



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 I**
- 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**