



Adding In-Home Aide Services Checklist

[10A NCAC 13J .0903](#) (g) Any agency adding a new service category as outlined in G.S. 131E-136(3)(a) through (f) shall notify the Department in writing at least 30 days prior to the provision of that service to any clients. The Department shall approve the added service upon determining the agency is in compliance with the rules specific to the service being provided as contained in Section .1100 of this Subchapter.

Agency Name:	City:	Date:
10A NCAC 13J North Carolina Rules Governing Home Care Agencies		
Supporting Documentation		Comments
Agency Organization Chart {.1001 (8)}		
Administrative Policies		Comments
Scope of Services policy (include In-Home Aide Services) {.1001 (a)(1)} {1107 (c)(f)(g)}		
Geographic Service area {.1001(g)} In-home Aide Services {.1107 (h)}		
Agency Director job description {.1001(b)(d)(e)}		
Service Supervisor job description {.1001(c)(d)}		
Job Description for In-Home Aides		
Infection control policies with Employee risk categories identified		
Client Care Policies		Comments
Initial Assessment policy (In-Home Aide Services) {.1107 (d)(e)}		
Supervision of Staff policy {.1001 (a)(3)} {.1110 (c-g)}		
Plan of care policy (include 90-day review) In-Home Aide Services {.1107 (a)(b)} {.1202 (a-b)}		
Personnel Policies		Comments
Competency verification, skills validation/checklist policy {.1003 (e)(g)} & {.1110 (a) (b) (c)}		



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Personnel Record Review *(submit personnel records with all the items listed below)*

Required Items	Agency Director	Service Supervisor	In-Home Caregiver	In-Home Caregiver <i>(Optional)</i>
Employee Name				
Job Title				
Date of Hire				
Application or Resume				
Signed Job Description				
License Verification	<i>If Applicable</i>			
NA Registry Verification	<i>If Applicable</i>			
Health Care Personnel Registry Check	<i>If Applicable</i>			
Competency Verification	<i>If Applicable</i>			
Proof of Blood Borne Pathogen Training				
Hepatitis B Immunization or Declination				
TB Skin Test or Chest X-ray				
Proof of Orientation				
Reference Check(s)				
Signed Consent for Criminal Background Check				