

## HOME HEALTH/HOSPICE/SITTER SERVICE

1. Provide breakdown by percentage of the following types of services provided:  
 Home Health \_\_\_\_\_ Hospice \_\_\_\_\_ Homemaker/Sitters \_\_\_\_\_ PT \_\_\_\_\_

2. Provide breakdown of personnel according to the following jobs performed:

	Number Employed	Nursing Home	Client's Home	Hospital
Aides	_____	_____	_____	_____
LPN	_____	_____	_____	_____
RN	_____	_____	_____	_____
Practitioners	_____	_____	_____	_____
Others (specify) _____	_____	_____	_____	_____

3. # of employees shown above who are a relative for the client they work with \_\_\_\_\_  
 # of employees that reside with the relative they work for \_\_\_\_\_

4. Advise of any specific accreditation(s) held by the company and/or professional employees:  
 \_\_\_\_\_

5. What type of transportation is used for employees: Company vehicle \_\_\_ Personal auto \_\_\_  
 Avg. # of miles driven on a shift per employee \_\_\_\_\_

6. Are MVR's reviewed on a regular basis?  Yes  No

7. Maximum allowable ratio between ambulatory and non-ambulatory patients? \_\_\_\_\_

8. Are employees contracted or are they directly hired and paid salaries under the direct supervision of the home health agency? \_\_\_\_\_

9. Do employees do the following:

Report to the office regularly  Yes  No Give injections  Yes  No

Cook and/or perform housekeeping  Yes  No Receive periodic health exams  Yes  No

Get tested for communicable diseases  Yes  No Keep travel logs  Yes  No

10. Indicate which of the following hiring practices are included:

Background checks

MVR checks

Drug testing

Pre-employment physicals

Medical history questionnaire

Confirmation of certifications

11. What training is required of new employees? \_\_\_\_\_

12. Is there a formal safety program? If yes, provide details: \_\_\_\_\_

13. What safety procedures are used when disposing of needles & medical waste? \_\_\_\_\_

14. Provide details regarding moving, lifting or transporting patients: \_\_\_\_\_

15. How long are employee shifts? \_\_\_\_\_