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Executive Deputy Commissioner

October 4, 2019

DAL: DAL #19-21
Home Care Worker Registry Requirement for
Enhanced Assisted Living Residence Operators

Dear Enhanced Assisted Living Residence (EALR) Operator:

Chapter 471 of the Laws of 2016 amended the Education Law and Public Health Law authorizing Advanced Home Health Aides (AHHAs) with training to perform tasks upon assignment by and under the supervision of registered professional nurses. An AHHA is defined as a certified home health aide who successfully completes an approved training program for AHHAs, has satisfied all requirements to perform advanced tasks subject to supervision of a registered professional nurse, and is listed on the Home Care Worker Registry (HCWR) as an AHHA. In addition, 10 NYCRR Part 403 requires EALR operators to document employment of a home health aide (HHA) and/or personal care aide (PCA) within the HCWR.

The purpose of this letter is to advise EALR operators of the requirement to ensure that all AHHAs, HHAs and PCAs employed or used by the EALR, comply with the HCWR requirement. Per 10 NYCRR §403.5(a)(6), within ten (10) business days after the AHHA, HHA or PCA begin to provide home care services, the HCWR must be updated to reflect employment information, including the start date. To allow EALRs time to comply with this requirement, all EALR-employed or used HHAs and PCAs must be entered into the HCWR by **December 31, 2019**.

For guidance tailored to EALRs regarding use of the HCWR, please see the enclosed slide deck.

Sincerely,

Heidi L. Hayes, Acting Director
Division of Adult Care Facilities
and Assisted Living Surveillance

Enclosure

cc: M. Hennessey
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Division of ACF & Assisted Living Surveillance

Introduction to the Home Care Worker Registry for Enhanced Assisted Living Residences

Home Care Worker Registry

What is the Home Care Worker Registry?

The Home Care Worker Registry (HCWR) maintains information related to all Personal Care Aides (PCAs), Home Health Aides (HHAs), and Advanced Home Health Aides (AHHAs). The HCWR shows if an aide is:

- Certified; Employed; and
- For AHHA, has completed In-Service Training.

The HCWR is required by Chapter 594 of the Laws of 2008 and Chapter 471 of the Laws of 2016.

Why is the HCWR needed?

To prevent fraud and protect the health and safety of New York's most vulnerable residents.

The HCWR provides information to the public via a web-based registry, allowing individuals and families to make an informed decision when choosing home health and personal care providers.

Who Uses the HCWR? – Enhanced Assisted Living Residences (EALRs)

The EALR is now defined as a “home care services entity” for HCWR purposes.

Who Uses the HCWR? - Employers

- Employers use the HCWR to verify if potential employees are certified and employable.

- Always search the HCWR to access the aide's information prior to the aide initiating home care services.

- An aide who successfully completed a DOH or SED approved training program in a class that started on or after September 25, 2009, will not provide services unless the aide's training and personal information has been posted to the HCWR by the training program.

EALR Use of the HCWR

Location

Internal: Health Commerce System -> Home Care Registry

Public: https://apps.health.ny.gov/professionals/home_care/registry/home.action

EALR Implementation

Effective July 1, 2019, EALRs are responsible for the maintenance of HHA, PCA, and AHHA information within the HCWR.

EALRs must be compliant with this requirement by **December 31, 2019**.

EALR Use of the HCWR – LHCSA Employed Aide

If the HHA, PCA, or AHHA is employed by a Licensed Home Care Services Agency, the EALR shall review the individual's eligibility via the HCWR; document such verification; and monitor.

EALR Use of the HCWR – EALR Employed Aide

If the HHA, PCA, AHHA is employed by the EALR, the EALR shall be responsible for the employee information within the database.

Note: To maintain active certification, an HHA must work at least one day within a two-year period for an agency licensed under Article 36 or 40 of Public Health Law.

HCWR Access

Required Roles via the Health Commerce System

The following Health Commerce System (HCS) roles have access to the HCWR:

- Home Care Registry Agency Updater;
- Home Care Registry Agency Viewer;
- Home Care Registry Certification Form Printer;
- Home Care Registry Training Program Updater; and
- Home Care Registry Training Program Viewer.

Only individuals within these roles will have access to the HCS HCWR.

Where is the HCWR Application?

To add the HCWR Application:

1. Log onto the HCS.
2. Click on “My Content.”
3. From drop down box click on “All Applications.”
4. Select Letter H.
5. Select “Home Care Registry.”
6. Save as Favorite.
7. Note: By clicking the green plus sign next to “Home Care Registry,” you can add this application to your “My Applications” toolbar so it will be available on your Homepage.

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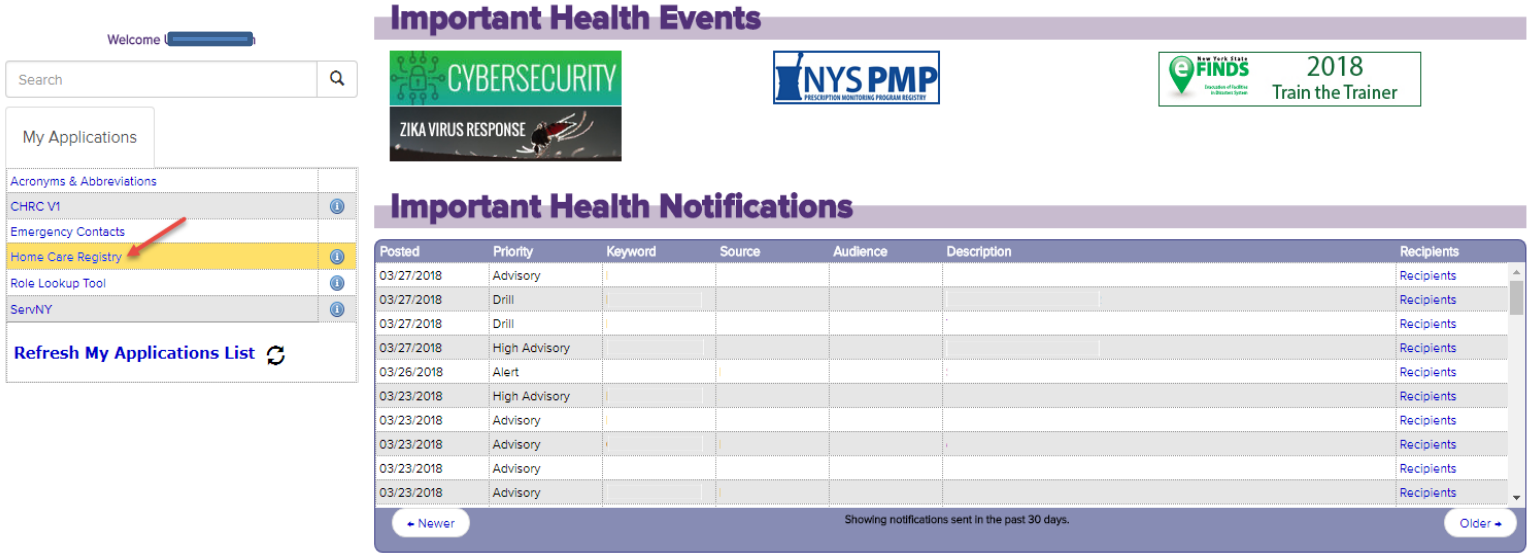
Where is the HCWR Application? (cont.)

Now, when you log into HCS, you will see Home Care Registry under My Applications on the home screen.



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To Review a Prospective Employee

First, select Search for a Registrant.

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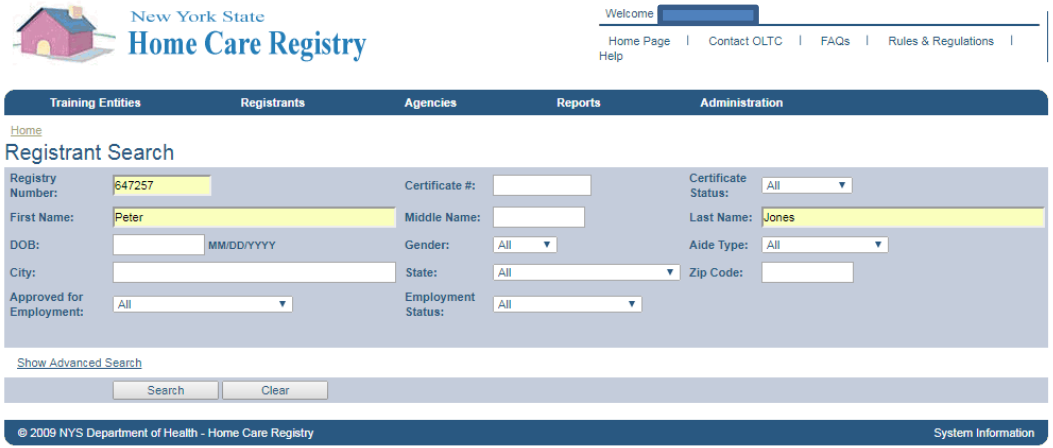
To Review a Prospective Employee (cont.)

1. Enter Registry Number or First Name or Last Name of the prospective employee.

2. Click Search.



Note: User must enter at least one parameter to initiate the search. Users can click the Show Advanced Search link to see more search options.

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To Review a Prospective Employee (cont.)

- The System will query the HCWR database to find a match.
- Select the Registrant and click the **View Selected Results(s)** button to view the Registrant profile.

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To Add an Employee

Users will have access to the following links on the Home page to navigate to their Agency:

- Jump to my Agencies;
- Search for a Home Care Agency; and
- Agencies (from the main navigation bar).

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To Add an Employee (cont.)

1. After the User selects the ‘Jump to my Agencies’ link, they will be presented with this screen, the Agency General Information screen.

2. Select the Aides tab.

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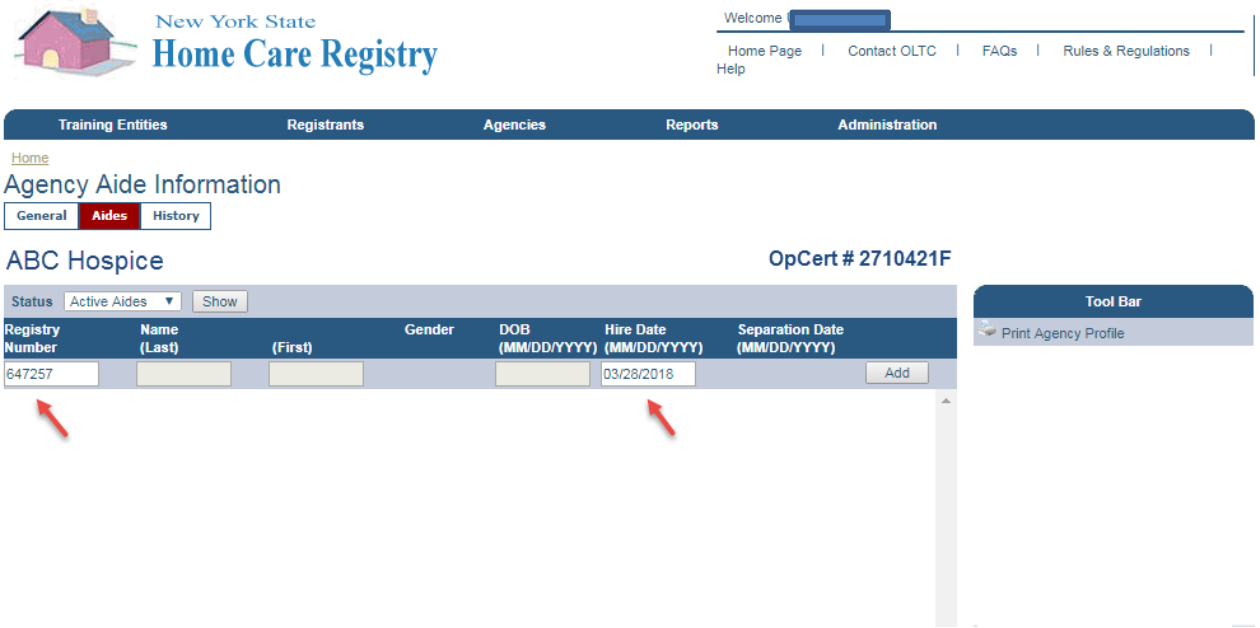
To Add an Employee (cont.)

Add Aide Information:

- Enter Aide Registry Number and Hire Date, or
- Enter Aide First Name, Last Name, DOB, and the Hire Date
- Click Add



To Add an Employee (cont.)

The System will find a match for the entered Registry Number and will display the Aide record if found.

Choose Select and click Use Selected button.

Note: In the rare case that no match is found, simply click the No Match button to add a new Aide to the HCWR.

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To Add an Employee (cont.)

- Once selected, the Aide is added to the Agency.
- System will display a confirmation for the User.

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To Enter Employment End Date

- The Agency can indicate employment has ended by entering a Separation Date.
- If entered, the Aide will be removed from the Agencies Active Aides list on the date entered.

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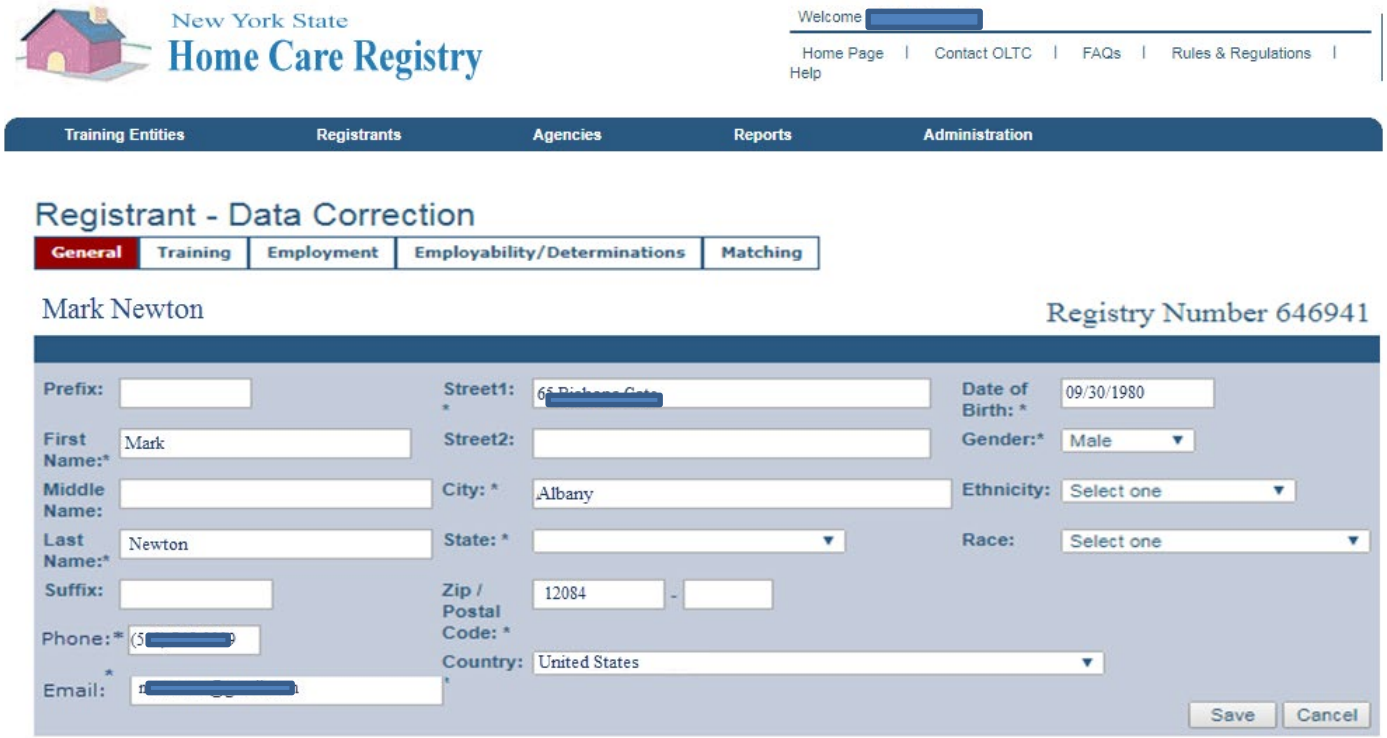
Registrant Data Correction

- Employers are responsible to ensure Aide contact information is current.



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Advanced Home Health Aide (AHHA)

EALRs & Use of the HCWR

EALRs who employ an Advanced Home Health Aide (AHHA) to provide advanced tasks must meet all applicable AHHA requirements, including listing of the AHHA on the HCWR.

AHHA In-Service Information

- All aides with AHHA status must complete 18 hours of In-Service training annually to maintain their AHHA certification status on the HCWR.

- The anniversary date is the date the Medication Aide Certification Examination® was successfully passed will be used as the anniversary date. The 18-hour In-Service must be completed within a year's time between anniversary dates.

- If an aide does not complete the In-Service training within the 12 month period their AHHA certification status in the HCWR will be removed and they will be left with their original HHA designation.

- An AHHA can complete the required 18 hours of In-Service training from various organizations/employers.

****Only employers will have the ability to enter in-service training hours earned under their supervision, or add hours earned from other sources with required training documentation obtained from the aide/source.****

AHHA In-Service Information (cont.)

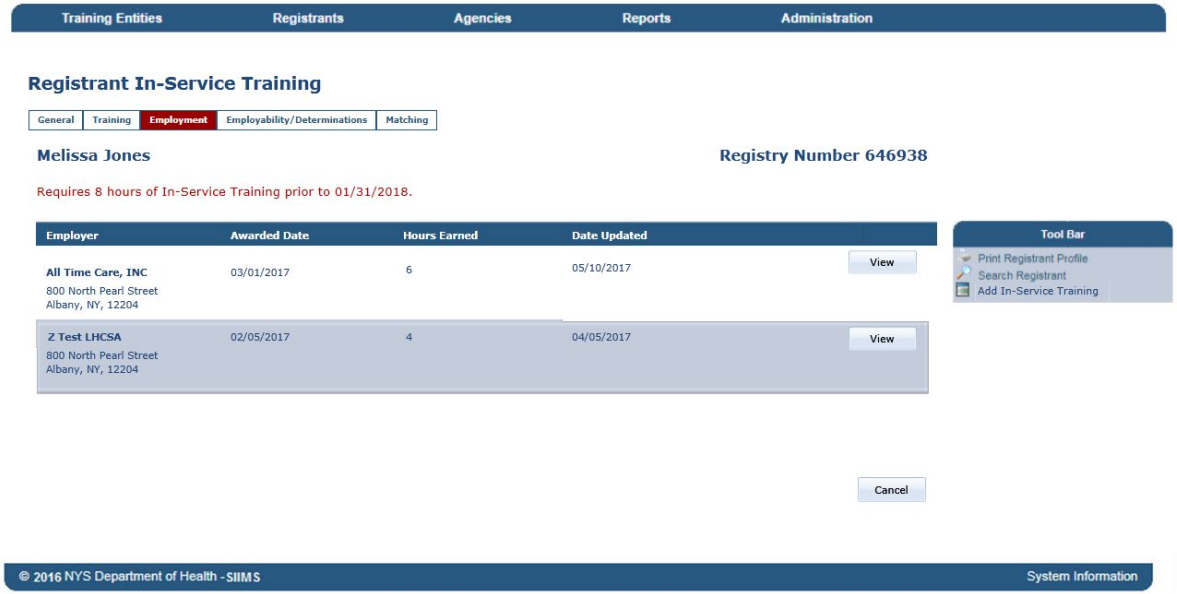
- Prior to submitting in-service training hours, the employer will be presented with an attestation explaining that they understand the importance of accurate data and the consequences if the reported hours are inaccurate.

- In-service training hours cannot be entered with future dates.

- The employer will not be able to edit in-service training data once they've agreed with the attestation and saved the information to the HCWR.

AHHA In-Service Information (cont.)

This screen show a record for Melissa Jones, she has two employers who have each entered hours on her behalf. To add additional hours her employer would need to select the “Add In-Service Training” from the tool bar on the right side of the screen. There is also a note in red showing the expiration date along with the total number of hours needed to satisfy the 18 hour requirement.



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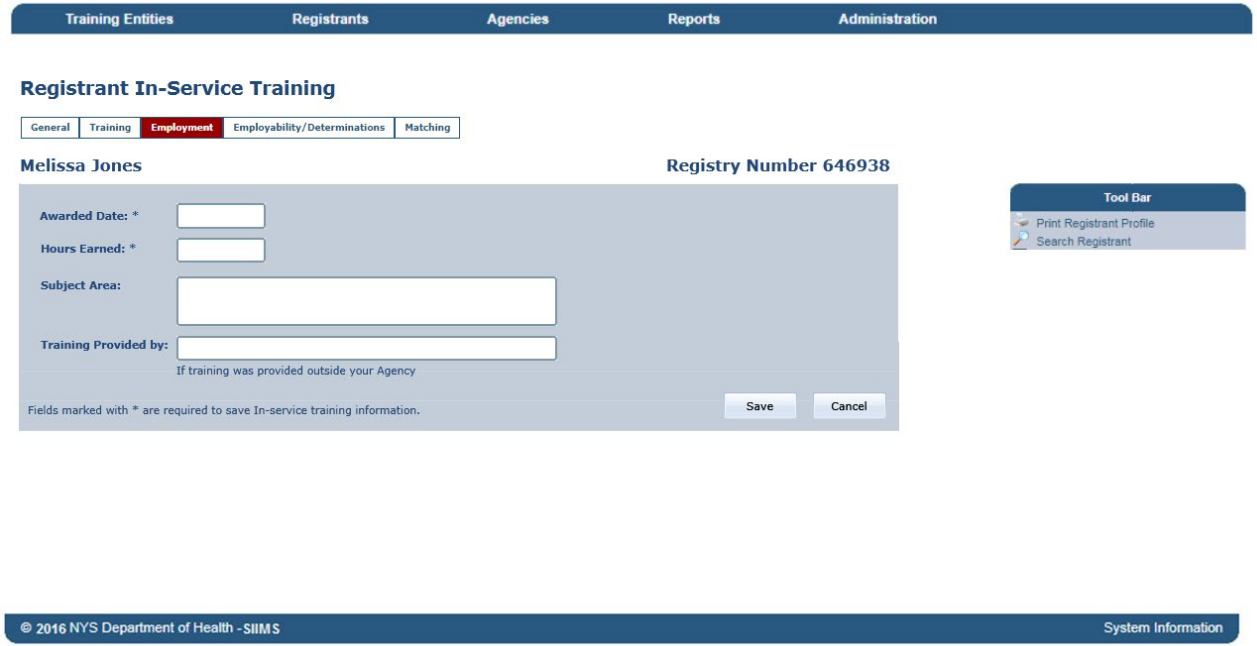
AHHA In-Service Information (cont.)

This screen is simply used to enter training hours. After the user selects “Save” they will be presented with the attestation prior to the data being saved in the database.



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Questions

Contacts

For questions regarding the HCWR:	hcreg@health.ny.gov
For questions regarding PCA:	pcatp@health.ny.gov
For questions regarding HHA:	hhatp@health.ny.gov
For questions regarding AHHA:	ahhatp@health.ny.gov
For questions regarding EALR:	acfinfo@health.ny.gov

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