

Home and Community Assistance

HCA

Available under Pathways, Health and Wellness, and TBI

What is HCA?

HCA provides assistance for instrumental activities of daily living (IADLs) to individuals in their home.

- Dusting
- Straightening up furniture
- Mopping/vacuuming floors
- Cleaning kitchen and dishes
- Cleaning bathroom including commode chair or urinal
- Laundry
- Changing linen and making beds
- Washing windows
- Removing trash
- Meal planning and preparation
- Completing errands or unassisted transportation for nonmedical community activities
- Minor pet care
- Outdoor tasks including raking, snow removal, and lawn mowing

HCA cannot assist with ADL or skilled needs.

What is needed to provide HCA?

Agencies must receive licensing from the state health commissioner.

Licensing will evaluate the following:

- Plan for unstable health conditions
- Employ a personal services agency manager
- Complete service plans
- Complete client satisfaction reviews
- Client Rights
- Complain Investigations
- TB Test
- Education and Training

How to apply for HCA?

Prepare the following documents:

Documents to Gather

- W-9 Tax Form/EIN
- Background Check (for owner and current employed)
- Liability Insurance Policy
- Secretary of State Letter
- Personal Services License

Operations Manual

- Personnel Policy
- Job Descriptions
- Job Performance Evaluation Policy
- Employee's Rights and Responsibilities
- HIPAA Compliance Policy
- File Retention Policy
- Transfer of Information Policy
- Organizational Chart
- Quality Assurance/Quality Improvement Policy
- Incident Reporting Policy

Resources

- [HCBS Waiver Manual](#)
- [Aging Rule](#)
- [Licensure of Personal Services](#)