to the *CEP Homecare Workers' Guide* ([SDS 9046A](#)) will be finalized after the new Homecare Workers' union contract has been negotiated so that any changes can be reflected in the guide. The current union contract expires June 30, 2007.

If you have any questions about this information, contact:

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