

173-39-02.8

**ODA provider certification: homemaker.****(A) Definitions for this rule:**

(1) "Homemaker" means a service enabling individuals to achieve and maintain clean, safe and healthy environments, assisting individuals to manage their personal appointments and day-to-day household activities, and ensuring individuals maintain their current living arrangements. ~~The service consists of general household activities, such as meal preparation and routine household care when persons regularly responsible for these activities are temporarily absent or unable to manage the home. Homemaker staff may act as travel attendants for individuals.~~ Homemaker activities include the following when authorized in the person-centered services plan:

- (a) Assistance with meal planning.
- (b) Meal preparation, grocery purchase planning, and assisting individuals with shopping and other errands.
- (c) Laundry, including washing, drying, folding, ironing, and putting away laundry in the individual's home and washing and drying at a laundromat if the individual does not have a working washer and dryer.
- (d) 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.
- (e) Errands outside of the presence of the individual which are needed by the individual to maintain the individual's health and safety (e.g., picking up a prescription or groceries for the individual).
- (f) Acting as a travel attendant for individuals.

(2) "Aide" means the person who provides homemaker activities.

**(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~~ is subject to rule 173-39-02 of the Administrative Code.
- (2) Eligible providers of homemaker are ODA-certified agency providers.

(3) Availability: The provider shall maintain adequate staffing levels to provide the service at least five days per week, ~~and shall possess including having a back-up plan to ensure the service is provided during staff absences for providing the service when the provider has no aide or aide supervisor available.~~

(4) Provider policies: The provider shall develop written or electronic personnel requirements, including all the following:

(a) Job descriptions for each position.

(b) Documentation of each employee's qualifications for the homemaker activities to be provided.

~~(c) Performance appraisals for all staff.~~

(5) Staff qualifications:

(a) Aides:

(i) General standard: No aide may provide an activity under paragraph (A)(1) of this rule unless the aide successfully completes training and competency evaluation on that activity.

~~(+)(ii)~~ (ii) Initial qualifications: The provider shall only allow a person who qualifies to serve as an aide only if the person meets at least one of the following qualifications:

(a) The person meets at least one of the qualifications to be a PCA under paragraph (C)(3)(a) of rule 173-39-02.11 of the Administrative Code, the training and competency evaluation comply with paragraph (C)(3)(e) of rule 173-39-02.11 of the Administrative Code, and the provider meets the verification requirements under paragraph (C)(3)(f) of rule 173-39-02.11 of the Administrative Code.

(b) The person successfully completed a training and competency evaluation program with all the following characteristics: on any activity listed under paragraph (A)(1) of this rule that the person would provide as an aide. For example, a person who would provide only laundry activities as an aide would qualify to be an aide by successfully completing training and competency evaluation on laundry activities.

~~(i) The training lasted at least twenty hours.~~

~~(ii) All the following subjects were included in the program's training and its competency evaluation:~~

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

~~(B) Meal preparation/nutrition that includes special diet preparation, grocery purchase planning and shopping; and other errands, such as picking up prescriptions.~~

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

~~(D) Basic home safety.~~

~~(E) 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.~~

~~(F) Body mechanics.~~

~~(G) Communication skills.~~

~~(H) Emergency protocols.~~

~~(I) Record-keeping skills.~~

~~(ii)(iii) Before providing activities to an individual individuals, the provider shall conduct a competency evaluation of all aides any aide not listed on ODH's nurse aide registry as "active," "in good standing," or "expired" for all subject areas listed under paragraph (B)(5)(a)(i)(b)(ii) of this rule any activity the aide is expected to provide to individuals. The provider shall retain records for the name of the school or training organization, name of the course, training dates, and training hours successfully completed.~~

(b) Supervisors: ~~The provider shall only allow a~~ A person qualifies to serve as an aide supervisor only if the person meets one or more of the following qualifications:

(i) The person has a bachelor's or associate's degree in a health and human services area.

(ii) The person is an RN or ~~an LPN under the direction of an RN.~~

(iii) The person is a licensed social independent worker (LISW) or licensed social worker (LSW).

~~(iii)~~ (iv) The person completed at least two years of work as an aide, as defined by this rule.

(c) All staff:

(i) Orientation: Before allowing any staff member to provide homemaker activities to an individual, the provider shall ~~train~~ ensure that the staff member aide successfully completes orientation on all the following topics:

*(a)* The provider's expectations of homemaker staff.

*(b)* The provider's ethical standards, ~~as required~~ under rule 173-39-02 of the Administrative Code.

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

*(d)* The organization and lines of communication of the provider's agency.

*(e)* Person-centered planning process.

~~*(e)*~~ *(f)* Incident-reporting procedures.

~~*(f)*~~ *(g)* Emergency procedures.

~~*(g)*~~ Person-centered planning process.

*(h)* Standard precautions for infection control, including hand washing and the disposal of bodily waste.

(ii) In-service training: The provider shall ~~retain records to show~~ ensure that each aide successfully completes a minimum of ~~eight~~ six

hours of ODA-approved in-service training every twelve months on ~~topics listed under paragraph (B)(5)(a)(i)(b)(ii) of this rule~~ a topic related to an activity that the aide provides or may provide after successfully completing training with competency evaluation.

(6) Supervisory requirements:

- (a) Initial: The supervisor shall complete an initial visit, which may occur at the aide's initial homemaker visit to the individual to define the expected activities of the homemaker aide and prepare a written or electronic activities plan consistent with the ~~case manager authorized plan that has been completed by the case manager and the individual before the individual's first episode of service~~ person-centered services plan. During a state of emergency declared by the governor or federal public health emergency, the supervisor may conduct the visit by telephone, video conference, or in person at the individual's home.
- (b) Subsequent: The supervisor shall complete an evaluation of the aide's compliance with the activities plan, the individual's satisfaction, and job performance during a home visit with the individual at least every ninety days ~~to evaluate the aide's compliance with the plan~~. The supervisor may conduct each visit with or without the presence of the aide being evaluated. The supervisor may conduct the visit by telephone, video conference, or in person.
- (c) Verification: In the individual's activity plan, The the supervisor shall retain a record of the initial visit and each subsequent visit in the individual's activity plan, including the date of the visit, individual's name, the supervisor's name, and the supervisor's handwritten or electronic signature, and a unique identifier of the individual. During a state of emergency declared by the governor or a federal public health emergency, the provider may verify that the PCA supervisor provided the initial or subsequent visit without collecting a unique identifier of the individual or the individual's caregiver, that includes either of the following:
  - (i) For an in-person visit, the date of the visit, an indication that the visit occurred in person at the individual's home, the supervisor's name, the supervisor's unique identifier, the individual's name, and a unique identifier of the individual or the individual's caregiver. During a state of emergency declared by the governor or a federal public health emergency, the provider may verify that the supervisor provided the initial or subsequent visit without

collecting a unique identifier of the individual or the individual's caregiver.

(ii) For a visit by telephone or video conference, the date of the visit, an indication of whether the visit was provided by telephone or video conference, the supervisor's name, the individual's name, and evidence that a visit occurred by telephone or video conference (e.g., a record automatically generated by telehealth software, a record showing that the supervisor's phone called the individual's phone, or clinical notes from the supervisor).

(7) Service verification: ~~The provider shall verify each episode of homemaker activities provided to each individual by using the provider's choice of either an electronic or manual system which collects all the following information~~ are the mandatory reporting items for each episode of service: the individual's name, the date of service, a description of the activities provided, the name of the aide providing the activities, the aide's arrival and departure times, the unique identifier of the aide, and the unique identifier of the individual to attest to the accuracy of the record receiving the service.

(C) Units and rates:

(1) For the PASSPORT program, the appendix to rule 5160-1-06.1 of the Administrative Code lists the following:

~~(1)(a)~~ (a) One unit of homemaker service ~~is as~~ fifteen minutes.

~~(2)(b)~~ (b) ~~The appendix to rule 5160-1-06.1 of the Administrative Code establishes the~~ The maximum rate allowable for a unit of homemaker activities.

~~(3)(2)~~ (2) ~~For the PASSPORT program, The rates are subject to the rate-setting methodology in rule 5160-31-07 of the Administrative Code~~ establishes the rate-setting methodology.

Effective: 7/1/2024

Five Year Review (FYR) Dates: 3/26/2024 and 06/29/2029

CERTIFIED ELECTRONICALLY

---

Certification

06/10/2024

---

Date

Promulgated Under: 119.03

Statutory Authority: 121.07, 173.01, 173.02, 173.391, 173.52, 173.522,  
173.54, 173.543

Rule Amplifies: 173.39, 173.391, 173.52, 173.522; 42 CFR 441.352

Prior Effective Dates: 03/31/2006, 10/01/2017, 06/11/2020 (Emer.),  
01/10/2021, 04/04/2022