

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):

- | | |
|--|--|
| <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?

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):

	<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 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](#) 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 or call (207) 287-3707.

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