



STATE OF NEW YORK DEPARTMENT OF HEALTH

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Commissioner

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Home Care Registry (HCR) ALERT

Entering Aides Employed on September 25, 2009 into the HCR

June 14, 2010

This Alert affects all home care agencies. This Alert is for informational purposes only.

The Department first notified home care agencies of the following requirement on September 17, 2009 in DAL HCBS 09-13, Chapter 594 of the Laws of 2008. Public Health Law §3613 requires all home care agencies to enter into the HCR certain information on all personal care and home health aides in their employ on September 25, 2009 *even if the aide no longer works for the agency*. The statutory deadline to complete this requirement is September 25, 2010. Agencies that are not in compliance with this statutory requirement as of September 25, 2010 may be cited.

Home care agencies should:

- a. Check the HCR to see if the aide's information has already been entered.
- b. If the aide *has already been entered* in the HCR, update the aide's profile with any home care employment information in your records that is not already entered for the aide. Do not enter any information that you know is not correct.
- c. If the aide *has not been entered*, enter all of the following information for the aide:
 - Full name, including premarital name and any other names currently or previously used;
 - Current home address;
 - Gender;
 - Date of birth;
 - Name of each state-approved education or training program successfully completed, the name of the entity providing the program, and the date on which the program was completed; and
 - History of work in home care services through any home care services entity, including dates of employment and name of entity providing the employment.

A webinar, "Adding Aides to the HCR for Home Care Agencies," will be conducted on Friday, June 18, 2010 from 10:00 to 11:30 AM. Home care agencies that are not familiar with the HCR and/or statute 594, are strongly encouraged to attend.

To register for this webinar please go to: <http://nyvbcc.webex.com/meet/cti>

Questions regarding how to comply with this requirement may be directed to HCCReg@health.state.ny.us or the HCR toll free phone number: (877) 877-1827. Questions regarding possible citation for non-compliance should be directed to the appropriate Regional Office.