

COMMUNITY CARE FOSTER FAMILY HOME (CCFFH) 3-BED CERTIFICATION REQUIREMENTS

To apply for a 3-bed certification, a Community Care Foster Family Home (CCFFH) has to be currently certified and cared for clients for at least 11 months.

The primary caregiver (PCG) must be a Certified Nurse Assistant, Licensed Practical Nurse or Registered Nurse.

At least 2 of the 3 clients must be Medicaid clients.

- All PCGs and SCGs working in 3 bed certified homes must be at least 21 years old.
- All PCGs and SCGs working in 3 bed certified homes must have 12 in-service hours in 12 months or 24 hours in 24 months.
- The SCGs working in 3 bed certified homes must have a minimum of 1 year of prior work experience as a caregiver in a community residential setting or in a medical facility.
- The PCG may be absent from the CCFFH for up to 5 hours in a 24-hour period and a maximum of 28 hours per calendar week when the SCG is a NA.
- If the PCG is absent more than 5 hours in a 24-hour period or more than 28 hours in a calendar week the SCG needs to be a CNA, LPN or RN for the remaining hours in the day or over 28 hours in the calendar week.
- All PCGs are required to track all time spent out of the CCFFH. To do this, all PCGs must keep a weekly sign out sheet in the CCFFH file. The PCG is required to:
 1. Record the hours each day she/he was out of the CCFFH.
 2. Have each SCG fill out the time they worked in the CCFFH when the PCG is out of the home.

A CCFFH must meet all the applicable requirements of Hawaii Administrative Rules, Chapter 11-800 including Subchapter 3 and in addition, meet the following requirements:

The Primary Caregiver (PCG) Must Have:

- An updated Application Form.
- A current Registered Nurses license plus one year of experience in a home setting. If the license is expiring within the next 30 days, evidence of a new license must be provided or
- A current Licensed Practical Nurses license plus one year of experience in a home setting. If the license is expiring within the next 30 days, evidence of a new license must be provided, or
- A current Certified Nurse Aide certificate plus one year of experience in a home setting. If the certificate is expiring within the next 30 days, evidence of a new certificate must be provided.

or

A CNA who was grandfathered into the position of PCG while working in a Medicare/Medicaid Long Term Care Facility must provide written evidence from the facility showing the continuing dates of employment and the position held.

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Substitute Caregivers (SCGs):

- SCGs can be an NA, CNA, LPN or RN
- There is no provision for a three-hour or less SCG in CCFFHs with a 3-bed certification.
- To maintain a 3-bed certificate all SCGs must be a NA, CNA, LPN or RN and meet the requirements of a SCG.

The Physical Environment:

- Shared bedroom:
 1. the two clients must consent to share the room
 2. the clients must be of the same sex unless the clients are partners who wish to be together
 3. the room must be at least 140 square feet
 4. the room must have **at least** three (3) feet between the beds
 5. the room must have space for a dresser and nightstand for each client
 6. the room must allow space for clients and wheelchairs to move easily
- Common living area:
 1. the room must be at least 90 square feet
 2. the room must be adequate for socialization and recreation by the clients
 3. the room must have adequate furnishings, e.g., lamps and chairs
 4. the room must allow space for clients and wheelchairs to move easily
- Dining area:
 1. the room must be at least 60 square feet
 2. the room must be adequate for socialization and dining by the clients, preferably with the family
 3. the room must have adequate furnishings, e.g., tables and chairs

Fire Safety, Natural Disaster, or Other Emergency:

- The home shall have a written plan of evacuation and safe care of the client away from the home in case of a fire, natural disaster or other emergency. The plan shall be:
 1. Updated as necessary, when significant changes occur in the physical or mental condition of the client, or the structure of the home;
 2. Reviewed with the individual responsible for a bed bound client, and
 3. Ensure the transportation plan provides for evacuation in an emergency.
- Fire drills:
 1. shall be conducted monthly
 2. shall be held at different times of the day, evening, and night
 3. shall be held under varying conditions, e.g., eating, visiting, bath times
 4. shall include testing of smoke detectors
 5. shall be documented in a log with the date and time of each drill, the time it took to complete the evacuation, and names of all participants.
 6. shall include all SCGs conducting a fire drill at least once per year.

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- The home shall assure: the client who is bed bound, unable to transfer themselves or unable to make independent decisions about individual safety or otherwise not able to make it to safety in the event of an emergency (non-self preserving) shall have a designated person available at all times capable of evacuating the client.
- All caregivers and designated individuals must have been trained to implement appropriate emergency procedures in the event of a fire, natural disaster or other emergency.

Optional Construction Requirements:

If the CCFFH has **all** of the below list of additional fire safety elements beyond those normally required by applicable county one and two family or commercial building codes, the home does not need to have more than one person available to assist with evacuation in the event of an emergency:

1. Walls separating the client's sleeping room shall be separated from other rooms and hallways with construction equal to or exceeding one-half inch non-rated gypsum board to create an effective barrier to smoke. Doors shall be provided and shall include latches, stops, jams, and shall be tight fitting to create an effective barrier to smoke;
2. Emergency escape and rescue routes shall be provided in the sleeping rooms of the clients. The routes shall be in accordance with applicable county one- and two-family building code requirements;
3. A fire alarm system shall be installed. An approved National Fire Protection Association (NFPA) 72 household smoke alarm system shall be installed in accordance with one- and two-family building codes; and
4. A fire sprinkler system shall be installed. At a minimum, an approved NFPA 13-D automatic sprinkler system shall be installed in the home.