



## **Host Home Provider/Independent Contractor Application Process**

1. Obtain agency information (brochures, flyers, fact sheets etc.).
2. Obtain an Application to become a Host Home Provider available in person in the Envision Program Services offices or can be mailed upon request. Requests can be made at 970-313-2639.
3. Complete the application and return it to Envision.
4. Envision will complete a minimum of two reference checks on applicants.
5. Program Services will review the application and review the list (if any) of individuals looking for placement comparing needs and supports to obtain better matches using person centered principles.
6. If a person is found to have a good match with the prospective Host Home Provider, the agency will arrange a meet and greet between the provider and the individual.
7. If there are no available matches at this time, the application will be kept on file for one year and reviews will continue to occur automatically as people need placements. After one year a request can be made at 970-313-2639 to keep the application on file and to update any changes to the application.
8. Once a placement has been found and both the prospective Host Home Provider and person supported are in agreement in wanting to move forward, a background check will be processed for all persons 18 or older residing in the provider's home that are not receiving services.
9. A discussion will occur surrounding insurance requirements specifically in obtaining a \$1,000,000.00 professional liability insurance and increase in automobile insurance to \$1,000,000.00 typically processed as an umbrella policy with the provider's auto or home insurer.
10. The applicant will come into Envision to sign a contract to provide services to a person residing in their home and agree to uphold all requirements and responsibilities outlined in the contract. Host Home Providers are not employed by Envision, they are contracted to provide a service.
11. Envision will review the requirements and responsibilities of being a Host Home Provider for Envision explaining in detail what is listed in the contract by providing a training manual and resource guide for new Host Home Providers.
12. Envision offers all of the required trainings Host Home Providers need and the cost for trainings are deducted out of the monthly contracted rates. Training needs to be completed within 30 days of signing a contract.