

HOME CARE ORGANIZATION INSPECTION CHECKLIST

HOME CARE ORGANIZATION NAME	LICENSE NUMBER
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In accordance with Health and Safety Code section 1796.52(b), the Department shall verify through random, unannounced inspections that a Home Care Organization meets the requirements of the Home Care Services Consumer Protection Act ("Act"), and the rules and regulations promulgated pursuant to this Act.

The following checklist details the statutory requirements that must be met and is provided to assist Licensees and their employees in preparing for an unannounced inspection by showing some of the areas reviewed by an Enforcement Analyst at the time of their inspection.

Background Check:

- ☐ 1796.33 In order to obtain a Home Care Organization license, the following individual or individuals shall consent to the background examination described in Section 1796.23:
- (a) The owner of the Home Care Organization, if the owner is an individual.
- (b) If the owner of a Home Care Organization is a corporation, limited liability company, joint venture, association, or other entity, an individual having a 10-percent or greater ownership in that entity and the chief executive officer or other person serving in a similar capacity.

A Home Care Organization shall do all of the following:

- ☐ 1796.42(a) Post its license in its place of business in a conspicuous location.
- ☐ 1796.42(a) Post its business hours in its place of business in a conspicuous location.
- ☐ 1796.42(b) Maintain and abide by a valid workers' compensation policy covering its affiliated Home Care Aides.
- ☐ 1796.42(c) Maintain and abide by an employee dishonesty bond, including third-party coverage, with a minimum limit of ten thousand dollars (\$10,000).
- ☐ 1796.42(d) Maintain proof of general and professional liability insurance in the amount of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate.
- ☐ 1796.43(a)(1) Ensure any staff person, volunteer, or employee of a Home Care Organization who has contact with clients, prospective clients, or confidential client information that may pose a risk to the clients' health and safety has met the requirements of Sections 1796.23, 1796.24, 1796.25, 1796.26, and 1796.28 before there is contact with clients or prospective clients or access to confidential client information.
- ☐ 1796.43(a)(3) Immediately notify the Department when the Home Care Organization no longer employs an individual as an affiliated Home Care Aide.

- ☐ 1796.52(c) Make available the Home Care Organization's records, books, and premises. An investigation or inspection conducted by the Department pursuant to this Act may include, but is not limited to, inspection of the books, records, or premises of a Home Care Organization. A Home Care Organization's refusal to make records, books, or premises available shall constitute cause for the revocation of the Home Care Organization's license.

A licensee shall ensure that each affiliated Home Care Aide meets the following requirements:

- ☐ 1796.43(a) Be cleared on the Home Care Aide Registry.
- ☐ 1796.43(a)(1) Has met the requirements of Sections 1796.23, 1796.24, 1796.25, 1796.26, and 1796.28 before there is contact with clients or prospective clients or access to confidential client information.
- ☐ 1796.43(a)(2) Demonstrate that they are free of active tuberculosis disease, pursuant to Section 1796.45.
- ☐ 1796.44(b)(1) Complete two hours of orientation training regarding their role as a caregiver and the applicable terms of employment.
- ☐ 1796.44(b)(2) Complete three hours of safety training, including basic safety precautions, emergency procedures, and infection control.
- ☐ 1796.44(c) Complete a minimum of five hours of annual training.