

32. ACKNOWLEDGEMENT OF RECEIPT OF MATERIALS

I acknowledge that I have received and reviewed the following materials, and agree to be bound by the policies and procedures enclosed herein:

- ORIENTATION TO HOME CARE REQUIREMENTS
- HOME CARE BILL OF RIGHTS
- SERVICE DELIVERY POLICY
- SERVICE RECIPIENT RIGHTS
- PERSON-CENTERED PLANNING AND SERVICE DELIVERY REQUIREMENTS
- HIRING AND TERMINATION
- TRAINING
- SUPERVISION
- PERSONAL CARE ASSISTANT JOB DESCRIPTION
- HOMEMAKER JOB DESCRIPTION
- EMPLOYEE MISCONDUCT
- DRUGS AND ALCOHOL
- INFECTIONS AND COMMUNICABLE DISEASES
- REQUEST TO DISCONTINUE LIFE SUSTAINING TREATMENT
- ADVANCED DIRECTIVE NOTICE
- FAIR AND ACCURATE BILLING
- CRIMINAL BACKGROUND CHECKS
- WORKPLACE SAFETY
- HEALTH AND SAFETY IN HOME ENVIRONMENTS
- TRANSPORTATION OF RECIPIENTS
- MALTREATMENT OF VULNERABLE ADULTS
- MALTREATMENT OF MINORS
- INCIDENT RESPONSE AND REPORTING
- EMERGENCY USE OF MANUAL RESTRAINTS
- HEALTH INFORMATION SECURITY
- HIGH RISK/COMPLEX CASES
- MEDICAL LEAVES OF ABSENCE
- CONFIDENTIALITY AND NON-SOLICITATION
- CONSENT TO ELECTRONIC DELIVERY
- BENEFITS
- HOLIDAY
- OVERTIME
- ACKNOWLEDGEMENT OF RECEIPT OF MATERIALS

I further acknowledge and understand that review of these materials by me shall be required annually to meet annual training requirements, and shall be available on the company website. I acknowledge and understand that my continued work shall be considered as my acknowledgement of having reviewed the materials annually and my acceptance of their terms. Finally I affirm that I meet all the qualifications to be a personal care assistant as outlined in the PCA job description I received.

PCA Signature

Date

Print PCA Name

NOTE: IT IS A FEDERAL CRIME TO PROVIDE FALSE INFORMATION ON BILLINGS FOR MEDICAL ASSISTANCE PAYMENT. PROVIDING FALSE INFORMATION ON PCA OR QUALIFIED PROFESSIONAL BILLINGS MAY ALSO RESULT IN YOUR TERMINATION.

33. **HOMEMAKING TRAINING ADDENDUM**

I understand that in order to work as a homemaker I am required to review the following training materials. The required materials accessible from the employee’s page of the company website are:

- Personal Care Assistant (PCA) Training (3 hours)
- Review BHC Employee Policy Manual (3 hours)
- Maltreatment of Adults Mandated Reporter Training (2 hours)
- Maltreatment of Minors Mandated Reporter Training (Video)
- Maltreatment of Minors Mandated Reporter Training (PDF)
- Data Privacy Training (3 hours, modules 1, 2, & 6)
- Mental Health Crisis Training for Families (1 hour)
- Emergency and Basic First Aid Orientation (1 hour PDF)
- Basic First Aid Training (1 hour Video)

By signing I affirm that I have completed the aforementioned training. I further acknowledge and understand that I shall be required to review the training materials and modules annually to meet homemaking training requirements. I understand the materials shall be available on the company website. I acknowledge and understand that I will receive notice when it is time to review these materials and that my continued work after receiving notice shall be considered as my acknowledgement of having reviewed the materials as required. Finally I affirm that I meet all the qualifications to be a homemaker as outlined in the Homemaker job description I received.

Homemaker Signature	Date	Print Homemaker Name
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