

Priority Professional Care, LLC
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Caregiver Name SS#

6. Caregiver Hiring Checklist

Meet all of the necessary qualifications defined by the Commonwealth of Massachusetts of Adult Foster Care Manual in 130 CMR 408.434(B).

- Completed Caregiver Application
- 18 Years or Older (Collected Photo Copy of Valid ID)
- Is not the Legal Guardian of the Member
- Checked Personal References
- Verified job history
- Conducted a Criminal Offender Records Information (CORI) check
- Employed or Independently contracted with an AFC care giver
- Completed Pre Employment physical examination
- Conducted OIG medical fraud check
- Completed Tuberculosis test within past 12 months

- AFC caregiver is not serving more than three people, and no more of two who require level II AFC services regardless of service provided or payer source.
- Set up a reminder for TB examination every 2
- Holds a valid liability insurance
- No abuse to alcohol or drugs (Cross checked from Caregiver Application)
- Must be available at all times necessary needed to provide personal care to the assigned member and check on member's safety and well –being at

Signature

PPC Staff Name Title

Signature Date