

Structured Family Caregiving

SFC

Available under PathWays and Health and Wellness

What is SFC?

SFC allows a caregiver living with an individual to be paid for providing daily care and support. This may be a nonfamily member or a family member. The Caregiver must reside in the home with the individual. Caregivers will receive training from the provider based on the individual's needs. The provider will ensure caregiver meets qualifications to provide care.

Provider will complete two quarterly home visits by a Caregiver Coach (or RN) and will have consistent communication with the caregiver and individual.

What is needed to provide SFC?

The agency owner will be required to demonstrate three years of delivering direct, hands-on care services to elders and adults with disabilities and their caregivers in Indiana, or as a Medicaid participating provider in another state, or have national accreditation.

Position and Staffing Requirements:

SFC requires the following positions on your organizational chart:

- Caregiver Coach (or RN) *
- Structured Family Caregiver

**Caregiver Coach (or RN) is a position that is required to be filled at the time of certification.*

**Active and Current RN licensure will need to be provided if RN position is filled.*

How to apply for SFC?

Prepare the following documents:

Documents to Gather

- ☐ Background Check Results
- ☐ Proof of Certification/Degree/Experience
- ☐ Proof of Liability Insurance
- ☐ Secretary of State Letter
- ☐ W-9 Tax Form/EIN Letter

Operations Manual

- ☐ Back Up Plan
- ☐ 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](#)