



On behalf of Highland Rivers Health, I would like to welcome you to the Host Home Provider application process. We appreciate your interest in providing services to our individuals. We believe that the lives of our individuals are impacted through positive relationships and, with this in mind, we have worked to develop a network of Host Home Providers that are committed to enriching the lives of these individuals. The approved Host Home Provider is encouraged to make ongoing efforts to incorporate an individual with developmental disabilities into their home, family, and activities as opposed to them being in a hospital or institutional setting.

Highland Rivers has the right to select applicants who meet the needs of the individuals we serve and meet the appropriate guidelines set forth by the state. As such, not every applicant will be approved to provide services. If we do make the decision to proceed in this process with you, you will be required to submit supporting documentation before your application can be submitted to the state. The Host Home Developer will be in contact with you regarding these documents. All documentation must be submitted within 60 days of the initial approval.

With all of this in mind, we invite you to review the enclosed Host Home application and provide the requested information completely and thoroughly. If you have any questions or concerns, please contact me at 706-270-5050 ext. 1209. We look forward to working with you in our mutual endeavor to positively impact the lives of others.

Sincerely,

Lorraine Kennedy
Host Home Developer

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Cedartown, GA 30125

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HOST HOME APPLICATION

DATE: _____

Full Legal Name of Applicant: _____

Address: _____

Home Telephone Number: _____

Cell Phone Number: _____

At which number can you best be reached? Home Cell

Email Address: _____

Type of Home (ranch, 2 story, etc.): _____

Number of bedrooms: _____

Number of bathrooms: _____

Number of steps to the front door: _____

Number of steps to the back door: _____

Are there any handicap accessible features in your home? (if yes, list them)

Do you have pets? (if yes, list what type and how many)

Please list the name of everyone currently living in your home and their relation to you:

Please list any certifications or licenses that you may have:

Do you have any medical impairments? (if yes, please specify)

What are your hobbies? _____

What is your current place of employment? _____

What is your work schedule? _____

Describe your personality: _____

Are you accepting of other cultures/ethnicities? _____

HOST HOME APPLICATION

Have you ever worked for another provider? (if yes, please provide the name)

Has your family ever been investigated for any serious reportable incident? (if yes, explain)

Do you have experience working with individuals with developmental disabilities? (if yes, please explain)

Please list any behaviors, religions, genders, etc. that you are not willing to work with:

NOTE TO HOST HOME PROVIDER APPLICANTS

Thank you for taking the time to assist us in our efforts to provide the best life possible for individuals with Developmental Disabilities. The information you have provided will help us match you with the best possible fit for your home and family. We appreciate your interest in being a Host Home Provider and we will contact you when your application has been reviewed.

FREQUENTLY ASKED QUESTIONS

- Q 1. **Am I an employee of Highland Rivers?**
No – home providers are business owners. Home providers are sub-contracting with Highland Rives to provide residential services to individuals. Home Providers will have their own Medicaid provider number that is linked to Highland Rivers.
- Q 2. **Am I responsible for billing Medicaid?**
No – Highland Rivers will do all billing to Medicaid through their Practice Management System. Home Providers will invoice Highland Rivers via a form provided to them by Highland Rivers.
- Q 3. **Am I responsible for my own training?**
Yes – Highland Rivers does offer the necessary trainings and home providers can attend but there is a cost to attend.
- Q 4. **How do I pay for training?**
The month that the training is attended the cost will be deducted from the invoice (bill for service).
- Q 5. **Do I have to keep back up staff available?**
Yes – Every home provider will need back up staff in case there is an emergency or unplanned occurrence that makes the home provider unavailable. Highland Rivers is not responsible to find coverage when you are unable to be there for your individuals. “Remember you are a business”
- Q 6. **Am I responsible for back-up staff’s training?**
Yes – Highland Rivers does offer the necessary trainings and back-up staff can attend but there is a cost to attend.

Q 7. **Can provider or back up staff work without training or if training has expired?**

No

Q 8. **Does Highland Rivers schedule emergency trainings because providers and back up staff failed to monitor their training and get recertified?**

No – if there is a class scheduled and there is room Highland Rivers will be glad to book provider or back-up staff in the existing training.

Q 9. **Is Home Provider responsible for DBHDD, Medicaid, DCH, and Highland Rivers policies?**

Yes – Highland Rivers will provide home providers with service guidelines and Highland Rivers' policy and procedure but Home Provider and their staff are responsible for knowing and following all guidelines.

Q 10. **Is there a cost associated to using Highland Rivers' practice management system?**

Yes – it is a per user charge and all home providers and back-up staff will have to have their own user name and log in.

Q.11 **How do Home Providers pay for access to Highland Rivers Practice Management System?**

The monthly charge for number of user's is deducted from monthly invoice (bill for service).