



STATE OF NEW YORK DEPARTMENT OF HEALTH

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Home Care Registry (HCR) ALERT

Functionality Tips for HCR Release 1.6 & 1.7 June 10, 2010

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

1. New functionality in the HCR available to DOH approved HHATPs only:
 - a. When a certificate has been printed with incorrect names for Supervising Nurse and/or Official Agency Designee, HHATP users can select a different Supervising Nurse and/or Official Agency Designee from the drop-down list for these roles and reprint the certificate with the correct name(s). Supervising Nurses must be approved by the Department. Official Agency Designees do not require Department approval.
2. New functionality available in the HCR to both DOH and SED approved HHATPs and PCATPs:
 - a. Training program users can edit or correct all demographic and security information that they have entered. Users can also edit or correct successful completion date. Certification forms must be regenerated with a corrected date. Certificates with corrected dates can be printed. Whenever possible, training programs should first retrieve the original certificate from the aide before issuing a corrected one. Training programs must maintain supporting documentation for these edits and changes to data.
 - b. When a class has been entered with an incorrect methodology, users can select a different methodology. This new feature is accessed through an edit option. As changes to class methodology will automatically regenerate certificates, it is recommended that the change occur before the date of successful completion.
 - c. The ability to edit a certification form is now available. Training program users can edit a Senior Official or the successful completion date for multiple aides on one certification form simultaneously. This new feature can be accessed through an edit option in the certification tab.

3. New functionality in the HCR available to home care agencies (employers):
 - a. When entering required employment information for an aide already listed in the HCR, enter only current employment information for your own agency.
 - b. For aides entered in the HCR for the first time, employers should enter all employment history information reported by the aide unless the employer has verified that the information provided is not correct.
 - c. All employers have the ability to access a list of their active and inactive aides to check the accuracy of employment history and to remove an aide from their list.
 - d. The HCR application does not allow agencies to enter the same employer twice for the same dates.

Questions may be directed to HCRreg@health.state.ny.us or the HCRs toll free phone number: (877) 877-1827.