



To: Brittany Pointe Estates Residents

From: Susan L. Arcadia *Susan*

Date: January 6, 2014

RE: PRIVATELY HIRED PRIVATE DUTY CONTRACTOR (PHPDC)

It is the policy of ACTS Retirement-Life Communities to strive to promote the health, safety and wellbeing of ACTS residents and staff and ensure a safe environment within the communities. Therefore, protocols have been established for the use of privately hired private duty contractors (PHPDCs).

PHPDCs are defined as individuals hired directly by a resident and/or responsible party who are not employed by ACTS, but provide services for residents. These services may include but are not limited to companions, housekeepers or homemakers. If a resident requests PHPDC services, it is highly recommended that the individual be hired through a licensed agency that complies with the provisions of the state licensing criteria.

If a resident desires to hire a PHPDC who is not employed by a licensed agency, the executive director shall be informed and the resident must agree to comply with the provisions below and provide the accompanying documentation which is available from the administrative office.

**Provisions:**

- 1- The resident or responsible party must inform the executive director and sign an acknowledgement of hire of a PHPDC and indemnification form.
- 2- The resident or responsible party must submit copies of the following to the administration office:
  - a- Completed "free from communicable disease" statement
  - b- Evidence of a clear criminal background check and drug screen at the residents expense.
  - c- Copy of the PHPDC's U.S. government-issued photo ID, such as a valid driver's license.

PHPDCs are prohibited from soliciting business from other ACTS residents.

Please inform either myself or Yvonne Renna of your use of PHPDC and request the above forms. Should you have any questions please feel free to contact me or Yvonne. Thank you in advance for your cooperation.

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**Brittany Pointe Estates**

*an ACTS Retirement-Life Community*

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