

APPENDIX G: DISCLOSURE NOTICE – HCA



DISCLOSURE NOTICE

Agency Type: Home Care Placement Home Health Care Personal Care or Non-Medical

Each home care agency (HCA) or home care placement agency is required to provide the person information as to the responsibilities of the agency, the home care worker, and the person regarding the employment and duties of each.

Pikes Peak Respite Services (PPRS) is the employer of record for all employees or contractual providers providing direct care services and is responsible for all items listed below.

Responsibilities are delineated below:

Person	Worker	PPRS	
no	no	yes	Employer of the home care worker.
no	no	yes	Supervision of the home care worker.
yes	yes	yes	Scheduling of the home care worker.
no	no	yes	Assignment of duties to the home care worker.
no	no	yes	Hiring, firing and discipline of the home care worker.
yes	no	no	Provision of supplies or materials for use in providing services to the person.
no	no	yes	Training and ensuring qualifications that meet the needs of the person.
no	no	yes	Liability for the home care worker while in the person's home.
Person	Worker	PPRS	Payment of:
no	no	yes	Wages to the home care worker.
no	no	no	Employment taxes for the home care worker.
no	no	no	Social Security taxes for the home care worker.
no	no	no	Unemployment insurance for the home care worker.
no	no	yes	General liability insurance for the home care worker.
no	no	no	Worker's Compensation for the home care worker.
no	no	no	Bond Insurance (if provided).

The above information and areas of responsibility have been explained and any questions have been answered in regard to responsibilities held by the person, the home care worker and PPRS.

Person or Authorized Representative: _____ Date: _____

Agency Representative: Beverly Stemann Title: Adminstrator Date: 7-17-18

Printed Name of Person: _____ Start of Care Date: _____