



ANNUAL IN-HOME CARE SERVICE DISCLOSURE FORM

Family Home Care, Inc. (FHC) is pleased to provide its caregiver employees to provide care services for you. As required by Arizona law, we need to make the following disclosures to you:

1. Whether employees and/or contractors have had criminal background checks performed and the entity's policy on sending personnel with criminal records to a client's home:

A. FHC performs criminal background checks on all of our employees: ☒ YES ☐ NO

B. FHC's policy for sending employees that have a criminal history to a client's home is as follows:

FHC conducts national criminal background screening via a Fair Credit Reporting Act compliant employee background check service. Should potential employees' background include criminal history, at the time of hire, FHC's policy requires our H.R. Department to carefully consider the severity and frequency of the history, as well as the duration of time since the history occurred. FHC makes a determination base on those factors whether or not that person is eligible for hire.

2. The names and positions of the people at FHC who are responsible for the day-to-day management of our employees (including hiring and firing and for the termination of service agreements) are:

Sheryl Burley, Branch Manager

Susan Gillies, Care Manager

Rachel Johnson, Accounting Department Manager

Donald Irish, President

3. A description of any mandatory training for employees and contractors and whether the training includes first aid and cardiopulmonary resuscitation:

FHC requires its caregiver employees to have verifiable caregiving experience.

While there is no regulatory mandated training for employees, FHC provides entry-level and ongoing training in the form of our Foundational Skills Training Program. This online and interactive training program consists of three courses covering a variety of topics, including: Infection Prevention & Control, Workplace Hazards & Safety, and Medical Emergencies & Emergency Preparedness.

Additionally, FHC conducts periodic skills development sessions in our skills lab with attendance and participation at these sessions a mandatory part of an employee's ongoing employment. All FHC caregiver employees are required to maintain current CPR certifications.

4. A description of the types and costs of home care services provided:

FHC provides professional in-home caregiving services focused on assisting with activities of daily living (ADLs) and instrumental activities of daily living (IADLs). The term "activities of daily living" refers to the basic tasks of everyday life, such as eating, bathing, dressing, toileting, transferring. "Instrumental activities of daily living," that FHC provides are activities related to independent living and include preparing meals, shopping for groceries or personal items, performing light housework, doing laundry, transportation, and using a telephone.



Family Home Care, Inc.

FHC uses its In-Home Care Services Agreement to detail the costs for the different types of services it provides to its clients.

The costs for care services for the Services Agreement effective _____ are:

Hourly Caregiving Services Rate: \$ _____ per hour, with minimum of _____ hour(s)

Rate: \$ _____ per hour, with minimum of _____ hour(s)

24-Hour Caregiving Services Rate: \$ _____ per twenty-four (24) hour shift with an 8 hour designated sleep period.

Travel Mileage Rate: \$ **0.65** per mile for services rendered on behalf of the Client in an FHC employee's vehicle.

5. The following is a description of FHC's home care services agreement and procedures on how a home care agreement may be terminated

FHC uses its In-Home Care Services Agreement as its service agreement for providing home care services for its clients. All clients are provided with a signed copy of this agreement at the time services start. Either the client, the F.R.P., or FHC may terminate FHC's In-Home Services Agreement at any time upon either verbal or written notice. Such notice is required to be given at least 24 hours in advance, except in the case of a client's death.

Family Home Care has provided you with this Disclosure in accordance with Arizona's Senate Bill 1401, which requires home care providers to annually disclose the above information. No action is required on your part. Please keep this Disclosure for your records and feel free to contact our office with any questions.