



Checklist for Choosing an In-Home Care Agency

- ✓ Is the agency licensed by the state Home Care Services Bureau (HCSB)? If so, ask for the company's Home Care Organization (HCO) License number
- ✓ Have the appropriate checks been completed?
 - Criminal Background check
 - Fingerprinting with the Department of Justice
 - Drug tested
- ✓ Are the caregiver's employees or subcontracted by the agency?
- ✓ Who is responsible for handling Federal & State payroll taxes?
- ✓ Who will monitor and supervise the caregiver?
- ✓ What happens in the event a caregiver is sick?
- ✓ Does the agency accept long term care insurance?
- ✓ Is someone at the agency available 24 hours a day, 7 days a week?
- ✓ Does the agency provide supervision and training for the caregivers?
- ✓ Does the agency provide a free assessment prior to starting service?
- ✓ Is a deposit required or pre-payment?
- ✓ Is there a contract? Or time commitment?