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MEMORANDUM

TO: Community Services Members

FROM: Anne Hill, Community Services Policy Analyst

DATE: January 10, 2011

SUBJECT: Home Care Registry Advisory

ROUTE TO: Administrator, Program Director

ABSTRACT: Using the HCR to verify completion of training.

In a Home Care Registry (HCR) *Advisory* recently posted on the Health Commerce System, DOH clarifies that individuals who are listed in the *public view* in the HCR do not need to provide a potential employer with a certificate as proof that they have completed an approved training program. Likewise, home care agencies are not required to validate the certificates or training of aides already listed in the public view of the HCR. The fact that they are listed in the public view is sufficient.

For your convenience, the *Advisory* is provided as an attachment at the bottom of your screen.

Keep in mind, agencies entering aides into the HCR who are not already listed in the HCR are **required** to verify that the individual completed an approved training program before they enter the aide. The department has previously provided agencies with guidelines for verifying training and certificates.

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.

If you have questions about the contents of this memo, please contact Anne Hill, ahill@nyahsa.org, 518-867-8383, ext. 141.

Attachment