

## 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 and mopping/vacuuming floors
- Straightening up furniture
- Cleaning kitchen, dishes, 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

### Position and Staffing Requirements:

HCA requires the following positions on your organizational chart:

- Homemaker (or similar)

### How to apply for HCA?

Prepare the following documents:

#### Documents to Gather

- Background Check Results
- Negative TB Test or Chest X-Ray Results
- Personal Services Agency License

- Proof of Liability Insurance
- Secretary of State Letter
- W-9 Tax Form/EIN Letter

**Operations Manual**

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

Resources

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