



Department of Health  
and Human Services  
Maine People Living  
Safe, Healthy and Productive Lives

Paul R. LePage, Governor

Mary C. Mayhew, Commissioner

# Home Support Frequency Tool Part A

Home Address: \_\_\_\_\_

Total number of Consumers Living in Home: \_\_\_\_\_

\_\_\_\_\_

Person Completing Form: \_\_\_\_\_

## **Instructions:**

Providers should submit a packet that includes *Part A of the Home Support Frequency Tool* as a cover sheet in order to request additional staffing for a home. Each packet should also include *Part B of the Home Support Frequency Tool* for each person in the home who is requesting additional supports.

Below please provide a brief narrative describing the home and the people living there, its general daily operation, and the reason for the request for additional staffing above the mean.