

Caregiver Registry Standards Board™



Accreditation Application

2014 edition

Caregiver Registry Standards Board Accreditation Application

Thank you for your interest in CRSB accreditation! Please return your application along with payment for the application fee to the Caregiver Registry Standards Board office. Once your application and payment is received and reviewed, someone from the CRSB office will contact your company.

The name and email address of the surveyor that has accepted your company for accreditation inspection will be supplied to you. You and the surveyor may communicate regarding any questions you may have in preparation for your survey. Many times, the surveyor will ask for some or all of the paperwork that they will review to be sent to them ahead of their visit. This may include any licenses, certifications, insurance certificates, etc. Having this information ahead of time helps to minimize the actual time the surveyor must spend onsite and if something is missing or not acceptable, it gives you time to gather that information or correct it, making the survey process more efficient. Once the CRSB office has received full payment for your survey, a mutually convenient date for the survey can be determined and finalized.

Please send your completed application to:

Joni Friedmann, Chairman 2013-2014
Caregiver Registry Standards Board
700 N. Carrollton Ave.
New Orleans, La 70119
Attention: CRSB Application

Checks should be made payable to “Caregiver Registry Standards Board”

Mission Statement:

The mission of the Caregiver Registry Standards Board™ (“CRSB”) is to create and maintain standards for the caregiver registry industry through an accreditation process. An entity that is accredited is deemed by the CRSB to be operating in accordance with the standards that the CRSB has established.

Benefits:

- ❖ Enhances the professionalism of the industry.
- ❖ Allows for industry benchmarking of operational standards.
- ❖ Creates credibility and standardization.
- ❖ Creates transparency for caregiver recruitment.
- ❖ Makes available and attainable a seal of approval for caregiver registries that meet or exceed the CRSB standards.
- ❖ Communicates the industry’s commitment to the highest standards of professionalism.

CRSB Accreditation: What it is and what it is not

An entity that is awarded a CRSB Accreditation is deemed by the Caregiver Registry Standards Board to be operating in at or above both industry standards and CRSB established protocol standards. The CRSB verifies whether a registry possesses state licensing, wherever applicable, and is operating within the guidelines of the required standards of the CRSB.

CRSB Accreditation is not intended to confirm or suggest, and may not be relied upon as confirming or suggesting, that an accredited entity is operating in compliance with any applicable federal, state or local law or regulation. Any such determinations are wholly outside the scope, expertise, and authority of the CRSB; and CRSB hereby disclaims any connection, perceived or otherwise, between an entity being accredited by CRSB and the entity being in compliance with any applicable law or regulation.

Caregiver Registry Standards Board Accreditation Application

<u>Costs:</u>	<u>PCA Members</u>	<u>Non-PCA Members</u>
Application Fee (Nonrefundable):	\$100	\$250
Accreditation (3 years)/Inspection Fee*:	\$2,995	\$4,995
Triennial Renewal Fee & Document Inspection (2 years)	\$900	\$1,400

After your 5th year of accreditation a complete on site inspection & review will be required.

** Costs quoted above are based upon anticipated average costs for travel and survey and are subject to an actual quote for accrediting your caregiver registry. Subject to change with 30 days written notice.*

General Application and Questionnaire:

Name of Caregiver Registry: _____

Address: _____

City, State Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Website: _____

Contact Person: _____

Title: _____

Owner Name(s): _____

Percentage of Ownership: _____

Date of Establishment: _____

Type of Business: Corporation Sole Proprietor Partnership

Type of Licensure: _____

Licensing Entity: _____

Other Accreditation(s): _____

Number of Locations: _____

State(s) of Operation: _____

Site Location(s): _____

(Additional sites may
be submitted as an
attachment.)

Caregiver Registry Standards Board Accreditation Application

As used in the following questions, the term “you” refers to the caregiver registry on whose behalf this application is being submitted. One purpose of the following questions is to pre-screen your application to ensure that your business model is appropriate for CRSB Accreditation.

Do you issue Internal Revenue Service Forms 1099 to the caregivers? Yes No

Do you issue Internal Revenue Service Forms W-2 to the caregivers? Yes No

Do you supervise the caregivers? Yes No

Do you control the quality of the caregivers’ work or any other aspect of the caregiver? Yes No

Do you provide training or in-service updates for the caregivers? Yes No

Do you issue certifications or require uniforms, name tags or insignia for the caregivers? Yes No

Are you a private sector entity? Yes No

Do you understand that there is application, accreditation/inspection, and annual subscription fee associated with this program, for which you will be responsible as a condition to maintaining your accreditation? Yes No

Do you understand and agree to an on-site review and verification of the information that you have submitted prior to the finalization of your accreditation? Yes No

Do you understand that the submission of an application, fees, and conduct of an on-site review does not guarantee accreditation and that you may be denied accreditation if it is determined that you do not meet the accreditation standards? Yes No

Do you understand that you will be subject to a triennial (within you 3rd year) to review and update our files and ensure that you continue to meet the accreditation standards, and that fee for your triennial review will be a 1,500.00 renewal fee? Yes No

How did you learn about the CRSB Accreditation Program?

Please enclose a check made payable to the Caregiver Registry Standards Board and return with a copy of this application for processing. Please allow two (2) weeks for a representative to contact you with further instructions.

Non-Disclosure Agreement:

Dear Accreditation Applicant:

This Agreement is entered into this _____ day of _____, 20____ by and between _____ with offices at _____ (hereinafter "Recipient") and Caregiver Registry Standards Board™. (hereinafter "Discloser").

WHEREAS Discloser possesses certain ideas and information relating to accreditation, industry standards, and business operation that is confidential and proprietary to Discloser (hereinafter "Confidential Information"); and

WHEREAS the Recipient is willing to receive disclosure of the Confidential Information pursuant to the terms of this Agreement for the purpose of seeking accreditation;

NOW THEREFORE, in consideration for the mutual undertakings of the Discloser and the Recipient under this Agreement, the parties agree as follows:

1. Disclosure. Discloser agrees to disclose, and Receiver agrees to receive the Confidential Information.
2. Confidentiality.
 - 2.1 No Use. Recipient agrees not to use the Confidential Information in any way, or to manufacture or test any product embodying Confidential Information, except for the purpose set forth above.
 - 2.2 No Disclosure. Recipient agrees to use its best efforts to prevent and protect the Confidential Information, or any part thereof, from disclosure to any person other than Recipient's employees having a need for disclosure in connection with Recipient's authorized use of the Confidential Information.
 - 2.3 Protection of Secrecy. Recipient agrees to take all steps reasonably necessary to protect the secrecy of the Confidential Information, and to prevent the Confidential Information from falling into the public domain or into the possession of unauthorized persons.
3. Limits on Confidential Information. Confidential Information shall not be deemed proprietary and the Recipient shall have no obligation with respect to such information where the information:
 - (a) was known to Recipient prior to receiving any of the Confidential Information from Discloser;

- (b) has become publicly known through no wrongful act of Recipient;
- (c) was received by Recipient without breach of this Agreement from a third party without restriction as to the use and disclosure of the information;
- (d) was independently developed by Recipient without use of the Confidential Information; or
- (e) was ordered to be publicly released by the requirement of a government agency.

4. Ownership of Confidential Information. Recipient agrees that all Confidential Information shall remain the property of Discloser, and that Discloser may use such Confidential Information for any purpose without obligation to Recipient. Nothing contained herein shall be construed as granting or implying any transfer of rights to Recipient in the Confidential Information, or any patents or other intellectual property protecting or relating to the Confidential Information.

5. Term and Termination. The obligations of this Agreement shall be continuing until the Confidential Information disclosed to Recipient is no longer confidential.

6. Survival of Rights and Obligations. This Agreement shall be binding upon, inure to the benefit of, and be enforceable by (a) Discloser, its successors, and assigns; and (b) Recipient, its successors and assigns.

Kindly execute and return a copy of this letter, which will constitute our Agreement with respect to the subject matter of this letter.

Very truly yours,

Caregiver Registry Standards Board™

By:  _____
Joni Friedmann
2013-14 Chairman

Executed this _____ day of _____, 20____

By: _____

Print Name: _____ Title: _____

Company: _____