



STATE OF NEW YORK DEPARTMENT OF HEALTH

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Home Care Registry (HCR) ADVISORY HCR Videos Posted to the Health Commerce System (HCS) September 27, 2010

This Advisory affects all Department of Health and State Education Department approved home health aide (HHATP) and personal care aide training programs (PCATP). This Advisory is for informational purposes only.

A series of videos has been posted to the HCS. These recordings provide a step-by-step demonstration of the following HCR procedures:

- Add a class
- Add a student to a class
- Approve a student
- View training history

The videos can be accessed by following these steps:

1. Log in to the HCS
2. Click "Topics"
3. Select the "Long Term Care" group from the drop-down menu
4. Double-click the "Home Care Registry" folder
5. Double-click the "Help" folder

The videos themselves can be opened by clicking on the video title in the main window of the HCS. If prompted to download the latest version of Adobe Flash Player, follow the on-screen instructions to do so. Each video can be saved to "My Favorites" by clicking on the star in the tool bar of the window.

If you have any questions, please contact HCRreg@health.state.ny.us or call (877) 877-1827.