

1 10A NCAC 13J .1504 is proposed for adoption as follows:

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3 **10A NCAC 13J .1504 SUPERVISION AND COMPETENCY OF COMPANION, SITTER, AND**  
4 **RESPITE SERVICES**

5 In addition to the requirements in Rule .1110 of this Subchapter, an agency providing In-home companion, sitter, or  
6 respite care services shall meet the following requirements:

- 7 (1) Each agency shall have documentation that its companion and sitters are competent to perform  
8 client care tasks or activities to which they are assigned. Such individuals shall perform delegated  
9 activities under the supervision of a supervisor designated by agency policy for the services  
10 assigned.
- 11 (2) The agency designated supervisor shall supervise the companion and sitter staff by contacting the  
12 client receiving care every three months and by making a supervisory visit to each client's place of  
13 residence at least every six months, with or without the companion and sitter's presence, and at  
14 least annually, while the companion or sitter is in the home providing services to the client.
- 15 (3) The supervisory visit shall include a review of the client's general condition, monitoring progress  
16 and response to the services provided by the companion or sitter, and updates to the plan of care as  
17 needed.
- 18 (4) Documentation of supervisory visits shall be maintained in the agency's records and shall contain  
19 the following:
- 20 (a) date of visit;  
21 (b) findings of visit; and  
22 (c) signature of person performing the visit.
- 23 (5) The agency designated supervisor conducting a supervisory contact for a companion, sitter, or  
24 respite provider may simultaneously conduct the quarterly case review as required in Rule .1202  
25 of this Subchapter.
- 26 (6) The agency directed supervisor shall be available for supervision, on-site where services are  
27 provided when necessary, during the hours that companion, sitter, or respite services are provided.

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29 History Note: Authority G.S. 131E-140;  
30 Eff. January 1, 2010.