

## **Home Care Registry (HCR) Advisory**

### **Using the Home Care Registry (HCR) to Verify Successful Completion of Training January 6, 2011**

**This Advisory affects home care agencies that employ personal care and home health aides.**

Chapter 594 of the Laws of 2008 prohibits home care agencies from using anyone not listed in the Home Care Registry to provide home care services. 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.

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 should remember that from time to time, the Department will post on HCS/HPN training programs that have been found to be sufficiently deficient to render their training invalid. Individuals with certificates from such programs will not appear in the HCR public view, but will appear upon a search of the HCS/HPN view. These individuals are not aides and cannot be used to provide home care services until they successfully complete an approved training program, at which time they will again appear in the public view.

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.

All questions regarding this Advisory should be directed to your Regional Office Home Care Program.