

Dear Applicant:

You have expressed interest in providing **Sitter or Companion Services** in Oklahoma. The Oklahoma "Home Care Act" {O.S. § 1-1960 et seq.} requires all public or private agencies providing sitter or companion services in the State of Oklahoma to be licensed by this Department. Please complete the enclosed ODH Form and return it to this office with the required attachments. Accompanied with the appropriate non-refundable fee of \$1000.00. Please reference Title 310- 62 and § 63-1-1972 of the Home Care Act of regulatory guidance.

All applications are processed in the order that they are received. Upon receipt of a complete application and review of the documents; a survey will be conducted to verify compliance. This license allows services to be provided as defined in subchapter 8, Sitter or Companion Services of Title 310-662 and §63-1-1972 of the Home Care Act, and House Bill 1580. This license does not allow for the services as defined under the "home care services".

Required Attachments:

- Worker's Compensation Insurance 310:662-8-2 (4)
- Liability Insurance Coverage 310: 662-8-2 (5)
- \$1000.00 Fee 310: 662-8-2 (c) (1)
- Plan of Delivery 310: 662-8-2 (b)
- Base of Operation- Place of Business 310:662-8-4
- System of Record Keeping §63-1-1972-7 (a-d)
- Trade Name Report for DBA (if applicable)

All licensure documents submitted to this office become part of public record. **Please DO NOT include protected information (i.e. social security numbers, bank account numbers, etc.).** Please note the required National Background Check the Oklahoma Screening and Registry Employee Evaluation Network (OKSCREEN) is the Department's Web Portal created for providers for the purpose of applicant screening, obtaining authorizations for fingerprinting and determinations of employment eligibility. For more information visit <http://onbc.health.ok.gov> If you have questions regarding the process of Sitter and Companion Services, please contact this office at (405) 426-8470.

Sincerely,

Dawn Lovett-Whitney, RN

Dawn Lovett-Whitney, RN
Administrative Programs Manager
Home Services Division
PHS- Medical Facilities Services