

## EXHIBIT I

### PROVIDER APPLICATION CHECKLIST

Please complete the following checklist to ensure your application package is complete upon submission. Your application package must include the following in this order:

- ☐ **Completed Provider Application Checklist** – Exhibit 1
- ☐ **Completed General Provider Information** – Exhibit 2
- ☐ **Completed Service Selection Table** – Exhibit 3
- ☐ **Subcontracting Information** – Exhibit 6
- ☐ **Current Business License** – Refer to Service Selection Table (Exhibit 3) for required licensure
- ☐ **Current Certificate of Insurance** – Must include all required insurance policies at the levels specified in the RFA and Exhibit 3. Your required insurance may include one or more of the following:
  - **Workers' Compensation and Employer's Liability Insurance** is required for all providers and no owner or officer may be excluded
  - **Commercial General Liability Insurance with Sexual Abuse and Molestation Endorsement** is required for all providers (ERS providers that will not be entering client homes may be exempt from the Sexual Abuse and Molestation Endorsement requirement). Note the new limits.
  - **Professional Liability Insurance** is required for providers of the following services: personal care, home health care, adult day care, fiscal intermediary, assisted living, and nursing care respite.
  - **Commercial Auto Liability Insurance** is required for all providers except ERS providers who will not be operating vehicles while providing services (including travel to and from client homes). Note the new limits.

IMPORTANT NOTE: All certificates of insurance must list Salt Lake County as an additional insured (except professional liability insurance):

Salt Lake County  
2001 South State Street  
Salt Lake City, Utah 84190

- ☐ **Current Professional License** based on your service selection in Exhibit 3
- ☐ **Current Federal Communications Commission Registration** based on Exhibit 3
- ☐ **Continuity of Operations ("COOP")/Emergency Plan**
- ☐ **Policies and Procedures conforming to HIPAA, HITECH, HIPAA Privacy and Security Rules**
- ☐ **Company Brochure**