Start Here

Home Care Agency Starter Bundle

WHAT'S INSIDE

- Policy & Procedure Manual (Word): The editable manual: 12 chapters, 44 policies. Open this one to make it yours.
- Policy & Procedure Manual (PDF): A print-and-read copy so you can review it before editing.
- Forms folder (29 Word files): Each form is its own editable file, numbered to match the manual.
- All Forms (PDF): Every form in one file, for quick review or printing.
- Make It Yours: State Customization Guide (Word and PDF): Customization checklist, questions to answer for your state, and a 50-state table showing who licenses non-medical home care.

GET STARTED IN 3 STEPS

1. Save a copy of every Word file before you change anything, so you always have a clean original.
2. Fill in every yellow-highlighted [PLACEHOLDER] using Find & Replace (Ctrl+H on Windows, Cmd+Shift+H on Mac). Start with the Customization Checklist in the State Guide.
3. Compare the documents with your state's home care licensing rules, adjust anything that differs, then remove the highlighting.

GOOD TO KNOW

- Files work in Microsoft Word, Google Docs (File > Open > Upload) and Apple Pages. Fonts and spacing may shift slightly outside Word.
- These are templates for general education, not legal or regulatory advice. You are responsible for making sure your final documents meet your state and federal requirements.
- Your purchase covers use by one home care agency (all of its locations). Please do not resell or share the files.