



List of Necessary Documents

CLIENTS DOCUMENTS NEEDED

- Photo (Color Head Shot)
- Professional Medical Information Page
- Service Plan (from case management)
- Inventory of Personal Possessions
- ID Card, Social Security Card, Birth Certificate
- Medicaid/Medicare Cards
- Guardianship/Representative Documentation
- Comprehensive Life Review
- Psychiatric Evaluations/Behavioral Evaluations
- Annual Physical, *yearly requirement*
- Medication Orders with ICD 10 diagnosis
- Dental Exam, *yearly requirement*
- Hearing and Vision Evaluations, *yearly requirement*
- Health and Safety Assessment, Residential Skills Assessment & Settings Event Check List (From parent/family member or case manager)
- Personal Needs Funds Authorization (for Host Home only)

CARE GIVER, HOST HOME or SCC PROVIDER DOCUMENTS NEEDED

- Application
- ID Card/Driver's License
- Social Security Card
- Vehicle Inspection
- Background/Caps Check Releases
- Proof of Insurance: *yearly requirement*
 - Auto for the vehicle Client rides in
 - Homeowners or renter's insurance (Not applicable for SCC providers)
 - Professional Liability Insurance (Link Provided)
- Motor Vehicle Record below (Link Provided)

- Copies of any Certifications: QMAP, First Aid/CPR, CNA License, any other relevant trainings. If QMAP and /or First Aid/CPR is needed, training information will be provided.
- A computer with scanner and fax machine is required to send necessary documentation.

EDUCATION CERTIFICATION

<http://www.dpcolo.org/get-involved/training/>

Click Blue tab that says Online Course Registration

To the right of the page click the blue sign up button

Type in Key Name Glimmer2ndHalf25

Set up your account with your information

Open account and save in your favorites. Your 4 courses will show on the page.

You want to go to transcripts when completing classes and taking the short texts

Send Certificates to me. If the system has technical issues you need to send an email to:

support-training@dpcolo.org

Take the following classes and print certificates

M.A.N.E. Abuse Prevention

Individual Rights

Intro to developmental disabilities

Personal Choice and Communication

Please make sure you and anyone else helping with care take the classes and get individual certificates.

QMAP CERTIFICATION AURORA OR IN YOUR AREA

Qmap (Qualified Medication Administration Personnel)

Tammy Aaron 720-219-0428 (trainer)

Altitude Qmap Training LLC

FIRST AID/CPR CERTIFICATION

CPR and AED

American Heart Association

www.heart.org

Go to learn CPR and click on the left of the page CPR and First Aid, scroll down to workplace requirements, Choose CPR AED or,

In person in Denver/Aurora/Colorado Springs or other area

CPR Denver
2373 Central Park Blvd, Suite 100
Denver, CO

PROFESSIONAL LIABILITY INSURANCE

www.nso.com Comprehensive general liability insurance coverage for the following services provided.

\$1,000,000 each occurrence
\$1,000,000 general aggregate
\$1,000,000 products and completed operations aggregate
\$50,000 on any fire

MOTOR VEHICLE RECORD:

To obtain a copy of your (Colorado) MVR visit <https://mydmv.colorado.gov>
Driver/ID Services – Request A Driver Record
Please select “Full Driver Record”. A certified copy is not necessary & emailed copy is acceptable.

I hereby acknowledge that I have received A Glimmer of Hope's List of Necessary Documents.

By signing below, I acknowledge I understand the document & will provide all required documentation.

Provider Printed Name: _____

Provider Signature: _____

Date: _____

A Glimmer of Hope Representative: *Johnetta Watkins*