



Ohio Administrative Code

Rule 173-39-02.4 ODA provider certification: Choices home care attendant service (CHCAS).

Effective: January 10, 2021

(A) "Choices home care attendant service" ("CHCAS") means a participant-directed service that provides specific activities to support the needs of an individual with impaired physical or cognitive functioning, including the following activities:

- (1) Personal assistance with bathing; dressing; grooming; caring for nail, hair and oral hygiene; shaving; deodorant application; skin care; foot care; ear care; feeding; toileting; ambulation; changing position in bed; assistance with transfers, normal range of motion, and nutrition and fluid intake.
- (2) General household assistance with the planning; preparation and clean-up of meals; laundry; bed-making; dusting; vacuuming; shopping and other errands; the replacement of furnace filters; waste disposal; seasonal yard care; and snow removal.
- (3) Heavy household chores including washing floors; windows and walls; tacking down loose rugs and tiles; moving heavy items of furniture to furnish safe access and egress.
- (4) Assistance with money management and correspondence as directed by the individual.
- (5) Escort and transportation to community services, activities, and resources. This activity is offered in addition to medical transportation available under the medicaid state plan, and does not replace it.

(B) Requirements for an ODA-certified provider of the choices home care attendant service:

- (1) General requirements: The provider is subject to the requirements in rule 173-39-02 of the Administrative Code.
- (2) Availability: The provider shall maintain availability to provide this service as agreed upon with the individual and as authorized in the individual's person-centered service plan.



(3) Oversight: The individual who receives the service is the employer of record and is responsible for supervising the provider. As used in this paragraph, "employer of record" means the individual who employs the provider; supervises the provider; pays the appropriate state, federal, and local taxes; and pays premiums for worker's compensation and unemployment compensation insurance. A financial management service acts as the agent of the common-law employer with the participant-directed individual provider that the individual employs.

(4) Provider qualifications:

(a) General qualifications:

(i) Only a participant-directed individual provider that ODA certifies or an agency provider that ODA certifies qualifies to provide this service.

(ii) The provider shall complete an application to become an ODA-certified participant-directed individual provider.

(iii) At the request of an individual, the provider shall participate in an interview with the individual before providing the first episode of service to the individual.

(iv) The provider shall be at least eighteen years of age.

(v) The provider shall have a valid social security number and at least one of the following current, valid, government-issued, photographic identification cards:

(a) Driver's license.

(b) State of Ohio identification card.

(c) United States of America permanent residence card.

(vi) The provider shall read, write, and understand English at a level that enables the provider to



comply with this rule and rule 173-39-02 of the Administrative Code.

(vii) The provider shall be able to effectively communicate with the individual.

(viii) Transporting the individual:

(a) If the provider intends to transport the individual, before providing the first episode of transportation, the provider shall show ODA's designee a valid driver's license and a valid insurance identification card to show that the provider has liability insurance for driving a vehicle that complies with the financial responsibility requirements in Chapter 4501:1-02 of the Administrative Code. The provider shall only transport the individual in a vehicle for which ODA's designee has verified is insured.

(b) If the provider does not intend to transport the individual, the provider shall submit an email or written attestation to ODA's designee that declares that the provider will not transport the individual unless the provider complies with paragraph (B)(4)(a)(viii)(a) of this rule.

(b) Initial training:

(i) There are five areas of core competency for a participant-directed individual provider:

(a) Maintaining a clean and safe environment. Training on this competency shall include the following topics:

(i) Basic home safety.

(ii) Universal precautions for the prevention of disease transmission, including hand-washing and proper disposal of bodily waste and medical instruments that are sharp or may produce sharp pieces if broken.

(b) Promoting the individual's development.

(c) Assisting with ADLs.



(d) Communicating the individual's information to authorized persons.

(e) Performing administrative tasks.

(ii) Beginning on July 1, 2014, every participant-directed provider that an individual hired on or after July 1, 2014 shall successfully complete training in the core competencies that ODA listed under paragraph (B)(4)(b)(i) of this rule before providing the first episode of service to an individual.

(iii) Beginning on September 1, 2014, every participant-directed provider that an individual hired before July 1, 2014 shall successfully complete training in the core competencies that ODA listed under paragraph (B)(4)(b)(i) of this rule before continuing to provide services to an individual.

(c) Continuing education: Each year, the provider shall successfully complete at least eight hours of continuing education before the provider's anniversary date of enrollment as an ODA-certified participant-directed provider.

(d) Person-centered training: The provider shall successfully complete any training that the individual or ODA's designee consider necessary to meet the individual's needs. This training is in addition to the eight hours of continuing education.

(e) Training records:

(i) Initial training verification: The individual shall submit to ODA, and retain a copy, of a completed and signed form ODA1042, along with evidence of successful completion of training listed on the form, to verify that the provider complied with the initial training requirements in this rule and rule 173-42-06 of the Administrative Code. As used in this paragraph, "form ODA1042" means "ODA1042 'Employee Core Competencies Verification' (March, 2014)."

(ii) Continuing education verification: The individual shall retain a completed and signed form ODA1043 to verify that the provider complied with the continuing education requirements in this rule and rule 173-42-06 of the Administrative Code. The individual shall also retain a copy of each



certificate of completion and course syllabus that verifies that the provider complied with this rule's continuing education requirements. As used in this paragraph, "form ODA1043" means "ODA1043 'Employee Continuing Education Verification' (March, 2014)."

(5) Service verification:

(a) The provider shall complete the time sheets the individual furnishes through the financial management service, which shall include the date of service, the individual's name, the individual's signature, the provider's name, the provider's arrival and departure times, and the provider's written or electronic signature to verify the accuracy of the record.

(b) The provider shall complete the service task sheet with a description of the activities the provider furnished.

(C) Unit and rates:

(1) One unit of choices home care attendant service is fifteen minutes.

(2) The appendix to rule 5160-1-06.1 of the Administrative Code establishes the maximum rate allowable for a unit of choices home care attendant service when provided through the PASSPORT program.

(3) Rule 5160-31-07 of the Administrative Code establishes the rate-setting methodology for the choices home care attendant service when provided through the PASSPORT program.