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Home Care Registry (HCR) Advisory

Using the Home Care Registry (HCR) to Verify Successful Completion of Training and Status of Certification

March 23, 2022

This Advisory affects Licensed Home Care Service Agencies (LHCSAs), Licensed Home Care Service Agencies serving Assisted Living Residences only (ALP LHCSAs), Certified Home Health Agencies (CHHAs), Long-Term Home Health Care Programs (LTHHCPs), Enhanced Assisted Living Residences (EALRs) and Hospices.

Chapter 594 of the Laws of 2008 prohibits home care agencies from using anyone not listed in the Home Care Registry (HCR) to provide home care services. Agencies are required to verify that a potential employee is listed in the HCR. Individuals who are listed in the public view in the HCR are not required to provide a potential employer with a certificate as proof that they have completed an approved training program.

If an individual is not listed in the HCR as a PCA, HHA, or AHHA they cannot be considered for employment and would need to attend an approved training program to become certified prior to obtaining employment.

Once the certification of the potential employee has been verified (via listing in the HCR), the hiring agency must also verify the status of the certificate. Please note that there are differing requirements for each certification type:

- PCA certificates do not have an expiration date and they do not lapse.
- HHA certificates do not have an expiration date, however they will lapse if the HHA has not worked for an Article 36 or Article 40 agency within a 24 consecutive month period (Per Federal Regulation 42 CFR 484.80).
- AHHA certificates do not have an expiration date, but to maintain the AHHA certification the individual is required to maintain their HHA certificate (as indicated above) and is required to complete 18 hours of in-service annually in order to maintain his/her AHHA certification status on the HCR.

For PCA and HHA certificates, annual in-service requirements do not impact the certificate status, completion of in-services is a condition of employment only.

Agencies are also reminded that in addition to ensuring that any aide used to provide home care services is listed in the HCR, they must also ensure the aide's competence to undertake any task assigned to him/her. Presence in the HCR is not in all cases sufficient to demonstrate competence.

Any questions regarding this Advisory should be sent to hcreg@health.ny.gov.