



HOST HOMES PROVIDER FAQ INFORMATIONAL SHEET

What are the requirements to become a Provider?

There are various eligibility requirements including but not limited to:

- Copy of your High School Diploma/GED/ or a 2 or 4 year college degree from a U.S. Department of Education accredited college or university
- You must be at least age 21 or older
- Must have a valid Illinois driver's license and safe driving record
- Must have a vehicle to accommodate the needs of the people that has been checked by a valid mechanic
- Background Check
- Drug Screening
- 3 Professional/Personal References
- TABE Test-Basic Reading Skills Test
- Car Insurance/Home Owners/Renters Insurance/Professional Liability Insurance
- Financial Credit Check
- Completed Home Study, Fire Marshal House Inspection, and Department of Human Services (DHS) inspection
- Completed state mandated Direct Service Person (DSP) training
- CPR certification through EPIC, American Red Cross or American Heart Association

What are my responsibilities as a Provider?

As a Provider, you will be knowledgeable about what the person likes, dislikes, needs, wants and dreams that are important to him/her. You'll know what his/her dreams are and what people are important in his/her life. As a Provider, you will provide room and board for the person as well as support, care, and supervision as specified within the person's Personal Plan. This includes and is not limited to: Telephone Service, Meals, Personal Care Supplies, Transportation, Medical Care, Storage of Personal Property, Implementation of Personal Plan, Maintenance of Records, Assistance with Personal Funds Management, and Assistance with Medication Administration.

If I am currently employed, can I continue working?

Yes. Many of our people either maintain their own independent jobs or attend a day program at our Townline facility or with another agency. This allows you to work regular shifts while they are managing their own responsibilities. If you will be the only responsible adult at your home, you must have approval from EPIC to continue working.

How am I matched with a participant of Host Homes?

Our people and providers are matched through a compatibility questionnaire and matching tools throughout the interview process. The key focuses include: Smoking Habits, Waking and Bed Times, Meal Preferences, Social Interests, Cultural Needs, Chores, and Other Unique Needs. There are required trial visits that must be completed, including an overnight stay, a weekend stay, and a longer stay, prior to finalizing to ensure that it is a mutually beneficial match.



How many people may live with me?

You may have up to two people requiring support living with you.

Is there a limit on the family size in my home?

No more than six persons, including members of the Host Home and people receiving support, may reside in the approved home.

How old is the person that will be living with me?

Our people range in age from 18 through 80 and over. None will be under age 18.

I have a pet. Can I keep it?

Yes, you may keep your pet(s). We will simply need the documentation stating that each pet is current on all vaccinations as required by state and local ordinance(s). We will match you with a person that has a preference for pets!

Will becoming a provider affect my life?

Often times, the people in our program will become honorary members of the provider's family. This can extend to the person's family as well, as everyone is encouraged to be involved in the person's life and provide a strong support system. As you welcome a new person into your home, you may see your own family grow to include new people.

How often does someone from EPIC check in on me?

There will be three visits per month. Your QIDP will schedule a one hour visit, one time per month with you. The site monitor will schedule one one-hour session at your home, as well as, one unannounced visit per month. The person(s) living with you must be present during these visits.

Will the person living with me require 24 hour care?

Providers are expected to be available to meet the needs of the person living with you 24 hours a day, 7 days per week- besides the times when the Provider has pre-approved vacation. Depending on the person, he or she may have some community time or alone time, but this is not guaranteed.

Will the person living with me still be involved with and see his or her family?

This depends on the person. Some will see or call their family members often, others will not. Each person and family life will be different, so be prepared to work with different family structures.



What are the room requirements my home must meet?

Your home must meet ALL of the guidelines below:

- The home must have one full bathroom to every 4 people living in the home
- His/her bedroom must measure at least 75 to 109 square feet
- His/her bedroom must have a storage or closet space to store personal belongings
- His/her bedroom must have at least one window with an opening measuring 24 inches high (minimum) and 20 inches wide (minimum), with a 5.7 square foot minimum area when open (to climb out in case of fire or emergency)
- There must be a smoke detector in the person's bedroom- on or no less than 6 inches from the ceiling
- There must be a carbon monoxide detector within 15 feet of the person's bedroom
- The doorways must measure at least 32 inches wide

Am I required to upgrade my insurance through a specific provider?

No. You may upgrade your insurance through your current providers. We have a few options for Professional Liability Insurance that we can share with you if needed.

How long does the process typically take to become a licensed provider?

There is not a precise time-frame on how long the process takes. You will become licensed once all qualifications are met, which typically takes anywhere from 5-7 months. This is a rough estimate and may be a shorter or longer period of time.

What is Direct Service Person (DSP) Training?

Direct Service Person Training is a six week program that allows you to become DSP certified. You must have this certification in order to become a Provider. In these classes, you will learn about: Developmental Disabilities, Human Growth, Abuse/Neglect, Human Rights, Human Interaction and Communication, ISP Development and Implementation, Sign Language, Basic Health and Safety, Vital Signs and Symptoms, CPR, First Aid, CQL Basics, Human Sexuality, Documentation, and more. There will also be a few of our people and Providers speaking about how Host Home as impacted their lives. You have the option to complete some of these classes online; however, there are some that you will be required to be in the classroom to complete. This training must be completed within 120 days from the day you begin.

Is there ongoing training that I must participate in?

You will be required to complete and/or keep current ongoing designated training in: Cardiopulmonary resuscitation (CPR), Heimlich maneuver and first aid; behavioral training; abuse, neglect and unusual incident prevention, handling and reporting.



What is a Fire Marshall/DHS Inspection like?

Having an inspection done at your home sounds scary, but there's no need to worry! Inspections typically take anywhere from 10-30 minutes.

- The Fire Marshall will come to your home to verify that your home has a Getz tagged & inspected Fire Extinguisher, Smoke Detector that is on or no more than 6 inches from the ceiling, a Carbon Monoxide Detector that is no more than 15 feet from the bedroom, he/she will measure the window to verify it is the correct size (space MUST be AT LEAST 5.7 square feet when window is open), if it is a 2 story home- he/she will make sure there is a fire safety "throw out" ladder, and he/she will check that there is nothing flammable stored within 5 feet of the furnace.
- The DHS inspection will be similar. He/she will come to your home to measure and confirm the bedroom measures at least 75 to 109 square feet, confirm the presence of an enclosed storage space (closet) in the bedroom, verify that your garbage can in the kitchen and outdoors have lids, check the First Aid kit and ensure it's up-to-date, confirm presence of landline phone with Emergency Phone List placed next to it, confirm Evacuation Route is posted in home in a highly visible location, confirm Provider has a lock box or lockable closet to store medications, confirm chemicals are stored in a locked location, and he/she will measure the water temperature- which must be at or below 110 degrees Fahrenheit.

It sounds intimidating, but we promise it's not. We do everything we can to ensure everything is prepped and ready to go prior to sending the Fire Marshall or DHS to your home! A representative from EPIC will be present for both inspections.

Do I receive any Retirement Benefits or other Insurance Benefits as a Provider?

No. As a Provider, you are an independent contractor. You will not receive any benefits. We recommend talking to your financial adviser or accountant in order to effectively manage your income and plan for your future.

Will the person living with me receive any Financial Assistance?

- Each person may qualify for a DHS SNAP Card Benefit. This is not guaranteed. If the person qualifies, the benefit amount will vary. Because we want our people to be treated as one of your family members, it is allowable to use this benefit to supplement the food budget of your home. We ask you to allow the person to pick the snacks and foods they would enjoy based on their diet plan.
- He/she will be given \$60 per month for personal spending. We ask the Provider to assist the person in budgeting this money for life skill education.
- The person may have his or her own cell phone or have cable services in his/her room. There is a maximum fee of \$10 that can be charged to the person for cable TV if the person asks for TV in their private bedroom.



How is a Provider paid?

Checks are distributed from EPIC on the last day of business each month. Provider payment occurs after the first month of service. The income will vary with each person and is based on the Per Diem rate of designated % of the person's top line rate, based on 365 days per year. Compensation ranges from \$25,000-\$65,000 per year.

What expenses am I responsible for as a Provider?

- Providers make arrangements and pay for transportation to and from day program and/or work. This includes personal vehicle, City Lift or City Link Transportation.
- Provider makes arrangements for transportation to reasonable social/family events including but not limited to Power Teams, Host Home Vacation drop off and pick up, church, and home trips with the person's family.
- Providers are responsible to provide transportation to and from and attend the person's medical appointments.
- Provider is responsible for three meals and a snack a day including if they are outside of the home.
- Provider pays for the person to eat a hot lunch at day program and/or provide a sack lunch from home.
- Provider purchases general household items such as laundry detergent and hygiene supplies, unless he/she prefers something special.

How will being a Host Home Provider affect how I file my taxes?

Typically, Host Home Provider revenue falls under the Foster Care classification but it is always best for you to discuss your specific financial details with your accountant.

Do I need to provide a bed for the person or will he/she already have one?

This answer varies depending on the person. Most will already have their own bed. If he/she does not, you may provide a bed to him/her, or EPIC can help find a proper bed for the room.

If I become a Provider, how long will the person stay with me?

The person will stay with you until you retire or he/she becomes too medically involved to be cared for in the home. At that time, he/she would move to a nursing home environment, or an environment better equipped to provide the care needed.

If I must make changes to my home, will I be reimbursed?

No, you will not be reimbursed for the costs you must incur to update your home so that it meets all regulations required, such as new windows, doors, etc.



I have guns in my home. Will I be allowed to keep them?

Yes. You must disclose the ownership of any and all guns, bows, hunting knives, tasers, etc, to EPIC and confirm to EPIC's satisfaction that the weapons are stored safely and are inaccessible to the person supported. At a minimum, firearms and ammunition must be stored in separate and locked storage arrangements. You must also provide a copy of your FOID card to EPIC.

Do I need a specific computer at my home? Will a computer be provided?

You do not need a specific computer, but Apple products do not work with our software. You may use a desktop, laptop or tablet. A computer will not be provided to you.

I am not too technologically savvy. Will this matter as a Provider?

EPIC will provide you training in our Therap and QuickMAR system, which is the program you will use for all documentation and medication passes. If you are proficient with these, you will be just fine.

What documentation will I be required to complete?

Daily you will be required to complete and maintain written and/or electronic records using Therap relative to services and supports provided to the person receiving support, as well as, medication passes. Monthly, you will keep track of Bank Statements, Financial Ledgers/Registers, Transportation Payments, Lunch Payments, Relief Summaries, and Fire/Disaster Drills.

Am I responsible for making sure the person I support takes his/her medications?

Yes. You will be required to assist/support the person in the administration of medication as described in his/her personal plan. You will go through Medication Authorization prior to being certified as a Provider. You must also check expiration dates of all medications in the home and ensure none are expired. You must purchase medications that are taken on an "as needed" basis, such as Tylenol, or other medications listed on their Medication list.

Will I receive any vacation time or relief services as a Provider?

- You will receive two weeks of vacation/personal time each year. You will also receive 20 hours of relief each month. You can use vacation time in 24 hour increments- one day at a time and/or up to 2 weeks in a row. You will be expected to utilize the protocol EPIC has in place to request relief services on a planned and emergency basis.
- Relief Staff are trained DSP staff who are qualified to provide care to the person(s) living in your home. They are EPIC employees who can assist the provider in multiple ways such as: providing care while staying in your home during the day, evening or overnight, providing care in an alternate residence, assisting the person receiving support on outings, such as shopping, local sight-seeing, etc.
- Relief staff are not utilized to do babysitting of biological family members, house work, or pet care. However, they will leave your home exactly in the state they find it.
- Relief time is provided at no additional cost to the provider. This time was created to give both the provider and the person receiving support time away.

**For more information about the Host Homes program:
Please contact Hilary Frank, Community Options Recruiter,
by email: hfrank@epicci.org or call 309-854-2019.**

EPIC HOST HOMES



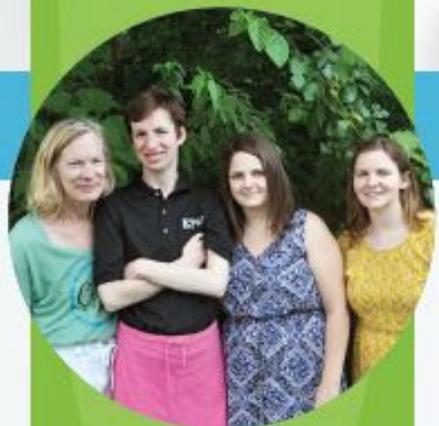
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! HOST HOMES - FAMILY

"When Gretel was born, we knew there was a chance that she may never have the opportunity to live on her own. When the time came to discuss options for our family, we knew that EPIC's Host Homes program was something worth looking into.

The Host Homes program allows Gretel to live more independently like any other 25-year-old, far more than anyone in our family ever dreamed she would be. It also allowed us the security of knowing that she is not alone and is happy. Gretel has pride in herself for what she has accomplished, and in the phone conversations we have she is excited to share what is going on in her life. She loves being someone's "roommate" and it has allowed her to build relationships outside of our family unit, such as girls movie night in with her Host Home family and their friends, going for boat rides on the lake (and jumping out of said boat), or a night out watching community theatre. The wonderful things go on and on. Thank you for forever changing not only Gretel's life, but also the lives of her siblings." - Dr. Sally Jo Winek

You or your loved one may be interested in exploring this type of shared living program. EPIC provides all the necessary training for the contracted providers and works with them along with the individuals to ensure it's a great fit for everyone.

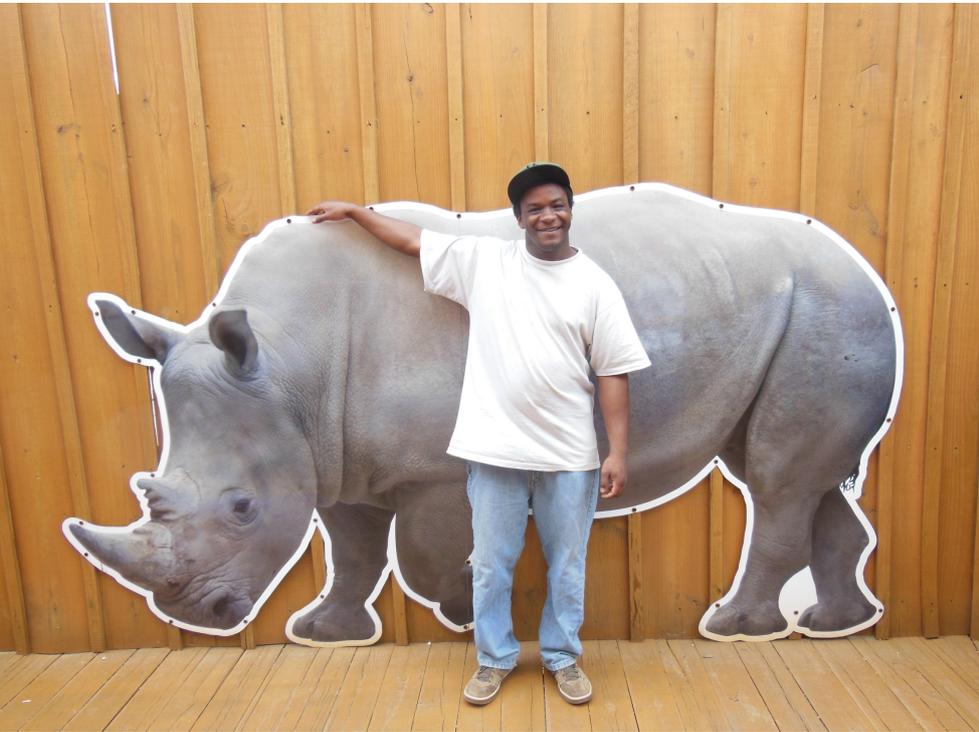


"Being a part of the Host Homes program has helped our daughter develop into the young adult she is supposed to be."

- Dr. Sally Jo Winek

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! HOST HOMES - PROVIDER

Linda Raydon is an EPIC contractual Host Home Provider who has made a career out of changing lives from her home. Since 2011, Linda has opened her heart and her home to individuals with intellectual and developmental disabilities while earning an income providing individualized assistance to help an EPIC individual reach their full potential.

Like Linda, you may be interested in earning \$20,000 to \$50,000 while changing lives from your home. Contractual providers are a mix of people, some already employed and looking to supplement their current income and some looking for more control over their schedule and wanting to earn income from home. EPIC provides all the necessary training to become a contracted provider. In addition to compensation, you can receive referral bonuses, free online training certification, 20 hours of monthly relief, 14 paid vacation days per year and 24-hour support. If you are passionate about helping others and want to make a living from home by becoming an EPIC Host Home Provider, contact us TODAY!



**"Working as a caregiver has its challenges, but the reward of impacting someone's life is indescribable."
- Linda Raydon**

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