



Department of Health

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Executive Deputy Commissioner

January 20, 2021

DAL: DHCBS 21-01

Subject: Personal Care Aide Training Program and
Home Health Aide Training Program End Date
Extension

Dear Administrator:

This guidance applies to the New York State Department of Health approved Personal Care Aide Training Programs (PCATPs) and Home Health Aide Training Programs (HHATPs) with program end dates from 09/01/2020 through 12/31/2021.

Due to the continuing COVID-19 State Disaster Emergency, the Department will provide an automatic two-year extension for DOH-approved PCATPs and HHATPs with an approval end date in the Home Care Worker Registry (HCWR) between 09/01/2020 and 12/31/2021.

On 8/24/2020 a 6-month extension was granted to training programs with end dates from 3/1/2020 - 9/30/2020. These training programs will automatically receive an additional 18 months on their current end date to total an extension of two years.

Training entities will be expected to follow the normal re-approval processes when the extended end date approaches. Training programs failing to meet the re-approval criteria and deadlines will be required to submit full applications for their training programs.

Personal Care Aide Training Programs

In order to obtain a re-approval, a PCATP must conduct at least one 40-hour training course within the preceding 36-month approval period and issue one PCA certificate within the preceding 12-months of the approval period. If both requirements are met, the PCATP must send an email with the Agency Name and License Number to pcatp@health.ny.gov at least thirty (30) days prior to the program end date to request re-approval. This ensures that the Home Care Worker Registry (HCR) end date can be updated to reflect the next 3-year re-approval period. Failure to contact the Department of Health (DOH) prior to the program's end date will result in the inability of the PCATP to train and issue certificates as required through the HCWR.

If both requirements are not met, then the PCATP must submit the PCATP Application to request re-approval **at least sixty (60) days prior to the program's end date**. The DOH will review the submitted application and information and will then notify the applicant of approval, disapproval or the need for additional information. The PCATP will not be able to train and issue

certificates after the program's end date in cases where the PCATP Application has not been submitted timely.

HHA Training Programs

Re-approval of HHA training programs will be based on evidence in the Home Care Worker Registry that a full 75-hour course has been conducted at least once during the 36-month period and submission of the HHATP Re-approval Application to the appropriate regional office. Applications for re-approval **must be submitted ninety (90) days prior to expiration** of the current three-year approval. Failure to conduct a full 75-hour program in the 36-month period will result in the program having to reapply with a full "initial" application. Notification of approval and/or request for additional information will be communicated in writing to the applicant.

For additional questions regarding this guidance, re-approval processes or general training program questions, please contact:

HHA Training Programs: hhatp@health.ny.gov

PCA Training Programs: pcatp@health.ny.gov

The Department commends each of you for your continued efforts to provide quality services in your communities and appreciates your diligence in assuring the health and safety of home care workers and consumers.

If you have any COVID-19 related questions, please send them to: covidhomecareinfo@health.ny.gov.

Sincerely,



Carol A. Rodat
Director
Division of Home and Community Based Services