**Home Observation Process**

* The regulation requires a Home Observation to be completed twice per year for each HHA (best practice is approximately every 6 months)
* Allowable tasks include: bathing, hair care, toileting, skin care
* Do not upload the client document in the caregiver file (home obs form).
* You will continue to update this expiration date within the caregiver expiration tabs in order to track and monitor when the next observation is due (reminder – schedule for 6 months out from completion each time)
* Once the home obs is completed and uploaded to the clients POC attachments, you will update the expiration date for the caregiver and enter a communication note in the caregivers file **with the associated client added in related entities**
* You will use the communication type "home observation" to label your documentation
* The note will include the date it was completed, what task was observed, and if there were any issues with the care observed (if there were issues, education needs to be provided and documented with a follow up observation to ensure competency)
	+ ex: Purdue Pete, HHA was observed providing a shower during client visit on 3/26/25. No concerns with care observed. A Armuth, RN

\*\*\*\* Do not delete any old home obs notes you might see in the caregiver main profile.

