

Free Home Care Agency Startup Checklist (New Jersey)

Use this checklist as a practical starting point for planning, organizing, and preparing your agency for a stronger launch.

1. Business Setup

- Choose a business name
- Register the business entity
- Obtain an EIN
- Open a business bank account
- Review insurance needs

2. Licensing and Regulations

- Clarify whether the agency model is home care or home health
- Review New Jersey requirements and timelines
- Organize application materials and supporting documents
- Prepare for operational and compliance expectations

3. Policies and Procedures

- Develop or update policy manuals
- Create forms, logs, and supporting documents
- Align documentation with actual workflows
- Organize records so they are easier to review

4. Staffing

- Define key staff roles
- Verify credentials and supporting documents
- Create onboarding and training expectations
- Track competency and supervision records

5. Accreditation Preparation

- Compare CHAP, ACHC, Joint Commission, and CAHC

- Identify documentation gaps early
- Prepare for mock surveys and readiness reviews
- Strengthen staff preparation before survey activity

6. Operations and Readiness

- Set up intake and documentation workflows
- Organize scheduling, communication, and recordkeeping
- Review compliance risks before launch or growth
- Create a stronger plan for ongoing oversight

Need help?

Absolute Force Training Institute provides consulting support for startup planning, accreditation readiness, policies and procedures, and compliance improvement. Visit absoluteforcetraining.academy/consulting or call (866) 553-8320.