



ACCREDITATION STANDARDS

Please provide responses to the following objective questions:

Administrative Credentialing:

AC01) Does the Registry maintain written contracts between the Caregiver and the Registry?

Yes No

AC02) Does the Registry provide a written explanation to Caregiver candidates of the Independent-Contractor nature of a Caregiver's relationship with a Registry?

Yes No

AC03) Does the Registry provide a written explanation to Caregiver candidates that the Caregiver is engaging the Registry as an agent, to provide referrals for the Caregiver?

Yes No

AC04) Does the Registry provide a written explanation to Caregiver candidates of the Caregiver's responsibilities, as an independent contractor, for his/her own actions?

Yes No

AC05) Does the Registry provide a written explanation to Caregiver candidates of the Caregiver's tax responsibilities?

Yes No

AC06) Does the Registry provide a written explanation to Caregiver candidates that the Caregiver is not eligible for Unemployment Insurance?

Yes No

AC07) Does the Registry provide a written explanation to Caregiver candidates that the Caregiver is responsible for his/her own profit and loss?

Yes No

AC08) If the Registry operates with an escrow or trust account, does the Registry maintain Financial Standards?

Yes No

AC09) Does the Registry obtain FBI Criminal Background Checks for owners of the Registry with at least 5% equity?

Yes No

AC10) Does the Registry maintain FBI criminal background checks on all administrators of the Registry?

Yes No

AC11) Does the Registry maintain an ongoing professional liability insurance policy covering the registry?

Yes No

AC12) Does the Registry maintain an ongoing general liability insurance policy covering the registry?

Yes No

AC13) Does the Registry operate 24 hours per day, seven days per week with live accessibility?

Yes No

AC14) Does the Registry have a policy in play requiring notification of clients in the event of discontinuation of registry services or dissolution of business?

Yes No

Independent Contractor Screening/Credentialing:

IC01) Does the Registry have procedures for screening/credentialing independent-contractor Caregivers with whom it contracts?

Yes No

IC02) Does the Registry conduct face-to-face interviews of all Caregivers who seek to contract with the Registry?

Yes No

IC03) Does the Registry conduct criminal background checks for Caregivers?

Yes No

IC04) Does the Caregiver fill out a United States Citizenship and Immigration Service I-9 Citizenship Form?

Yes No

IC05) Does the Registry verify the validity and currency of any license or certification that the Caregiver claims to possess?

Yes No

IC06) Does the Registry verify a chronological work history covering at least the past five years at the time of registration?

Yes No

IC07) Does the Registry verify the Caregiver's training and/or experience?

Yes No

IC08) Does the Registry request information about the Caregiver from recognized State-monitoring organizations, including abuse registries?

Yes No

IC09) Does the Registry review the documentation of medical tests, as appropriate for their state, to establish the Caregiver is free from communicable disease?

Yes No

Does the Registry's screening procedure request a disclosure statement by the registering independent contractor regarding the following:

IC10) Any history of loss of license and/or felony convictions?

Yes No

IC11) An attestation to correctness and completeness of the application?

Yes No

IC12) Does the Registry complete its background check and credential verification for all Independent Contractors before informing them of referral opportunities?

Yes No

Complaint & Information Management:

IM01) Does the Registry have a process for the receipt, response, and resolution of complaints about its referral services?

Yes No

IM02) Does the Registry provide the Client or the Client's representative with a written summary of the complaint process and how to file a complaint with the registry?

Yes No

IM03) Does the Registry have a process for responding to requests concerning its referral services from Caregivers and Clients?

Yes No

IM04) Does the Registry maintain procedures to ensure confidentiality of all records for Caregivers and Clients?

Yes No

IM05) Do the Registry's offices/sites have implemented mechanisms that guard against the unauthorized or inadvertent disclosure of confidential information to persons outside of the Registry?

Yes No

IM06) Has the Registry adopted a policy to hold confidential all information obtained about Clients related to their care and not divulge it without the Clients authorization unless (1) it is required by law, (2) it is necessary to coordinate the Client's care, or (3) it is necessary in compelling circumstances to protect the health or safety of an individual?

Yes No