

Health Care Services Agency Supplemental Documentation: Initial Certification and Recertification

In addition to the completed application and fee please include the following documentation:

- Certificate of Authority to do business in Kentucky if incorporated in another state.
- Articles of Incorporation or Articles of Organization
 1. Current by-laws or operating agreement
 2. Names and addresses of officers and members of governing body, managers, members, officers, or directors.
 3. A brief description of the organization structure of the agency, including a table of organization and relationship to any existing parent entity (if applicable).
- In accordance with KRS 216.793, a copy of the Health Care Services Agency's employment application which specifically states the following for employees that are referred to nursing facilities in Kentucky:

"FOR THIS TYPE OF EMPLOYMENT STATE LAW REQUIRES A CRIMINAL RECORD CHECK AS A CONDITION OF EMPLOYMENT."

- Professional and general liability insurance. Evidence of professional and general liability insurance coverage to insure against loss, damage, or expense incident to a claim arising out of the death or injury of any person as the result of negligence or malpractice in the provision of direct care services by the health care services agency or any direct care staff
- Employee dishonesty bond - Evidence of employee dishonesty bond in the amount of \$10,000.
- Worker's compensation documentation - Evidence of current workers' compensation coverage for all direct care staff.
- Record retention policy - Policy and procedure that describes how the agency's records will be immediately available to the Office of Inspector General upon request and that all records will be retained for five (5) calendar years.
- Employee Contract showing compliance with KRS 216.724
- In accordance with KRS 216.789, policy regarding prohibition against referring an employee to a nursing facility if that person has been convicted or plead guilty to a felony offense related to theft: abuse or sale of illegal drugs: abuse, neglect, or exploitation of an adult: sexual crime or a misdemeanor offense related to abuse, neglect, or exploitation of an adult

List, by level of Care the employee is placed, (Long Term Care Facility, Assisted Living Facility, and Hospital) the following information:

- 1) Employee Name
- 2) Employee's Kentucky License/qualifications
- 3) Employee's criminal background check through or through a process approved by the Justice and Public Safety Cabinet or the Administrative Office of the Courts
- 4) In accordance with KRS 216.722(1), documentation of completion of minimum training required by the employee's position.
- 5) In accordance with KRS 216.722(1), documentation of minimum continuing education required by the employee's position.