

173-39-02.8

**ODA provider certification: Homemaker servicehomemaker.**

(A) ~~Homemaker (HMK)~~ "Homemaker" is means a service ~~designed to enable~~ enabling a consumer individuals to achieve and maintain a clean, safe and healthy ~~environment environments~~, ~~assist~~ assisting the consumer individuals to manage their personal appointments and day-to-day household activities as authorized by ~~the~~ their case manager, and ~~ensure~~ ensuring that the consumer individuals maintains maintain the consumer's their current living ~~arrangement arrangements~~. ~~HMK~~ The service consists of general household activities, such as meal preparation and routine household care when the individual persons regularly responsible for these activities is are temporarily absent or unable to manage the home. HMK Homemaker staff may act as travel attendants for a consumer. individuals. Homemaker activities include the following:

(1) Assistance with meal planning.

(2) Meal preparation, grocery purchase planning, and assisting individuals with shopping and other errands.

(3) Laundry, including folding, ironing, and putting away laundry.

(4) House cleaning including dusting furniture, sweeping, vacuuming, and mopping floors; kitchen care including dishes, appliances, and counters; bathroom care; emptying and cleaning bedside commodes; changing bed linens; washing inside windows within reach from the floor; and removing trash.

~~(B) One unit of homemaker service is fifteen minutes.~~

~~(C) Homemaker services include, but are not limited to, the following:~~

~~(1) Assistance with meal planning;~~

~~(2) Meal preparation, grocery purchase planning, and assisting consumers with shopping and other errands;~~

~~(3) Laundry, including folding, ironing, and putting away laundry; and;~~

~~(4) House cleaning, including, but not limited to, dusting furniture sweeping, vacuuming and mopping floors; kitchen care (including dishes, appliances and counters), bathroom care, emptying and cleaning bedside commodes, changing bed linens, washing inside windows within reach from the floor, and removing trash.~~

(B) Requirements for ODA-certified providers of homemaker:

(1) General requirements: The provider shall comply with the requirements for every ODA-certified agency provider in rule 173-39-02 of the Administrative Code.

~~(D)~~(2) Eligible providers of homemaker services are ODA-certified long-term care agency providers.

~~(E)~~(3) Service verification: HMK providers must The provider shall maintain a consumer record documenting each episode of service delivery homemaker activities provided to each individual. The record ~~must~~ shall include the date of service ~~delivery~~, a description of the ~~service tasks~~ activities performed, the name of the aide providing the ~~service(s)~~ activities, the aide's arrival and departure time, and the aide's written or electronic signature to verify the accuracy of the record. A provider that does not utilize an electronic verification system to document services and keep records ~~must~~ shall also obtain the ~~consumer's~~ individual's signature for each episode of service.

~~(F) HMK providers must demonstrate that they:~~

~~(1)~~(4) Availability: The provider shall maintain Have the capacity adequate staffing levels to deliver provide services the service at least five days per week; and shall possess a back-up plan to ensure the service is provided during staff absences.

~~(2) Have a service back-up plan to ensure services are delivered during staff absence;~~

~~(3) Comply with and maintain written policies and procedures, as applicable, supporting the operation of the business and the provision of services. These policies and procedures must address:~~

~~(a) Reporting and documenting consumer incidents;~~

~~(b) Obtaining written permission from consumers to share information and/or release information to anyone;~~

~~(c) The content of consumer records, as well as the handling, storage and retention of records; and;~~

~~(d)~~(5) Provider policies: The provider shall develop written Personnel-personnel requirements matters, including all the following:

~~(i)~~(a) Job descriptions for each position;

~~(ii)~~(b) The documentation Documentation of each employee's qualifications for the service(s) homemaker activities to be provided;

~~(iii)(c) Performance appraisals for all workers staff;~~

~~(iv) Documentation of compliance with required staff orientation training; and,~~

~~(v) The employee code of ethics described in rule 173-39-02 of the Administrative Code.~~

~~(G)(6) Staff qualifications HMK providers must demonstrate evidence of compliance with the following personnel requirements:~~

~~(a) Aides:~~

~~(i) HMK Homemaker aides ~~must~~ shall meet at least one or more of the following minimum personnel requirements:~~

~~(a) Successful completion of the nurse aide training and competency evaluation program conducted by the Ohio department of health under section 3721.31 of the Revised Code within the last twenty-four months;~~

~~(b) One year of supervised employment experience in a health or human services field, and successful written and skill testing by return demonstration;~~

~~(c) Successful completion of the medicare training and competency evaluation program for home health aides required under 42 C.F.R. Part 484 (October, 2016 edition); ~~without a twenty-four month lapse in employment as a nurse aide or home health aide and compliance with any additional requirements under 42 C.F.R. Part 484 (October, 2016 edition)~~;~~

~~(d) Successful completion of a certified vocational program in a health-related field and successful written and skill testing by return demonstration;~~

~~(e) Successful completion of at least twenty hours of training and skill testing by return demonstration that includes, ~~but is not limited to~~ all the following topics:~~

~~(i) Universal precautions for infection control, including hand washing and the disposal of bodily waste;~~

- (ii) Meal preparation/nutrition that includes special diet preparation, grocery purchase planning and shopping; and other errands, such as picking up prescriptions;
- (iii) Laundry, including folding, ironing, and putting away laundry;
- (iv) Basic home safety;
- (v) House cleaning skills that include dusting furniture; sweeping, vacuuming and washing floors, kitchen care (including washing dishes, appliances and counters), bathroom care, emptying and cleaning bedside commodes, changing bed linens, washing inside windows within reach from the floor, and removing trash;
- (vi) Body mechanics;
- (vii) Communication skills;
- (viii) Emergency protocols; and;
- (ix) Documentation skills.

~~(f)(ii)~~ Prior to the provision of services ~~Before providing homemaker activities to a consumer an individual,~~ the provider ~~must shall~~ conduct written testing, and skill testing by return demonstration, of all ~~HMK staff homemaker aides that are not listed on the Ohio department of health's nurse aide registry for all subject areas listed in paragraph (G)(1)(e)-(D)(6)(a)(i)(e)~~ of this rule. The training and testing ~~must shall~~ be documented by the provider, and the documentation ~~must shall~~ include training site information, the date of training, the number of hours of training, a list of instruction materials and the subject areas covered, the qualifications of the trainer and the tester, the signatures of the trainer and tester verifying the accuracy of the record, and all testing results.

~~(2)(b)~~ Supervisors: The HMK supervisor must have a bachelor's or associate's degree in a health or human services area or have a minimum of two years of work experience as a HMK Homemaker supervisors shall meet at least one of the following requirements:

- (i) A bachelor's or associate's degree in a health and human services area.

(ii) A current, valid license to be an RN or an LPN under the direction of an RN.

(iii) At least two years of experience as a homemaker aide.

(c) All staff:

~~(3)~~(i) Orientation: Prior to working with consumers, all employees who have face-to-face contact with consumers must receive orientation and training that addresses, at a minimumBefore allowing any staff member to provide homemaker activities, the provider shall train the staff member on all the following:

(a) The provider's expectations of employees homemaker staff;

(b) The provider's employee code of conduct ethical standards, as required under rule 173-39-02 of the Administrative Code;

(c) An overview of the provider's personnel policies;

~~(d) Incident reporting procedures;~~

~~(e)~~(d) The organization and lines of communication of the provider's agency and the lines of communication; and,

(e) Incident-reporting procedures.

(f) Emergency procedures.

(g) Person-centered planning process.

~~(4)~~(ii) Continuing education: The provider must shall assure and document a minimum of eight hours of continuing education for each HMK-staff member every twelve months on topics listed in paragraph (B)(6)(c)(i) of this rule.

~~(H)~~(7) Supervisory Requirements requirements:

~~(4)~~(a) The supervisor must shall complete and document a consumer individual home visit, which may occur at the initial HMK-homemaker visit to the consumer individual to define the expected activities of the HMK homemaker aide and prepare a written activities plan consistent with the case manager authorized plan that has been completed by the case

manager and the ~~consumer prior to consumer service initiation~~ individual before the individual's first episode of service.

- (2)(b) The supervisor ~~must~~ shall evaluate ~~HMK—the homemaker aide's~~ the homemaker aide's compliance with the activities plan, ~~consumer—the individual's~~ the individual's satisfaction, and job performance during a home visit with the ~~consumer~~ individual at least every ninety three days to evaluate the ~~HMK~~ homemaker aide's compliance with the plan. The ~~HMK—homemaker~~ homemaker aide need not be present during the visit. The visit ~~must~~ shall be documented, including the date of the visit, the name of the ~~HMK—homemaker~~ homemaker supervisor, name of the ~~consumer~~ individual, and ~~must~~ shall include the signature of the ~~consumer—individual~~ individual and the ~~HMK—homemaker~~ homemaker supervisor or the electronic signature of the ~~HMK—homemaker~~ homemaker supervisor.

(C) Units and rates:

- (1) One unit of homemaker service equals fifteen minutes.
- (2) The maximum rate allowable for a unit of homemaker activities is established in Appendix A to rule 5160-1-06.1 of the Administrative Code.
- (3) The rates are subject to the rate-setting methodology in rule 5160-31-07 of the Administrative Code.

Effective: 10/1/2017  
Five Year Review (FYR) Dates: 7/10/2017 and 10/01/2022

CERTIFIED ELECTRONICALLY

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Certification

09/14/2017

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Date

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