



**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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| Policy #8065 | DD Private Home Care Services: Over-sight |
| Origination Date: March 19, 2014 | |
| Revision Date: | |
| Reviewed Date: July 14, 2016 | |
| Approved: <i>Bash CPC</i> | <i>Jamie L. Allison, M.D., LPC</i> |
| Bryan G. Stephens Interim Executive Director | Jamie Allison, Chief Quality Officer |

POLICY:

It is the policy of the Cobb County Community Services Board and Douglas County Community Services Board to follow Healthcare Facility Regulations Department (HFRD) procedures for Private Home Care Services oversight. The Agency's Ethics and Compliance committee serves as the governing body empowered and responsible for determining all policies, procedures, while also monitoring compliance.

PROCEDURE:

The Ethics and Compliance committee will ensure at a minimum the development, implementation, and compliance of the following regarding Private Home Care Services:

- Description of the scope of services offered and the types of clients served
- Obtaining written Service Agreements (Policy #1028 Private Home Care Services; Service Plans/Service Agreements)
- Procedures for Service Planning (Policy#1028)
- Documentation of services provided
- Rights and Responsibilities
- Handling and resolution of complaints
- Quality Improvement Process