



## Becoming a Your Choice Residential Host Home Provider

Welcome to Your Choice Residential! Becoming a Host Home Provider is a very rewarding career, but we know that it can be challenging and confusing to complete all the necessary steps to do so. Your Choice Residential knows that often, providers are not supported with becoming a provider, so, we wanted to make a quick guide to help those new providers who are just getting started. Below you will find an outline of the steps which one must take to become a contracted provider. Please let us know if you have any questions!

### ***First Stage...***

- Housing and Urban Development (HUD) Inspection
  - This step is completed in your home by a Your Choice Residential representative.
- Provider Profile
  - While completing the first home visit, a Your Choice Residential representative will ask you a few questions and take pictures of your home for client referral responses.
- Background Check
  - A Colorado Bureau of Investigations background check must be completed prior to becoming a contracted provider. If you opt to do this yourself, the cost is under \$10. Please go to the following link to complete the background check, and save a copy of your results. Please go to, [https://www.cbirecordscheck.com/Individual\\_New.aspx](https://www.cbirecordscheck.com/Individual_New.aspx) to complete this process. Otherwise, the Your Choice representative will provide Background Authorization form for you to complete for CBI and CAPS.
- DMV Records Check
  - This can be done by going to the Department of Motor Vehicles and requesting a records check and saving your results: Motor Vehicle Record - <https://dmv.colorado.gov/motor-vehicle-record>
- HIPAA Training
  - A short HIPAA training will be provided by a Your Choice Residential representative, and will be completed on the computer.
- Mandatory Report Training
  - A short Mandatory Reporting training will be provided by a Your Choice Residential representative, and will be completed on the computer.

### ***Second Stage...***

- Qualified Medication Administration Certification (QMAP)
  - All service providers who administer medications are required by the State of Colorado to have a QMAP certification. This is obtained by completing a 1-2 day course, and passing a comprehension test. QMAP instructors and classes can be



found at the following link,

<https://www.colorado.gov/pacific/cdphe/medication-administrationqmap> and clicking on find an instructor. You will have to contact and schedule the training by emailing one of the listed instructors. Please ask a Your Choice Residential representative for guidance.

- First Aid/CPR Certification
  - A First Aid/CPR certification is a requirement to become a Your Choice Residential Host Home Provider. Please visit the following link to schedule a training course, <https://www.redcross.org/local/colorado/take-a-class/cpr-colorado-springs-co>
- Vehicle Insurance
  - Motor vehicle insurance must be in the amount of \$100,000 or more to be in compliance with the State of Colorado's regulations. Please ensure verification of insurance is provided to a Your Choice Residential representative.
- Liability Insurance
  - Business Liability Insurance is required to become a Your Choice Residential Host Home Provider. Getting the required insurance is paramount in ensuring both you as the provider, and Your Choice Residential are both covered from any situation which may arise. Please remember that Your Choice Residential carries it's own insurance, however this does not cover any claims from the provider.
    - Please call CenterPoint Insurance Group at 303-333-0375. Please ask for Allyson Ingram, and reference Your Choice Residential. Please let Allyson know how many clients you plan on serving, it is okay to start with one. Rates are \$295/year for 1 client, \$520/year for 2 clients, and \$755/year for 3 clients.
- De-escalation Training Certification (MANDT or Safety Care)
  - De-escalation training is an absolute must when dealing with clients who have challenging behaviors. Please ask a Your Choice Residential representative to set you up with a de-escalation training course.

### ***Final Stage...***

- Provider Contract
- Person Specific Training
- Placement