

HCBS PDS EMPLOYEE AND REPRESENTATIVE REQUIREMENTS

- At least 18 or older
- US citizen or proof of U.S. work permit
- Must be able to read and write
- Must be chosen by client
- Employees must be able to perform duties needed as listed on the Plan of Care and Assessment
- Must be able to communicate effectively
- Must be able to understand and carry out instructions
- Employees must be able to keep records
- Not be excluded from being a PDS employee OR PDS Representative
- Employees cannot be an immediate family member (parent, grandparent, spouse, child, stepchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, sibling, brother-in-law, sister-in-law, or grandchild) UNLESS approved by the state by submitting a MAP 532 – Must be approved prior to beginning work
- Employee must provide proof of valid driver's license (throughout the duration of employment) if driving client anywhere is anticipated or listed on the timesheet
- Employee must provide proof of vehicle insurance and tags (throughout duration of employment) if driving client anywhere is anticipated or listed on the timesheet
- Must pass a 5 panel urine drug screen (must provide proof of prescription for prescribed narcotics and proof of being within therapeutic levels)
- Submit to the following background checks:
 1. KY \$22 (Must be done prior to beginning work)
 2. Any other state background check if employee/representative has lived or worked outside of KY within the last 12 months – cost to be determined (must be done prior to beginning work)
 3. Nurse Aide Abuse Registry – free (must be done prior to beginning work)
 4. Caregiver Misconduct Report for KY- free – (must be done prior to beginning work) or out of state equivalent if applicable

5. Central Registry Check \$10 (within 30 days of beginning work) or out of state equivalent if applicable
- TB Skin test – cost varies (prior to beginning work and annually thereafter)
 - Obtain CPR and First Aid by a nationally accredited entity – cost varies (within 6 months of employment and every two years thereafter) UNLESS client is a DNR and the Service Advisor has been given a copy of the DNR order from the Physician
 - Receive DAIL training – free (prior to beginning employment and annually thereafter)
 - A person shall not be an eligible as an employee or representative if he/she has been convicted of or pled guilty to any of the following:
 - Sex crime
 - Violent crime
 - Violent offender
 - Has a prior felony conviction;
 - Has a drug related conviction, plea bargain, or amended plea bargain conviction within the past five years;
 - Has been convicted of Medicaid or Medicare fraud
 - A person shall not be an eligible as an employee or representative if any of the following are true:
 - Has a positive drug screen;
 - Has a conviction of abuse, neglect, or exploitation;
 - Has a CHFS finding of child abuse or neglect;
 - Has a finding on the Caregiver Misconduct Report of adult abuse, neglect, or exploitation;
 - Is listed on the Nurse Aide Abuse Registry