

**STATE OF CONNECTICUT
REGULATION
OF THE
DEPARTMENT OF CONSUMER PROTECTION
CONCERNING THE REGISTRATION OF
HOMEMAKER-COMPANION AGENCIES**

The Regulations of Connecticut State Agencies are amended by adding sections 20-670-1 through 20-670-4, inclusive, as follows:

Section 1. (NEW) Section 20-670-1. Registration revocation, suspension, or refusal to issue or renew.

The Commissioner of Consumer Protection may revoke, suspend, refuse to issue or renew any certificate of registration as a homemaker-companion agency, place an agency on probation, or issue a letter of reprimand for:

- (1) Conduct by the agency of a character likely to mislead, deceive or defraud the public or the Commissioner; or
- (2) Engaging in any untruthful or misleading advertising.

Sec. 2. (NEW) Section 20-670-2. Homemaker companion hiring practices.

(a) The agency shall conduct a comprehensive background check of all employees and prospective employees. The agency shall require the employee or prospective employee to complete and sign a form which contains questions as to whether the current or prospective employee has been convicted of a crime involving violence or dishonesty in a state court or federal court in any state, or was subject to any decision imposing disciplinary action by a licensing agency in any state, the District of Columbia, a United States possession or territory or a foreign jurisdiction. The certification by each employee or prospective employee shall read:

"I certify that the statements made by me on this application are true and complete to the best of my knowledge and are made in good faith. I understand that if I knowingly make any misstatements of fact, I am subject to disqualification, dismissal, or other action pursuant to employment agency policy and procedure, and subject to criminal penalties as prescribed by law."

(b) The agency shall maintain the form and comprehensive background check for each agency employee during the time of employment and for a period of three years from the date of the end of the employment relationship. The agency shall make the form and comprehensive background check available for inspection by agents of the Department of Consumer Protection during reasonable times.

(c) Applications for employment shall comply with Connecticut General Statutes Section 31-51i.

Sec. 3. (NEW) Section 20-670-3. Client service agreements

(a) A written contract or service plan shall be provided by the agency to the client, and a copy shall be kept by the Homemaker-Companion Agency. The agency shall not enforce the written contract or service plan unless it is signed by both the agency and client.

(b) Written contracts or service plans shall:

- (1) provide a list of the anticipated services to be provided by the agency to the client, the term and cost of said services, a clear definition of the employee, provider and client

employment relationship, safeguards for securing personal client information, a list of provider job categories such as "live-in" or "daily call," and job duties;

(2) contain the homemaker-companion agency policy for the acceptance of gratuities and gifts by the homemaker-companion agency's employees and independent contractors on behalf of the client; and

(3) contain a process for the client to file a complaint with the homemaker-companion agency. A process shall be made available for individuals other than a client to file a complaint.

Sec. 4. (NEW) **Section 20-670-4. Client contact, records**

(a) The homemaker-companion agency shall provide the client with a contact phone number and address for the agency and an authorized representative to discuss the service being provided.

(b) Narrative notes of a substantive nature shall be kept with each client's file and shall include observations, problems, complaints, plans of action, telephone contacts, reports of in home visits by supervisors, and the findings of all investigations.

Statement of Purpose

This regulation implements the registration of homemaker-companion agencies with the Department of Consumer Protection, pursuant to §§52 through 62 of Public Act 06-187, codified as Connecticut General Statutes §§20-670 through 20-680. The Public Act allowed the Department to create and implement policy guidelines before the formal enactment of regulations. These regulations are based upon the policy guidelines, and seek to provide an improved level of service to the consumers of homemaker-companion services.

The purpose of this regulation is to implement a registration process for companies that provide homemaker companion services. These services are typically provided to elderly home-bound residents. The registration process includes provisions that will help protect consumers by assuring all homemaker companions undergo a criminal history background check, that written detailed contracts are signed between the agencies and their clients, that agencies properly display their registration number in all advertisements, and that the Department may provide oversight. The Department believes this registration program will protect the public health and safety.

The regulation implements a new program within the Department of Consumer Protection, pursuant to C.G.S. §§20-670 through 20-680.

CERTIFICATION

M-39 REV. 1/77

Be it known that the foregoing:

Regulations Emergency Regulations

Are:

Adopted Amended as hereinabove stated Repealed

By the aforesaid agency pursuant to:

- Sections **4-168** and **20-680(a)** of the General Statutes and
- Sections _____ of the General Statutes, as amended by Public Act No. _____ of the _____ Public Acts.
- Public Act No. _____ of the Public Acts.

After publication in the Connecticut Law Journal on Oct. 24 2006 of the notice of the proposal to:

Adopt Amend Repeal such regulations

(If applicable): And the holding of an advertised public hearing on 6th day of Dec ~~2006~~ 2006.

WHEREFORE, the foregoing regulations are hereby:

Adopted Amended as hereinabove stated Repealed

Effective:

When filed with the Secretary of the State.
(OR)

The _____ day of _____ 200__.

In Witness Whereof:	DATE <u>9/30/08</u>	SIGNED (Head of Board, Agency or Commission) <i>Jerry Farney</i>	OFFICIAL TITLE, DULY AUTHORIZED Commissioner
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Approved by the Attorney General as to legal sufficiency in accordance with Sec. 4-169, as amended, C.G.S.:	SIGNED <i>ALL P 1-11</i>	DATE <u>11/4/08</u>	OFFICIAL TITLE, DULY AUTHORIZED ASSOC. ATTY GENERAL
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- Approved.
- Disapproved.
- Disapproved in part (Indicate Section Numbers disapproved only).
- Rejected without prejudice.

By the Legislative Regulation Review Committee in accordance with Sec. 4-170, as amended, of the General Statutes.	DATE <u>7/9/09</u>	SIGNED (Clerk of the Legislative Regulation Review Committee) <i>Pamela B. Booth</i>
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Two certified copies received and filed, and one such copy forwarded to the Commission on Official Legal Publications in accordance with Section 4-172, as amended, of the General Statutes.

DATE	SIGNED (Secretary of the State)	BY
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INSTRUCTIONS

One copy of all regulations for adoption, amendment or repeal, except emergency regulations, must be presented to the Attorney General for his determination of legal sufficiency. Section 4-169 of the General Statutes.

Seventeen copies of all regulations for adoption, amendment or repeal, except emergency regulations, must be presented to the standing Legislative Regulation Review Committee for its approval. Section 4-170 of the General Statutes.

Each regulation must be in the form intended for publication and must include the appropriate regulation section number and section heading. Section 4-172 of the General Statutes.

Indicate by "(NEW)" in heading if new regulation. Amended regulations must contain new language in capital letters and deleted language in brackets. Section 4-170 of the General Statutes.

