

ADVISORY

**Home Care Registry (HCR)
May 4, 2011**

This Advisory affects all Department of Health and State Education Department approved home health aide (HHATP), personal care aide training programs (PCATP) and home care agencies. It announces changes to Home Care Registry time frames as provided in DAL HCBS 09-13, September 8, 2009.

The business day reporting requirements have been changed from 5 business days to 10 business days. Under the new time frames, training programs are required to:

- Create a class within 10 business days of a class start date;
- Enter a student (name and birth date) into a class within 10 business days of class start date;
- Enter the rest of the required information for the student (complete name information, current home address and gender) within 10 business days of the student's successful completion of the training program;
- Print, sign and notarize the certification form within 10 business days of the student's successful completion of the training program;
- Issue a certificate of completion to the aide within 10 business days of the execution of the certification form; and
- Update and/or correct information provided by an aide within 10 business days of notification of the change.

Under the new time frames, employers are required to:

- Update and/or correct information provided by an aide within 10 business days of notification of the change;
- Enter current employment information for the aide within 10 business days of first day of employment; and
- Enter employment end date within 10 business days of last day of employment.

There is no change to the statutory requirement that home care agencies must check the HCR prior to using an aide to provide home care services. If the aide is not already listed in the HCR, the agency must enter the aide and all required information prior to using that aide to provide home care services.

Time frames in the HCR FAQ and other training documents will be changed in the near future. All questions on the Home Care Registry should be directed to 1-877-877-1827, Monday through Friday, 8:30 AM to 5:00 PM, or email to HCRreg@health.state.ny.us.