

Nirav R. Shah, M.D., M.P.H.  
Commissioner

**NEW YORK**  
state department of  
**HEALTH**

Sue Kelly  
Executive Deputy Commissioner

June 24, 2013

**DAL:** *DHCB 13-12*  
**Subject:** *Clarification to DAL HCBS 13-03*  
*Revisions to HHATP Supervised*  
*Practical Training Requirements*

Dear Administrator:

The purpose of this letter is to clarify the Dear Administrator Letter issued February 19, 2013, concerning revisions to HHATP supervised practical training (SPT) requirements for Personal Care Aides (PCAs) upgrading to Home Health Aides (HHAs). To clarify, only those individuals who have been employed as PCAs and have experience providing personal care services in patients' homes may be enrolled in an upgrade program where the supervised practical training only occurs in a skilled laboratory setting.

The Department will allow the entire 16 hours of SPT to occur in the skills laboratory **ONLY** for those trainees who have been employed as certified PCAs and have direct experience providing services to home health patients in their homes. A trainee may not move directly from a personal care aide training program to an upgrading program for purposes of completing the requirements to become an HHA. Additionally, none of the experience providing care to patients as a PCA can be used to satisfy the SPT requirement for the home health aide training program.

For questions or clarification on this directive, contact the New York State Department of Health, Division of Home and Community Based Services at [hhatp@health.state.ny.us](mailto:hhatp@health.state.ny.us).

Sincerely,



Rebecca Fuller Gray, Director  
Division of Home & Community Based Services