**ADVANCED HOME HEALTH AIDE**

**TRAINING PROGRAM GUIDE**

**December 2018**

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**New York State Department of Education**

**Office of the Professions**

**New York State Department of Health**

**Division of Home and Community Based Services**

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3. Detailed AHHA Training Program Curriculum
4. AHHA Instructor Evaluation Skills Checklists
5. AHHA Student Competency Evaluation Form
6. AHHA Student Handbook

**Advanced Home Health Aide Training Program Guide**

# I Introduction

This Advanced Home Health Aide Training Program Guide describes the minimum standards for Advanced Home Health Aide Training Programs (AHHATPs). It includes information regarding:

* New York State certification of Advanced Home Health Aides
* New York State approval of AHHATPs
* Organizational, operational, and curricular requirements for AHHATPs
* The New York State Home Care Worker Registry requirements
* Applicable New York Law and Regulations

## New York’s Advanced Home Health Aide Law (Chapter 471 of the Laws of 2016)

New York’s Advanced Home Health Aide Law was enacted on November 28, 2016. This law allows registered professional nurses (RNs) to assign advanced home health aides (AHHAs) to perform advanced tasks for certain hospice and home care patients and enhanced assisted living residents. This law requires AHHAs to perform these assigned advanced tasks under the direct supervision of an RN.

* Advanced tasks are nursing tasks commonly performed by licensed practical nurses in a patient’s home.
* An AHHA is a home health aide who has met legal requirements to perform advanced tasks and whose certification as an AHHA is recorded in the New York State Home Care Worker Registry.
* The RN and AHHA must work for the same hospice, home care services agency, or enhanced assisted living residence through which the patient is receiving the AHHA services.

## Becoming an Advanced Home Health Aide (AHHA)

To qualify as an AHHA:

1. The Home Health Aide (HHA) must have:

* a valid HHA certificate and be listed in the New York State Home Care Worker Registry as a home health aide;
* a high school diploma, GED or similar education credential;
* evidence of being at least 18 years old;
* at least 1 year of experience providing home health aide or personal care aide services;
* the ability to read, speak and write English and perform basic math skills; and
* current CPR certification or BCLS certified by the Red Cross, the American Heart Association or another organization.

2. The HHA must successfully complete a New York State approved AHHATP.

3. The HHA must take and pass the New York Medication Aide Certification Examination® (MACE®).

After New York State verifies that the HHA qualifies as an AHHA, the HHA will be designated on the New York State Home Care Worker Registry as an Advanced Home Health Aide (AHHA).

# II Advanced Home Health Aide Training Program (AHHATP)

## AHHATP Approvals

AHHATPs provide eligible candidates an approved curriculum that includes instruction, skills practice and clinical experience to safely perform advance home health aide tasks while under the direct supervision of an approved Nurse Instructor. The curriculum includes a minimum of 125 hours of instruction: 80 hours of didactic and skills lab training, and 45 hours of supervised clinical practicum training. An AHHATP is only authorized to operate with the approval of New York State.

### Government Agencies that Approve AHHATPs

The New York State Department of Health (DOH) and the New York State Education Department (NYSED) approve organizations to operate AHHATPs. AHHATPs cannot be dually approved by DOH and NYSED.

AHHATPs approved by DOH are not allowed to charge tuition for training. The program may charge a student fee, up to a maximum of $100.00, to recoup the actual cost of items the student is required to have and which the student retains upon completion or separation from the program. The AHHATP must be able to verify an associated cost if the student fee is charged.

Any program intending to charge over $100.00 in fees or tuition must apply to NYSED for approval and should not seek DOH approval.

**For eligible training entities approved by DOH, such as a licensed home care services agency (LHCSA), certified home health agency (CHHA), or hospice:**

NYS Department of Health

Division of Home and Community Based Services

875 Central Avenue

Albany, NY 12206

Phone: 518-408-1638

E-Mail: ahhatp@health.ny.gov

**For eligible training entities under NYSED’s Bureau of Proprietary School Supervisions:**

Bureau of Proprietary School Supervision

Education Building, Room EBA 560

89 Washington Avenue

Albany, NY 12234

Phone: 518-474-3969

E-Mail: bpss@nysed.gov

**For eligible training entities under NYSED’s BOCES, high schools, and adult programs:**

Career and Technical Education

Education Building, Room 315

89 Washington Avenue

Albany, NY 12234

Phone: 518-486-1547

E-Mail: emsccte@nysed.gov

**For eligible training entities under NYSED’s colleges, universities and Educational Opportunity Centers:**

Office of the Professions

Professional Education Program Review

Education Building, 2nd Floor West Wing

89 Washington Avenue

Albany, NY 12234

Phone: 518-474-3817 ext. 360

E-Mail: OPPROGS@nysed.gov

### Training Entity Eligibility

Before applying for approval to operate an AHHATP, an organization should verify that it meets the following criteria:

* The organization is currently identified on the New York State Home Care Worker Registry as a training entity of one or more approved Home Health Aide Training Programs.
* The organization has at least one year of experience operating one or more Home Health Aide Training Programs approved by DOH or NYSED and must have enrolled at least ten students who completed a full Home Health Aide Training Program (HHATP) during the past 12 months.
* The organization is currently in full compliance with all applicable laws and regulations relating to its approved Home Health Aide Training Program(s) and other New York State approved education programs.

### Initial AHHATP Approval

* **Step 1:** Submit a completed AHHATP Initial Application with the appropriate DOH or NYSED office. Approvals of AHHATPs are location specific. An applicant must file a separate application for each AHHATP training site (classroom and skills lab). The application must include the applicant’s associated agency License Number or State Education Number from the New York State Home Care Worker Registry. Applications should be sent to the appropriate office by regular mail.
* **Step 2:** After reviewing the AHHATP application, a representative of DOH or NYSED may make scheduled or unscheduled visits to the applicant’s training site. DOH or NYSED may request additional information or ask additional questions. The applicant must provide complete responses within 30 days. If the applicant fails to respond fully in writing within 30 days, the application will be deemed to be withdrawn. DOH or NYSED will have no further obligation to review the application.
* **Step 3:** Afterevaluation has been completed the reviewing agency will send an official determination letter of approval or denial for a new AHHATP. If the AHHATP is approved, NYSED or DOH staff will enter the approval on the New York State Home Care Registry. Approval to operate an AHHATP is for a three-year period.

### Renewal of Approval to Operate an AHHATP

The AHHATP must submit the renewal application at least 90 days prior to the expiration date of the existing AHHATP approval. The AHHATP must be currently identified on the New York State Home Care Worker Registry as approved to operate a HHATP at the same location (classroom and skills lab) as the AHHATP.

* **Step 1:** Submit a completed AHHATP Renewal Application to the appropriate DOH or NYSED office. An AHHATP must submit a separate renewal application for each AHHATP (classroom and skills lab) that it operates. The application must include the training entity’s associated agency License Number or State Education Number from the New York State Home Care Worker Registry listing. Applications should be sent to the appropriate government office by regular mail*.*
* **Step 2:** After reviewing the completed renewal application, a representative of DOH or NYSED may make a site visit to examine the physical layout of the training site and/or to observe classroom instruction. DOH or NYSED may request additional information or ask additional questions. The applicant must provide complete responses within 30 days of receipt of the request. The applicant must show evidence that all requirements are met including a plan to correct areas of non-compliance if identified in the existing HHATP(s) or AHHATP.
* **Step 3:** DOH or NYSED will send an official letter of approval or denial for AHHATP renewal. If the AHHATP is approved, DOH or NYSED will note on DOH’s New York State Home Care Registry that the training entity is approved to offer the AHHATP. AHHATP renewal is granted for a period of up to three years.

During a three-year approval period, the training entity must obtain prior written approval from DOH or NYSED that granted approval for the AHHATP to: (1) change RN faculty; (2) change the location of AHHATP training site (classroom or skills lab); (3) enter into new agreements or change existing agreements with clinical providers for supervised clinical practicum; or (4) change the approved curriculum; (5) change the ownership of the training entity. The training entity must provide prompt written notification to DOH or NYSED of any change in the contact information for the training entity. In addition, DOH or NYSED may make scheduled/unscheduled visits to observe classroom or clinical instruction.

### Denying or Rescinding Approval to operate an AHHATP

DOH or NYSED may deny or rescind approval to offer an AHHATP for the following reasons:

* + Submission of an incomplete initial application or renewal application.
  + Renewal application submitted after deadline.
  + Fraudulent or inaccurate representation of information during the application review process.
  + Failure to meet training entity requirements, responsibilities, or record keeping.
  + Failure to respond to requests for additional information within 30 days.
  + Failure to allow inspections of instructional facilities.
  + Applicant’s approval to operate a HHATP has been rescinded or terminated.
  + Disclosure of false, inaccurate and/or misleading information or advertising relating to the AHHATP to the public, students or prospective students.
  + Failure to meet requirements for supervised clinical practicum including requirements relating to clinical agency affiliation agreements.
  + Failure to obtain prior written approval from DOH or NYSED to: (1) change or add RN faculty; (2) change the location of didactic training or skills labs;(3) enter into new agreements or change existing agreements with clinical providers for supervised clinical practicum; (4) change the approved curriculum; or (5) change the ownership of the training entity.
  + Failure Rate on the New York Medication Aide Certification Exam® (MACE®) of greater than 40 percent for graduates of the AHHATP who are taking the New York Medication Aide Certification Examination**®** MACE® for the first time.
  + AHHATP completion rates of less than 60% by the planned end of the program.
  + Failure to include accurate and timely information on the New York State Home Care Worker Registry or remove outdated information in a timely fashion.

If DOH or NYSED denies approval of a new AHHATP in writing, the applicant must wait at least 90 days before submitting a new application and must pay another application review fee (if applicable). If DOH or NYSED denies a renewal of an existing AHHATP, the training entity shall not offer any new training programs or enroll any new students after the date that the existing approval expires. The training entity must wait at least 90 days, before submitting a new application and another application review fee may be charged (if applicable).  
  
DOH or NYSED may rescind approval to operate an AHHATP during a three-year approval period for the reasons described above. Issues raised through student complaints may result in further program monitoring or rescinding of approval. If DOH or NYSED rescinds approval to operate an AHHATP, the training entity shall not offer any new training programs or enroll any new students after the rescind end date of the program. DOH or NYSED will not review an application to operate a new AHHATP for a period of 2 years after the rescind date.  
  
A training entity’s approval to operate an AHHATP automatically terminates when the training entity’s approval to operate a HHATP at the same location terminates or when there is a change in ownership of the training entity or sponsoring agency.

## AHHA Training Entity Responsibilities

### **Admission Requirements**:

To offer admission to an applicant for an AHHATP, the training entity must verify that each candidate has:

* a valid HHA certificate and be listed in the New York State Home Care Worker Registry as a home health aide;
* a high school diploma, GED or similar education credential;
* evidence of being at least 18 years old;
* at least 1 year of experience providing home health aide or personal care aide services;
* the ability to read, speak and write English and perform basic math skills; and,
* a current CPR certification.

In addition to meeting all admission requirements above, the AHHATP training entity may use additional criteria to determine academic ability by using common standardized tests that evaluate Math and English language ability. Tests, such as the following are acceptable and readily available:

* **Test of Adult Basic Education (TABE) Form 9/10**

Contact information:

Wright Group/McGraw-Hill Order Service

220 East Danieldale Road

DeSoto, TX 75115-2490

(800) 621-1918

[www.mheonline.com/segment/view/6/pages/tabe.php](http://www.mheonline.com/segment/view/6/pages/tabe.php)

* **Wonderlic Basic Skills Test**

Contact information:

Wonderlic Personnel Test, Inc.

1795 N. Butterfield Road, Suite 200

Libertyville, IL 60048-1212

(888) 529-3892

[www.wonderlic.com](http://www.wonderlic.com)

Prior to the first class, each eligible applicant must present acceptable government issued identification, such as a driver’s license; state ID card or passport. Acceptable government issued identification must be in English and include the candidates photograph and signature and must NOT be expired. The candidate’s name, as written in the New York State Home Care Worker Registry and on the government issued identification, must match exactly. The **SAME** acceptable government issued identification will be required for the student’s admission to take the New York Medication Aide Certification Examination**®** MACE®.

### Student Rights:

The curriculum requires that the New York State Advanced Home Health Aide (AHHA) Handbook for Students and Certified AHHAs be given to each enrolled student in the first session of the first class. It is imperative that the student is informed verbally and in writing and understands the AHHA training program requirements and AHHA certification requirements. The training program must obtain and maintain documentation of the students’ receipt of the handbook in the training records.

### Faculty and Staff Qualifications:

**Official Agency Designee**

The AHHATP training entity must identify one person as an Official Agency Designee.

**Senior Official**

The AHHATP must designate at least one person as Senior Official who is legally authorized to sign contracts and execute other legally binding instruments on behalf of the training entity. The Senior Official is required to sign a written sworn statement, made under penalty of perjury and notarized, certifying that each person listed on the AHHATP Certification Form has successfully completed the AHHATP. The AHHATP Certification Form identifies each graduate by full name as it appears on government issued photo identification, address, date of birth, date the AHHATP was completed as well as the graduate’s certified home health aide number. The Director/Coordinator may also serve as the Senior Official.

**Director/Coordinator**

The AHHATP must designate an AHHATP Director/Coordinator who has oversight responsibility for the AHHATP and for verifying whether a student has successfully completed all AHHATP requirements. The Director/Coordinator may also serve as the Senior Official. The Director/Coordinator must hold an unencumbered license and current registration as a registered professional nurse in New York State. At a minimum, the Director/Coordinator must have a bachelor’s degree in nursing. The Director/Coordinator must be an approved Nurse Instructor and be listed on the Home Care Worker Registry. The signature of the Director/Coordinator will appear on the AHHA completion certificate issued by SED and DOH approved training programs.

**Nurse Instructor**

The Nurse Instructor is responsible for implementing the approved AHHATP curriculum and can provide instruction in any component: classroom, skills lab, and/or clinical practicum. The AHHATP must employ sufficient numbers of Nurse Instructors to meet the training needs of enrolled students.

Each Nurse Instructor must hold an unencumbered license and current registration as a registered professional nurse in New York State. The Nurse Instructor must also provide evidence of two years' full-time experience practicing as a registered professional nurse, at least one year of which must be in home health care. The training entity must ensure that each Nurse Instructor is approved by DOH or NYSED and listed on the Home Care Worker Registry prior to teaching in the AHHATP. The signature of the Nurse Instructor will appear on the AHHA completion certificate issued by SED and the DOH approved training programs.

1. Supervised Clinical Practicums**:**

An AHHATP training entity is responsible for ensuring that each student participates in a minimum of 45 hours of supervised clinical practicum.

* The AHHATP training entity must have fully executed and dated contract(s) with the organizations that operate DOH licensed or certified clinical providers.
  1. licensed home care services agency (LHCSA);
  2. certified home health agency (CHHA);
  3. long term home health care program (LTHHCP);
  4. hospice; or,
  5. enhanced assisted living residence (EALR).
* The contract shall also address:

1. the number of students;
2. the responsibilities of the AHHATP training entity, which must include an evaluation of the student’s patient care by the AHHATP Nurse Instructor(s);
3. the length of term of the contract including a termination clause; and
4. liability.

* The Nurse Instructors used for the supervised clinical practicum must be an approved Nurse Instructor and listed in the Home Care Worker Registry for the AHHATP.
* The Nurse Instructor to student ratio for the forty-five (45) hour supervised clinical practicum cannot exceed 1:3.
* The student and Nurse Instructor must be assigned to provide home care only for a patient of a DOH licensed or certified entity as listed above.
* The clinical provider must have in effect an established systematic approach to address drug diversion, which includes written policies and procedures in place to prevent drug diversion, address suspected violations and are periodically reviewed as part of the provider’s quality assurance program.

### Administration, Records, Equipment and Supplies:

* + **Program Monitoring:**

AHHATP training entities shall ensure that the AHHATP has in effect written policies and procedures describing their quality management program and the annual evaluation of the training program.

AHHATP must conduct quality assurance and monitoring of their program. The quality assurance program must include data collection, analysis and evaluation of the data collected, and strategies and actions to improve performance when applicable. Quality management processes should focus on the overall operation of the training program which includes monitoring and evaluating the effectiveness of the following:

1. Admission selection criteria and enrollment;
2. Curriculum content;
3. Training and teaching methods utilized;
4. Instructors;
5. Equipment;
6. Skills labs;
7. Supervised clinical practicum including contracts;
8. Analysis and evaluation of test results;
9. Program completion rates;
10. Pass rates and successful certification rates; and
11. Employment.

AHHATP must submit an annual evaluation report to the training entity’s governing authority and to DOH or NYSED upon request and at the time of AHHATP renewal.

* + **Evaluation of the Student:**

The AHHATP is responsible for ensuring that each student is knowledgeable in the didactic content and competent in the skills and procedures taught in the skills laboratory and supervised clinical practicum. Use of the performance skills checklists and the student competency evaluation form is required for each AHHA candidate.

The training program is required to utilize written module examinations, and observation and return demonstration by the student, in addition to the required New York Medication Aide Certification Examination**®** MACE®.

The training program is required to have procedures for maintaining confidentiality of all tests and examinations. All testing materials must be kept strictly confidential.

* **Maintaining Training Records:**

The AHHATP training entity must retain, for a period of at least six years, a training record for each person who has completed the AHHATP, which includes:

1. Documentation of the student’s qualifications for admission to the AHHATP;
2. A record of the student’s receipt of the AHHA Student Handbook;
3. Attendance records for classroom, skills lab, and supervised clinical practicum;
4. Each student’s completed written tests, skills competency evaluations, and student program evaluation;
5. Dated records showing whether the student successfully completed the AHHATP, passed or failed the New York Medication Aide Certification Examination®MACE®, and whether the training entity issued an AHHA certificate to the student.

Electronic record keeping is acceptable, provided that the AHHATP makes the records available to DOH or NYSED upon request. Training entities must also ensure that appropriate electronic backup of these records exists.

* **Home Care Worker Registry Requirements:**

The training program must have policies and procedures demonstrating compliance with all requirements for the New York State Home Care Worker Registry (HCWR). Requirements and new fields to accommodate the AHHATP requirements can be found in Appendix D.

* **Facilities Requirements:**

The training entity must ensure that the classroom and skills lab are properly equipped and staffed to provide AHHA training. (See Detailed AHHA Training Program Curriculum)

1. At a minimum, the training site must include a classroom area for the didactic component of the program, and a skills laboratory area with equipment and supplies that enable the instructors and students to adequately demonstrate clinical skills/tasks.
2. The training site must have the following: tables/desks and chairs, running water, audiovisual equipment storage space, electrical outlets and lighting. The space should be adequate to suit both the number of students and the equipment.
3. Each student should have approximately 12-20 square feet of space in the classroom setting and 30 square feet in the skills laboratory setting.
4. Training space can be flexible in nature, meaning used for classroom instruction and rearranged for skills laboratory instruction.

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#### C**. AHHATP Curriculum Requirements**

**1.** General Implementation Requirements:

* The AHHATP training entity is responsible for providing the physical resources and supplies to deliver the curriculum in its entirety.
* The AHHATP training entity and the Director/Coordinator is responsible for administering the program as approved by DOH or NYSED and assuring that all students complete a total of 125 clock hours: 80 hours of didactic and skills lab training and 45 hours of supervised clinical practicum.
* The Nurse Instructor is responsible for implementing the curriculum plan, providing didactic, skills lab instruction, and performing student clinical competency evaluations required for graduation.
* The Nurse Instructor monitors attendance, keeps official attendance records, and may inform students when not meeting progression requirements.
* The students must satisfactorily complete each module, class and lab hours and any skills competencies before progressing to the next module.
* The student must complete the five-part training program curriculum in sequential order.

Part I: Introduction and Orientation to the New York State AHHA program

Part II:  NCSBN: Medication Assistant-Certified (MA-C) Curriculum. (Modules 2 – 6)

Part III: NYS AHHA Advanced Tasks: Injections. (Module 7)

Part IV: Supervised Clinical Practicum

Part V: Preparation for the NCSBN Medication Assistant Certification Examination

* Class size: the maximum ratio of one nurse instructor to twenty students (1:20) for didactic content.
* Skills Practice and Competency: the maximum ratio of one nurse instructor to ten students (1:10) for skills lab practice. Competency evaluation demonstration is one nurse instructor to one student (1:1).
* Supervised Clinical Practicum: the maximum ratio of one nurse instructor to three students (1:3) for the forty-five (45) hour supervised clinical practicum.
* The AHHATP must ensure that students complete the 45-hour RN supervised clinical practicum on patients of a DOH licensed or certified agency: (1) licensed home care services agency (LHCSA); (2) certified home health agency (CHHA); (3) long term home health care program (LTHHCP); (4) hospice; or (5) enhanced assisted living residence (EALR).
* The training entity must ensure that the student completes the AHHATP within ninety (90) days from the first day of class. Each student will have 180 days to complete the AHHATP and take and pass the New York Medication Aide Certification Examination**®** MACE®. If the student does not complete the AHHATP and pass the New York Medication Aide Certification Examination**®** MACE® within 180 days from the first day of class, the student will not qualify to become an AHHA. If the student fails the New York Medication Aide Certification Examination**®** MACE® twice within the 180 days, the student will have to successfully complete another approved AHHATP to qualify to take the New York Medication Aide Certification Examination**®** MACE® again.

**2**. The AHHA Program Outline:

Training programs must use the AHHA Program Outline below to ensure the AHHA training addresses all content and learning objectives and includes the 125 hours of instruction. Additionally, training programs must utilize the Detailed AHHA Training Program Curriculum that is included as a separate document to ensure consistency of instruction.

**Part I: New York’s Advanced Home Health Aide (AHHA) Law**

**Module 1. New York State Laws and Regulations: 3 hours of didactic**

**Learning Objectives:**

* The learner will describe the AHHA Law, including basic requirements for becoming and working as an AHHA.
* The learner will describe the role of the AHHA and the RN in providing nursing care (including performing advanced tasks and documenting care) for a patient.

**Didactic content:**

Unit 1: General Provisions: Student Handbook Review

* + - New York Advance Home Health Aide Law
    - Steps for becoming an AHHA
    - Key requirements for working as an AHHA
    - The assignment of advanced tasks: RN’s role and AHHA’s role
    - RN’s role in providing direct supervision of AHHA’s
    - The AHHA’s role in performing advanced tasks

**Part II: National Council State Boards of Nursing (NCSBN) Medication Assistant-Certified (MA-C) Model Curriculum**

Preparation for New York Medication Aide Certification Examination**® (**MACE®)

**Module 2. Medication Fundamentals: 20 hours: 16 hours of didactic, 4 hours of skills lab**

**Learning Objectives:**

* Describe the different documents on which medications can be ordered and recorded.
* Detail the elements of a complete medication order for safe administration.
* Discuss the various tasks to be performed for medication to be safely stored.
* Identify conditions necessitating disposal of medication or questioning an incomplete medication order.
* State the way medications are measured.
* State the different forms in which medications are manufactured.
* Recognize that medication may have different names.
* Identify accepted abbreviations.
* Recognize abbreviations that should not be used.
* List the different effects medication can cause, locally and systemically.
* State the types of information that should be known about a specific medication prior to giving a medication.
* List the three safety checks of medication administration.
* Identify the six rights of medication administration.
* Identify the basic steps in medication preparation.
* Identify common causes of medication errors.
* State what steps should be taken when a medication error occurs.

**Didactic Content:**

Unit 1: Medication Orders, Documentation, Storage and Disposal

Unit 2: Mathematics, Weights and Measures

Unit 3. Forms of Medication

Unit 4: Medications Basics

Unit 5: Safety and Rights of Medication Administration

Unit 6: Preparation and Actual Medication Administration

**Skills Lab:**

Review and demonstration: Infection Control

* Hygiene 1.0 Handwashing with soap
* Hygiene 1.1 Handwashing with alcohol-based sanitizer
* Hygiene 1.2 Gloving (Clean)

Competency Check: Role play preparing to administer medications.

**Evaluation:**

Skills competency

Quizzes -

Module 2: multiple choice exam

**Module 3. Safety: 7 hours: 6 hours of didactic, 1 hour of skills lab**

**Learning Objectives:**

* Describe ways the agency, the supervising RN, and the AHHA can prevent medication errors.
* Describe factors, related to the home care setting specifically those that may contribute to medication errors.

**Didactic Content:**

Unit 1. Prevention of Medication Errors

Unit 2. Causes and Reporting of Medication Errors

**Skills Lab:**

Recognizing, reporting and documentation of medication incidents

**Evaluation:**

Short answer quizzes

Demonstration: Reporting a Medication Error

**Module 4: Communication:** **8 hours total: 6 hours of didactic, 2 hours of skills lab**

**Learning Objectives:**

* Discuss building a helping relationship.
* State when the nurse should be notified of a change in a client’s normal condition, including vital signs, mental or physical changes.
* Discuss when the nurse should be notified of changes in a client’s pain.
* Identify what notes should be written in the client’s record.
* Review what and how the nurse should assign an AHHA medication administration tasks.

**Didactic Content:**

Unit 1: Building Relationships

Unit 2: Reporting Signs and Symptoms of Side Effects

Unit 3: Report Changes from Normal Condition

Unit 4: Documentation of Medication Administration

Unit 5. Role of the Delegating/Supervising Nurse

**Skills Lab:**

Demonstrate: Vital Signs

Documenting client changes

Documenting patient refusal of medications

**Evaluation:**

Multiple choice exam

Competency in vital signs

Competency in documenting client refusal of medication

**Module 5: Medication Administration: 20 hours total: 18 hours of didactic, 2 hours of skill lab**

**Learning Objectives:**

* List the common methods of medication administration.
* Identify factors that affect how the body uses medication.
* Identify the classifications of medications and common effects on the body of each classification.
* Identify resource materials and professionals to contact for clarification of medication questions.

**Didactic Content:**

Unit 1: Routes of Administration

Unit 2: Factors Affecting How the Body Uses Medication

Unit 3: Classes of Medication Related to Body Systems and Common Actions

Unit 4: Location of Resources and References

**Skills Lab:**

Administering oral medications

Administering eye drops

Administering ear drops

Instilling nose drops

Applying a transdermal patch

Administering a vaginal cream

Administering a rectal suppository

Administering medication by inhaler, nebulizer

**Evaluation:**

Multiple choice exam

Competency in medication administration of all required skills.

**Module 6: Ethical and Legal: 5 hours total: 4 hours of didactic, 1 hour of skills lab**

**Learning Objectives:**

* Identify situations when an assigned task should not be performed.
* Recognize when and how to report errors.
* List the types of information that must be reported to the nurse.
* List the tasks that an AHHA can accept to do and those that cannot be accepted.

**Didactic Content:**

Unit 1: Role of the AHHA

Unit 2: The Responsibility of the AHHA when accepting delegation tasks

Unit 3: Rights of individuals

Unit 4: Specific Legal and Ethical Issues

Unit 5: Safety and Rights of Medication Administration

**Skills Lab:**

Identifying restrictive medications

Identifying restrictive tasks

**Evaluation:**

Multiple choice exam

**Part III: NYS AHHA Advanced Tasks: Injections**

**Module 7: NYS Approved Advanced Tasks: Injections**  **17 hours total: 10 hours of didactic, 7 hours of skills lab**

**Learning Objectives:**

* Define the role of the AHHA in the administration of injections.
* List the type of injections that may be administered by the AHHA.
* Compare and contrast the actions of medication administered by injection and other routes of administration.
* Demonstrate ability to safely and competently administer subcutaneous and intramuscular injections.
* Describe the responsibility of the AHHA to maintain competency.
* List the types of reactions that must be reported and the mechanisms for reporting.
* Recognize client factors that would prevent administration of injections.

**Didactic Content:**

Unit 1: Introduction to injections

Unit 2: Infection Control and Injection Safety

Unit 2: Subcutaneous injections: Low Molecular Weight (LMW) Heparin, Insulin

Unit 3. Intramuscular Injections: Naloxone, Epinephrine, Glucagon

Unit 4. Preparation for New York Medication Aide Certification Examination**®** MACE®

**Skills Lab:**

Sterile Technique and Injections

Administering a Subcutaneous Injection

Administering an Intramuscular injection

**Evaluation:**

. Skill Competency Exam for Injections

Summative: Cumulative Skills Competency Test

Unit Multiple Choice Exam.

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**Part IV: Supervised Clinical Practicum 45 hours total**

Training programs must provide supervised clinical practicum under the direct supervision of an approved Nurse Instructor to provide opportunities for students to practice advanced tasks directly with patients.

**Part V: Preparation for the NCSBN New York Medication Aide Certification Examination ® (MACE®):**

Advanced Home Health Aide Training Program’s must follow the Medication Assistant-Certified (MA-C) Model Curriculum**.**

**3.** Required Skills and Competency Evaluation

To graduate from an AHHATP, each student must successfully complete a competency evaluation that is personally performed by an approved Nurse Instructor(s).

The Nurse Instructor must personally observe each student complete all required tasks for the competency skills evaluation for each module. Skills must be demonstrated by the student according to the established AHHA Instructor Evaluation Skills Checklists. The checklists and the Advanced Home Health Aide Student Competency Evaluation Form (Appendix C) must be used by the training program to document student competencies for the required skills demonstrations.

The following skills/tasks must be demonstrated in the clinical setting for competency evaluation: Handwashing, Alcohol-Based Hand Sanitizers, Gloving, and Administering Oral Medications.  Administering Oral Medications must be performed on at least 5 different occasions for competency testing. The remainder of the skills/tasks may be performed in the skills laboratory or in clinical setting for competency testing. This information is noted at the top of each Instructor Evaluation Skills Checklist. For those skills that are practiced and demonstrated in the skills laboratory, the training program is expected to use appropriate anatomical models to simulate the skills that are not performed directly on a patient.

**4.** New York Medication Aide Certification Examination® (MACE®):

* **Preparation:**

As part of the training program students under the direction of the Nurse Instructor will review curriculum material and practice exam style questions in preparation for the exam.

The Nurse Instructor will discuss the timeframes for taking or retaking the exam as explained in the AHHA Student Handbook distributed to students on the first day of class. The student will understand the confidentiality policies for taking the New York Medication Aide Certification Examination**® (**MACE®).

The Nurse Instructor will discuss with students the requirements to maintain AHHA certification for employment and continuing education.

Students will demonstrate a knowledge of and personal responsibility for taking the exam and meeting requirements for maintaining certification.

The training entity will assist the student AHHA with the process for test registration; each AHHA student will have only 180 days to complete an AHHATP and take and pass the New York MACE®. If the deadline is not met, the student AHHA will not qualify to become an AHHA.

If the student fails the New York MACE® twice or does not pass the New York MACE® within 180 days, the student will have to successfully complete another approved AHHATP to qualify to take the New York MACE® again.

# APPENDIX A: AHHA TRAINING PROGRAM GLOSSARY

The following abbreviations appear throughout this Guide and this Glossary:

**AHHA** Advanced Home Health Aide

**AHHATP** Advanced Home Health Aide Training Program

**CHHA** Certified Home Health Agency

**EALR** Enhanced Assisted Living Residence

**DOH** New York State Department of Health

**HCS** New York State’s Health Commerce System

**HCWR** New York State Home Care Worker Registry

**HHATP** Home Health Aide Training Program

**LHCSA** Licensed Home Care Services Agency

**LTHHCP** Long Term Home Health Care Program

**MACE®** Medication Assistant Certification Examination

**NCSBN** National Council of State Boards of Nursing

**NYSED** New York State Education Department

**PCA/HHA**  Personal Care Aide/Home Health Aide

**Advanced Home Health Aide (AHHA)** - a New York State Certified Home Health Aide who completed additional New York State requirements to perform advanced tasks and is listed in the New York State Home Care Worker Registry as an AHHA. An AHHA is not a Licensed Practical Nurse (LPN) or a Registered Professional Nurse (RN).

**Advanced Home Health Aide Training Program (AHHATP) -** a New York State approved training program that certified home health aides must complete to qualify as an Advanced Home Health Aide.

**Advanced Tasks -** an additional nursing task that an AHHA can perform in a home care setting that is commonly performed by a LPN and as prescribed in Law and Regulation such as:

* Administering medications that are routinely taken by a patient. These medications must be administered: by mouth, in the eye or ear, nasally, on the skin, vaginally, rectally or inhaled through the nose or mouth.
* Subcutaneous or intramuscular injections of low molecular weight heparin or diabetes medications.
* Emergency injections of epinephrine, naloxone and glucagon.

Advanced tasks do **NOT** include:

* Converting or calculating the dose of any medication to be given to a patient.
* Determining whether a patient needs a PRN (as needed) medication.
* Administering medications through feeding tubes such as gastrostomy or nasogastric tubes.
* Tasks involving the use of intravenous or subcutaneous infusion devices on a patient.
* Tasks involving the use of a mechanical ventilator on a patient.
* Tasks involving sterile technique, except for the administration of injections identified above.
* Tasks involving professional nursing judgement or tasks that are outside the scope of practice of a LPN.

**AHHATP Training Entities -** organizations that are approved by DOH or NYSED to operate AHHATPs.

**Assignment -** a healthcare task delegated (in writing) to an AHHA by a RN.

**Clinical Agency Affiliation Agreement -** a written contractual agreement between an AHHATP training entity and a home care agency to provide the supervised practicums for AHHATP students by qualified Nurse Instructors.

**Delegation -** the process for a RN to direct an AHHA to perform advanced tasks for clients in specific home care settings as defined by law.

**Direct Supervision** - the oversight of AHHAs by a RN in training and practice related to the performance of advanced tasks.

**Enhanced Assisted Living Residence -** an agency that is licensed pursuant to article seven of the social services law and certified pursuant to article forty-six B of the public health law.

**Home Care Services Agency -** an organization that is licensed or certified pursuant to article thirty-six of public health law by the New York State Department of Health to provide health care services and support to clients in a home setting.

**Hospice Program -** a program certified pursuant to article forty of the public health law that provides services to terminally ill individuals by focusing on easing symptoms rather than treating disease.

**Medication Aide Certification Examination® (MACE®) –** The Medication Aide Certification Examination **®** (MACE®) was created by the National Council of the State Boards for Nursing. It is a written exam that includes approximately 50 multiple-choice questions. The MACE**®** was designed to help ensure that certain personal care staff have the requisite knowledge and skills to administer certain medications under RN supervision.

**New York State Home Care Worker Registry (HCWR) -** the registry (database) maintained by the New York State Department of Health that identifies persons who are qualified to work as personal care aides, home health aides and advanced home health aides in New York State.

**Nursing Directives -** written, patient specific instructions for performing an advanced task and criteria for identifying, reporting and responding to problems, errors or complications.

**Nurse Instructor -** a DOH or NYSED approved RN responsible for implementing the approved AHHATP curriculum and can provide instruction in any component; classroom, skills lab and/or supervised clinical practicum. The RN must hold an unencumbered license and current registration as a registered professional nurse in New York State; provide evidence of two years full-time experience practicing as a RN and at least one year of experience in home health care.

**Patient -** a client, resident or other person who receives nursing care services from a home care agency, hospice, or enhanced assisted living residence.

**Routine Medications -** medications that are routinely taken by a medically stable patient and are administered by mouth, in the eye or ear, nasally, on the skin, vaginally, rectally, injected subcutaneously, or inhaled through the nose or mouth.

**Supervised Clinical Practicum -** the oversight by a Nurse Instructor of an AHHA student in progressive clinical experiences that incorporates the skills and knowledge from the didactic portion of the curriculum: medication fundamentals, safety, communication and documentation, medication administration, and ethical and legal issues modules.

# APPENDIX B: Relevant New York State Laws and Regulations

**Education Law:**

**Title 8 Article 139 §6906. Related to NYSED licensure procedures for Licensed Practical Nurses.**

(9) In conjunction with and as a condition of each triennial registration, the department shall ask, and a licensed practical nurse shall indicate whether the licensed practical nurse is or has previously been authorized as an advanced home health aide pursuant to subdivision two of section sixty-nine hundred eight of this article. The department shall provide responses to the department of health and the department of health shall include such information in reports related to advanced home health aides.

**Title 8 Article 139 §6908 (2) Exempt persons.**

(2) This article shall not be construed as prohibiting advanced tasks provided by an advanced home health aide in accordance with regulations developed by the commissioner, in consultation with the commissioner of health. At a minimum, such regulations shall:

a. specify the advanced tasks that may be performed by advanced home health aides pursuant to this subdivision. Such tasks shall include the administration of medications which are routine and prefilled or otherwise packaged in a manner that promotes relative ease of administration, provided that administration of medications by injection, sterile procedures, and central line maintenance shall be prohibited. Provided, however, such prohibition shall not apply to injections of insulin or other injections for diabetes care, to injections of low molecular weight heparin, and to pre-filled auto-injections of naloxone and epinephrine for emergency purposes, and provided, further, that entities employing advanced home health aides pursuant to this subdivision shall establish a systematic approach to address drug diversion;

b. provide that advanced tasks performed by advanced home health aides may be performed only under the direct supervision of a registered professional nurse licensed in New York state, as set forth in this subdivision and subdivision eight of section sixty-nine hundred nine of this article, where such nurse is employed by a home care services agency licensed or certified pursuant to article thirty-six of the public health law, a hospice program certified pursuant to article forty of the public health law, or an enhanced assisted living residence licensed pursuant to article seven of the social services law and certified pursuant to article forty-six-B of the public health law. Such nursing supervision shall:

(i) include training and periodic assessment of the performance of advanced tasks;

(ii) be determined by the registered professional nurse responsible for supervising such advanced tasks based upon the complexity of such advanced tasks, the skill and experience of the advanced home health aide, and the health status of the individual for whom such advanced tasks are being performed;

(iii) include a comprehensive initial and thereafter regular and ongoing assessment of the individual's needs;

(iv) include as a requirement that the supervising registered professional nurse shall visit individuals receiving services for the purpose of supervising the services provided by advanced home health aides no less than once every two weeks and include as a requirement that a registered professional nurse shall be available by telephone to the advanced home health aide twenty-four hours a day, seven days a week, provided that a registered professional nurse shall be available to visit an individual receiving services as necessary to protect the health and safety of such individual; and

(v) as shall be specified by the commissioner, be provided in a manner that takes into account individual care needs, case mix complexity and geographic considerations and provide that the number of individuals served by a supervising registered professional nurse is reasonable and prudent.

c. establish a process by which a registered professional nurse may assign advanced tasks to an advanced home health aide. Such process shall include, but not be limited to:

(i) allowing assignment of advanced tasks to an advanced home health aide only where such advanced home health aide has demonstrated to the satisfaction of the supervising registered professional nurse competency in every advanced task that such advanced home health aide is authorized to perform, a willingness to perform such advanced tasks, and the ability to effectively and efficiently communicate with the individual receiving services and understand such individual's needs;

(ii) prohibiting assignment of advanced tasks to an advanced home health aide if the individual receiving services declines to be served by an advanced home health aide;

(iii) authorizing the supervising registered professional nurse to revoke any assigned advanced task from an advanced home health aide for any reason; and

(iv) authorizing multiple registered professional nurses to jointly agree to assign advanced tasks to an advanced home health aide, provided further that only one registered professional nurse shall be required to determine if the advanced home health aide has demonstrated competency in the advanced task to be performed;

d. provide that advanced tasks may be performed only in accordance with and pursuant to an

authorized health practitioner's ordered care;

e. provide that only a certified home health aide may perform advanced tasks as an advanced home health aide when such aide has:

(i) at least one year of experience providing either home health or personal care services, or a combination of the same;

(ii) completed the requisite training and demonstrated competencies of an advanced home health aide as determined by the commissioner in consultation with the commissioner of health;

(iii) successfully completed competency examinations satisfactory to the commissioner in consultation with the commissioner of health; and

(iv) meets other appropriate qualifications as determined by the commissioner in consultation with the commissioner of health;

f. provide that only an individual who is listed in the home care services registry maintained by the department of health pursuant to section thirty-six hundred thirteen of the public health law as having satisfied all applicable training requirements and having passed the applicable competency examinations and who meets other requirements as set forth in regulations issued by the commissioner of health pursuant to subdivision seventeen of section thirty-six hundred two of the public health law may perform advanced tasks pursuant to this subdivision and may hold himself or herself out as an advanced home health aide;

g. establish minimum standards of training for the performance of advanced tasks by advanced

home health aides, including didactic training, clinical training, and a supervised clinical practicum

with standards set forth by the commissioner of health;

h. provide that advanced home health aides shall receive case-specific training on the advanced tasks to be assigned by the supervising nurse, provided that additional training shall take place whenever additional advanced tasks are assigned;

i. prohibit an advanced home health aide from holding himself or herself out, or accepting employment as, a person licensed to practice nursing under the provisions of this article;

j. provide that an advanced home health aide is not required nor permitted to assess the medication or medical needs of an individual;

k. provide that an advanced home health aide shall not be authorized to perform any advanced tasks or activities pursuant to this subdivision that are outside the scope of practice of a licensed practical nurse or any advanced tasks that have not been appropriately assigned by the supervising registered professional nurse;

l. provide that an advanced home health aide shall document all advanced tasks provided to an

individual, including medication administration to each individual through the use of a medication

administration record; and

m. provide that the supervising registered professional nurse shall retain the discretion to decide whether to assign advanced tasks to advanced home health aides under this program and shall not be subject to coercion, retaliation, or the threat of retaliation; in developing such regulations, the commissioner shall take into account the recommendations of a workgroup of stakeholders convened by the commissioner of health in consultation with the commissioner for the purpose of providing guidance on the foregoing.

**Title 8 Article 139 §6909 (8) Special Provisions.**

(8) A registered professional nurse, while working for a home care services agency licensed or certified pursuant to article thirty-six of the public health law, a hospice program certified pursuant to article forty of the public health law, or an enhanced assisted living residence licensed pursuant to article seven of the social services law and certified pursuant to article forty-six-B of the public health law may, in accordance with this subdivision, assign advanced home health aides to perform advanced tasks for individuals pursuant to the provisions of subdivision two of section sixty-nine hundred eight of this article and supervise advanced home health aides who perform assigned advanced tasks.

(a) Prior to assigning or modifying an assignment to perform an advanced task, the registered professional nurse shall:

(i) complete a nursing assessment to ascertain the client’s current health status and care needs; and

(ii) provide to the advanced home health aide written, individual-specific instructions for performing the advanced task and criteria for identifying, reporting and responding to problems or complications.

(b) The registered professional nurse shall not assign an advanced task unless:

(i)the advanced task to be assigned is consistent with an authorized health practitioner's ordered care;

(ii) the registered professional nurse provides case specific training to the advanced home health aide and personally verifies that the advanced home health aide can safely and competently perform the advanced task;

(iii) the registered professional nurse determines that the advanced home health aide is willing to perform such advanced task; and

(iv) the registered professional nurse determines that the advanced home health aide is able to effectively and efficiently communicate with the individual receiving services and understand such individual’s needs.

(c) The supervising registered professional nurse shall:

(i) visit individuals receiving services for the purpose of supervising the services provided by advanced home health aides no less than once every two weeks; and

(ii) conduct regular and ongoing assessment of the individual's needs.

**Public Health Law:**

**Article 2 Title 1 §206 Commission; general powers and duties.**

(30) The commissioner shall notify the commissioner of education in any instance in which a registered professional nurse engages in improper behavior while supervising an advanced home health aide pursuant to subdivision two of section sixty-nine hundred eight of the education law.

**Article 36 Home Care Service: §3602 Definitions.**

(17) "Advanced home health aides" means home health aides who are authorized to perform advanced tasks as delineated in subdivision two of section sixty-nine hundred eight of the education law and regulations issued by the commissioner of education relating thereto. The commissioner shall promulgate regulations regarding such aides, which shall include a process for the limitation or revocation of the advanced home health aide’s authorization to perform advanced tasks in appropriate cases.

**Article 36 Home Care Services Workers: § 3613.**

(9) The department shall indicate within the home care services worker registry when a home health aide has satisfied all applicable training and recertification requirements and has passed the applicable competency examinations necessary to perform advanced tasks pursuant to subdivision two of section sixty-nine hundred eight of the education law and regulations issued thereto. Any limitation or revocation of the advanced home health aide's authorization also shall be indicated on the registry. The commissioner shall make rules and regulations reasonably necessary to implement the provisions of this section.

**Regulations:**

**DOH Regulations:** <https://regs.health.ny.gov/regulations/recently-adopted>

**Title 10 Part 402 (Criminal History Record Check)** amend the following sections:

Sections 402.1; 402.2; 402.3; 402.4; 402.9; 402.10

**Title 10 Part 403 (Home Care Services Worker Registry)** amend the following sections: Sections 403.1; 403.2; 403.5

**Title 10 Part 700 (State Hospital Code – General Provisions)** amend the following sections: Sections 700.2(a)(6); (b)(54)

**Title 10 Part 763 (Certified Home Health Agencies, Long Term Home Health Care Program Standards)** amend the following sections: Sections 763.2; 763.4; 763.7; 763.13

**Title 10 Part 765 (Approval and Licensure of Home Care Services Agencies)** amend Section 765.2-1

**Title 10 Part 766 (Licensed Home Care Services Agencies – Minimum Standards)** amend the following sections: Sections 766.1, 766.2; 766.4; 766.5; 766.6; 766.11

**Title 10 Part 793 (Hospice Patient/Family Care Services)** amend the following sections: Sections 793.1; 793.7; 793.7

**Title 10 Part 794 (Hospice Organization and Administration)** amend Section 794.3

**Title 10 Part 1001 (Assisted Living Residences)** amend the following sections: Section 1001.8; 1001.11

**SED Regulations:** <https://www.health.ny.gov/facilities/home_care/advanced_home_health_aides/>

Regulations of the Commissioner of Education added §64.9 Advanced Home Health Aides

# APPENDIX C: Home Care Worker Registry (Registry) Requirements

**Registry status types and definitions for the AHHA student:**

**Enrolled**: A candidate is successfully registered in a AHHA training program.

**Approved:** Means the candidate has successfully completed all aspects of training and is eligible to take the New York Medication Aide Certification Examination**®** MACE®. The Senior Official must attest that the candidate has successfully completed all required AHHA training. The enrolled candidate’s status will change from approved to “qualified” to take the New York Medication Aide Certification Examination**®** MACE®.

**Qualified:** A candidate has been attested to by the training program and the Registry uses this status type to collect candidate information and send to Pearson Vue, testing vendor. The “qualified” status is communicated to the New York Medication Aide CertificationExamination®MACE® vendor automatically through the Registry.

**Certified:** The Registry receives a “PASS” indicator on the New York Medication AideCertificationExamination**®** MACE**®** from Pearson Vue. The training program will have the ability to print an AHHA certificate.

**Disapproved** - Means the candidate did NOT successfully complete all aspects of training within the required 90-day timeframe.

**Withdrawn** - Means the candidate did NOT successfully complete all aspects of training and has been “withdrawn” from the class in order to close the class.

**MACE Fail One**- Means the candidate did not pass the New York Medication AideCertificationExamination**®** MACE**®** and this will be reported to the candidate and to the AHHATP through the Registry.

**Fail:** The Registry receives a second “Fail” indicator from Pearson Vue testing vendor. The candidate is not qualified to take the New York Medication AideCertificationExamination**®**  MACE**®** again.

**Withdrawn:** Candidates can be withdrawn from training for any reason.

**Disapprove, Unqualify, and Uncertify Actions:**

The training program may disapprove or unqualify a candidate if:

* The candidate did not attend training.
* The candidate did not complete the course requirements.

**Note:** ONLY DOH or SED “AHHA Admin Person Updater” role and permission will have the ability to uncertify a candidate in an AHHATP.

See page 31 of this guide for a process flowsheet of the AHHA candidate status types that occur on the Home Care Worker Registry.

**The AHHA Training Program’s responsibilities include:**

* Verify that each AHHA candidate meets eligibility criteria and is listed on the Registry as a certified Home Health Aide and has at least one-year experience providing home health aide or personal care aide services.
* Prior to AHHA class registration/enrollment, verify the AHHA candidate’s identity using only acceptable government issued ID (U.S. Driver’s license, U.S. Learner’s Permit, National/State/Country ID card, Passport, Passport Card, Military ID, Military ID for spouses and dependents, Green Card, Permanent Resident Visa). Government issued ID must be current and include a photograph of the candidate. This same government issued ID must be provided by the AHHA candidate for New York Medication AideCertificationExamination**®** MACE® testing admission. Documentation of the candidate’s government issued ID must be maintained in the AHHATP records.
* Within 48 hours after the commencement of the AHHA class, enter the AHHA class in the Registry including start date of the AHHATP, the Coordinating Nurse, Nurse Instructor, and the class roster with each candidate’s required information. Each candidate must be registered in the AHHA class by entering the candidate’s valid HHA registry number.

The following information must be entered for each AHHA candidate:

* Registry Number
* Name
* Government issued ID #
* Type of Government ID used:
* Phone #
* Email address:

The candidate’s contact information (phone # and email) will be used by the New York Medication AideCertificationExamination**®** MACE® testing vendor to communicate with the candidate after he/she has successfully completed training and is “qualified” to take the New York MACE®.

The candidate’s status is considered **“enrolled”** at this point and he/she has up to 180 days from the AHHA class start date to complete all required training and to take the New York MACE**®** up to 2 times.

* Within 48 hours of AHHA training program completion, enter the program completion date and status for each enrolled student (Approved, Disapproved, or Withdrawn).
* The training program must update, correct, edit information contained in the Registry for each AHHA candidate/HHA if applicable. This must be completed in the Registry within 10 days of a request by the AHHA candidate or if entered incorrectly by the program. The program must request verification/documentation from the candidate supporting the Registry update if applicable.
* Within 10 business days after the AHHA candidate successfully passes the New York MACE®, the AHHATP must print the certificate generated from the Registry, sign the certificate of successful completion, and provide the original signed certificate to the AHHA. A copy of the certificate must also be maintained by the training program.

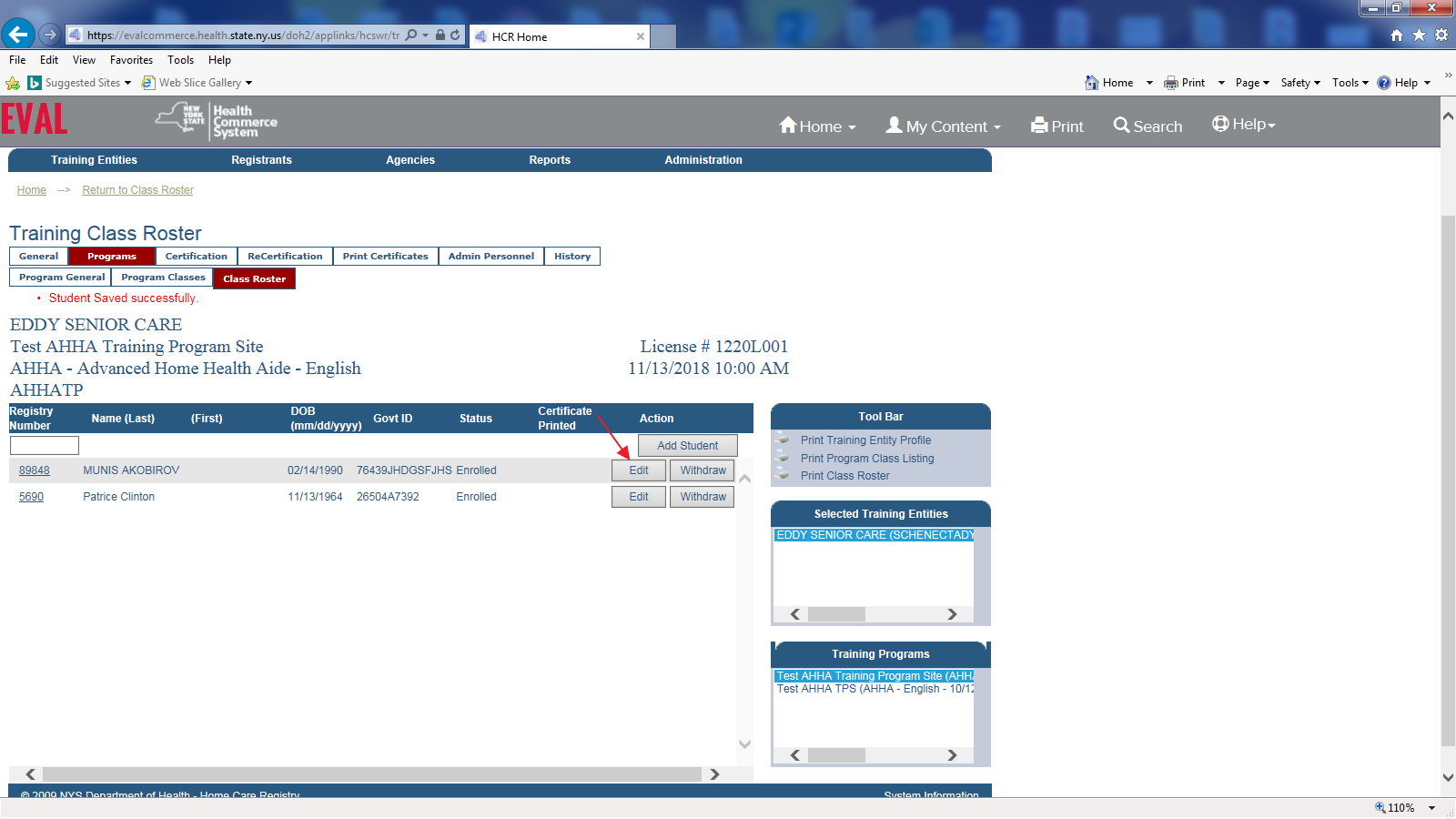
This screen shot is used by a Training Entity to capture a candidate’s Government Identification, Type of ID, Phone Number, and Email Address when they register in an AHHA training class. **These are required fields**. The Government ID must be the ID that will be presented for identification to the testing center for the New York MACE**®**. The enrollment in the training program will not be considered successful until all the data is entered.



This screen allows the Training Program to enter the Email information of the candidate which is mandatory during AHHA class enrollment.



This screen shows how the Training Program can edit the student status. Once enrolled, the training program can now perform other functions with the student’s status, specific to each candidate’s situation. For example, a candidate can be “Withdrawn” if the candidate did not complete course requirements. Or if the candidate successfully completes training, the status is changed to “Approved” and the candidate is approved by the training program to take the New York MACE**®**.



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