

# California Association for Health Services at Home

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www.cahsah.org



## APPLICATION FOR CERTIFICATION AS A HOME CARE AIDE ORGANIZATION

**AGENCY  
NAME:**

**PHONE:**

**AGENCY ADDRESS:**

**CITY:**

**STATE:**

**ZIP:**

**WEBSITE ADDRESS (if any):**

A home care aide organization or other organization providing home care aide services or equivalent services desiring to be certified by the California Association for Health Services at Home (CAHSAH) as meeting CAHSAH's Minimum Standards for Home Care Aide Organizations shall submit the following to CAHSAH:

1. Proof of current general and professional liability insurance in the amount of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate. **Please submit Certificate of Insurance (ACORD 25) or declarations pages of current policy. New or renewing agencies may submit a copy of the binder and quotation.**
2. Proof of current workers' compensation insurance policy covering all employees providing care. All caregivers should be employees covered under Class Code 8827. **Please submit declarations pages of current policy. New or renewing agencies may submit copy of binder and quotation.**
3. Proof of a pre-employment background clearance on each individual hired as a home care aide, unless the individual holds a valid, unexpired license or certificate in a health-related field that requires a background check as a condition of that license or certificate. The background clearance shall consist of either of the following:
  - a. A criminal history record check conducted by the California Department of Justice and the Federal Bureau of Investigation.
  - b. A background check conducted by an investigative consumer reporting agency as defined in Section 1786.2 of the Civil Code. The background check shall include, but shall not be limited to, all of the following:
    - i. A social security number trace that provides the individual's residential history and prior names.
    - ii. A criminal history search in all counties and federal districts in which, as disclosed by the individual and according to the results of the trace specified in subparagraph (a), the individual has resided, worked, or attended school within the past seven years.

- iii. A search of a commercial criminal record database using both the current and any previous names of the individual, as disclosed by the individual and according to the results of the trace specified in subparagraph (a).

**Please submit copy of agreement or other evidence of relationship with company agency uses to do background checks.**

- 4. Proof of Crime / Employee Dishonesty Bond, including third-party coverage, with a minimum coverage of ten thousand dollars (\$10,000).  
**Please submit Certificate of Insurance.**
- 5. Proof of pre-employment tuberculosis screening for each individual hired as a home care aide. Tuberculosis screening means a tuberculin skin test and, if that test is positive, an x-ray of the lungs. **Please describe the process you use to perform the screening internally or a copy of the agreement or other evidence of relationship with the organization you use to do externally.**
- 6. A copy of the organization's agreement with clients including how fees are specified.  
**Please submit the form of the agreement, not specific fees.**

**CERTIFICATION BY OFFICER OR DIRECTOR  
OF THE ORGANIZATION**

I hereby certify that all non medical home services provided by my organization or any related organization in which I own 5% or more are provided by employees and that I have examined the materials specified above and that to the best of my knowledge and belief, they are true, correct and complete.

**Please Print**

**OFFICER OR DIRECTOR NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Mail completed application and the six required documents to:  
CAHSAH  
Attention: Michele Lander  
3780 Rosin Court, Suite 190  
Sacramento, CA 95834

CAHSAH Home Care Aide Organization Certification indicates that a Home Care Aide organization has submitted documentation to CAHSAH that demonstrates the Home Care Aide Organization has met or satisfied the Minimum Standards with respect to the conduct of its business. These Minimum Standards are not intended to be a comprehensive list of every insurance coverage, standard or indicator of compliance, quality or safety a home care aide organization should have in place. CAHSAH recommends that agencies seek the advice of competent legal or human resources professionals when establishing or revising agency practices. CAHSAH does not assess the quality, background, knowledge and skills of the individuals providing services for the organization or the quality of services provided by the CAHSAH certified Home Care Aide Organization. CAHSAH does not independently verify the accuracy of the documentation or materials submitted to it by a Home Care Aide Organization in connection with the application for certification.