

Grace Home Care Provider, LLC
DESCRIPTION OF CLIENT RECORD ELEMENTS

Grace Home Care Provider, LLC will maintain a separate file containing all written records pertaining to the services provided for each client that it serves.

1. Identifying information including name, address, telephone number, and responsible party, if any
2. Current service plan
3. Current service agreement
4. Clinical and/or progress notes if the client is receiving nursing services that have been signed and dated by the staff providing the direct care
5. Documentation of personal care tasks and companion or sitter tasks actually performed for the client.
6. Documentation of findings of home supervisory visits by the supervisor unless entered in service plan.
7. Any material reports from or about the client that relate to the care being provided to the client including items such as progress notes and problems reported by employees of the provider, communications with personal physicians or other health care providers, communications with family members or responsible parties, or similar items.
8. The names, addresses, and telephone numbers of the client's personal physicians, if any.
9. Date and source of referral.

Grace Home Care Provider, LLC
DESCRIPTION OF CONTRACTED SERVICES AND SUPERVISION
OF CONTRACTED INDIVIDUALS

Grace Home Care Provider, LLC will only contract a registered nurse for client assessments and supervisory visits. Their records will be maintained utilizing the same policies and procedures as employees.

All employed staff will be supervised by the administrator and or registered nurse.

CNAs, and Companions/Sitters will be direct W2 employees hired by Grace Home Care Provider, LLC.

Registered Nurses are allowed to be 1099.

GHCPC

Grace Home Care Provider, LLC
DESCRIPTION OF CONTRACTED SERVICES

Grace Home Care Provider, LLC will only contract registered nurses and licensed nurses for nursing tasks. CNAs and Companions/Sitters will be direct W2 employees hired by Grace Home Care Provider, LLC and supervised accordingly.

Client Education

Grace Home Care Provider, LLC Client Education Services will be performed by a Licensed Georgia Nurse. The nurse will provide in-depth learning plan based on the client's needs. The nurse will assess the client's learning needs and develop and implement an effective education plan. The nurse will document the education thoroughly and report any complications to the physician.

New Client Assessments & Supervisory Visits

Grace Home Care Provider, LLC will only a registered nurse to conduct new client assessments by completing a head-to-toe comprehensive assessment, service plan and supervisory visits.

Nurses will perform supervisory home visits to each client's residence at least every 90 days and at least on some occasions when the caregiver is present and performing services.

The administrator or nurse will perform supervisory home visits to each client's residence at least every 120 days and at least on some occasions when the Companion/Sitter is present and performing services.

A registered nurse will be responsible for supervising all services provided for medically frail clients and define those types of clients appropriately.

Required Nurse Qualifications/Competencies:

The administrator will initially and annually assess the performance of each nurse pertaining to the tasks he or she is assigned to perform.

Grace Home Care Provider, LLC will ensure each nurse is properly educated, trained and has the appropriate work experience to render each task in accordance with accepted standards of care.

The nurse will be required to provide the following:

1. Current unrestricted Georgia nursing license
2. Resume and/or completed employment application with at least 5 years of work history
3. TB screening within (1) year
4. BLS card
5. Authorization to work in the US

6. Valid driver's license w/proof of vehicle insurance

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