



Department of Health

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Executive Deputy Commissioner

Date: January 4, 2019

DAL: DHCBS 19-01
Subject: Requirements to Operate an
Advanced Home Health Aide Training
Program

Dear Administrator:

The purpose of this letter is to advise home care agencies and hospices of the requirements established by the Department of Health and State Education Department (SED) to offer an Advanced Home Health Aide Training Program (AHHATP). The requirements for training program initial approval, re-approval, and operation of an AHHATP are specified in the Advanced Home Health Aide Training Program Guide (Attachment 1).

Background

Chapter 471 of the Laws of 2016 amended the Education Law and Public Health Law authorizing Advanced Home Health Aides with training to perform advanced tasks upon assignment by registered nurses and under supervision of such nurses. The law took effect May 28, 2018; however, NO advanced tasks can be performed prior to the approval by New York State of AHHATPs to ensure individuals satisfy the training and competency requirements.

The Advanced Home Health Aide (AHHA) is defined as a certified home health aide who successfully completes an approved training program for advanced home health aides, has satisfied all requirements to perform advanced tasks, subject to supervision by a registered professional nurse, and is listed on the Home Care Worker Registry.

The State Education Department regulations specify the AHHA training and competency requirements and the advanced tasks that can and cannot be performed by the AHHA.

The advanced tasks include nursing tasks commonly performed by licensed practical nurses (LPNs) in a patient's home such as administering medications that are routinely taken by the patient, administering injections of low molecular weight heparin and diabetes medications, and administering pre-filled auto injectors of epinephrine, naloxone, or glucagon in an emergency.

The advanced tasks DO NOT include converting or calculating medication dosages, deciding whether a patient needs a PRN (as needed) medication, administering medications through feeding tubes, tasks involving intravenous or subcutaneous infusion devices, tasks involving sterile technique except for administration of approved injectable medications, tasks involving professional nursing judgement, observation, or assessment of a patient which is outside the scope of a LPN.

The AHHA may be employed by a Licensed Home Care Services Agency, Certified Home Health Agency, Long Term Home Health Care Program, a hospice, or an enhanced assisted living residence (EALR). The AHHA may provide services to a patient receiving nursing services from one of these provider types. The AHHA is NOT allowed to perform advanced tasks for residents of a residential health care facility, patients in hospital, clinic or other outpatient health care settings.

The Department of Health regulations define AHHA, where AHHA services can be provided, the employer's requirements including assignment and direct supervision, and the AHHA's 18-hour annual in-service requirements.

AHHATP requirements

The AHHATP must comply with all requirements as specified in the Advanced Home Health Aide Training Program Guide. (Attachment 1)

Advanced Home Health Aide Training Program (AHHATP) Approval

All AHHATPs must be approved by New York State Education Department (SED) or Department of Health (DOH) and meet minimum standards for faculty, admission, curriculum, and competency evaluation. AHHATPs approved by the Department of Health are not allowed to charge tuition for training.

AHHA Training Program Eligibility Requirements

The SED and DOH criteria to be approved as an AHHATP include the following:

- must be a current Home Health Aide Training Program (HHATP) listed on the Home Care Worker Registry with at least one (1) year of operational experience;
- must have enrolled at least 10 students in the full HHATP course within the past 12 months; and
- must be compliant with HHATP requirements.

The AHHA Training Program approval is site specific. An applicant must submit a separate application for each AHHA Training Program site (classroom and skills lab) to the State agency. The application for initial approval is included as Attachment 2 and can also be found here:

https://www.health.ny.gov/facilities/home_care/advanced_home_health_aides/

Approval to operate an AHHATP is for a three (3) year period. The renewal application must be submitted at least 90 days prior to the expiration date of the current approval period.

Curriculum:

The AHHA Training Program Curriculum must include a minimum of 125 total hours of instruction including a minimum of 80 hours in the classroom and skills lab setting and at least 45 hours of RN supervised clinical practicum in a home care setting. Training programs must follow the AHHA Program Outline specified in the Guide and the Detailed AHHA Training Program Curriculum.

The curriculum must include:

- the assignment of advanced tasks;
- working with supervising RNs;
- medication administration;
- injections and injection safety;
- infection control;
- documenting care; and
- preparation to take the New York Medication Aide Certification Exam (MACE).

Training must be completed within 90 days from the start of the AHHA training program. The candidate must take and pass the New York MACE within 180 days from the start of class. The candidate can take the New York MACE up to two times within the 180-day period. Upon successful completion of the AHHA training program and passing the New York MACE, the candidate will be issued an AHHA certificate and be listed on the Home Care Worker Registry as a certified AHHA.

Admission Requirements:

To offer admission to an applicant for the AHHATP, the training program must ensure each candidate:

- has a valid Home Health Aide (HHA) certificate and listed on the Home Care Worker Registry as a certified HHA;
- has a high school diploma, GED, or the equivalent;
- be at least 18 years old;
- have at least one (1) year of experience providing home health aide or personal care services, or combination of both;
- can read, speak, and write English, and perform basic math skills; and
- be CPR or BCLS certified by the Red Cross, the American Heart Association or another organization.

Student Rights

All enrolled students must be fully informed both verbally and in writing (AHHA Student Handbook) regarding the AHHA training and certification requirements and how to maintain their AHHA certification status. (Attachment 3)

Faculty

The AHHATP must identify an Official Agency Designee, Senior Official, Director/Coordinator and Nurse Instructors with the required qualifications as outlined in the Guide.

Supervised Clinical Practicum

The AHHATP must ensure that each student participates in a minimum of 45 hours of supervised clinical practicum in an appropriate setting. The supervised clinical practicum portion of training must be supervised by an approved Nurse Instructor listed on the Home Care

Worker Registry. The Nurse Instructor to student ratio cannot exceed 1:3 for the supervised clinical practicum training.

Program Monitoring:

The AHHATP must establish a quality management program and conduct an annual evaluation of the AHHA training program. The program must establish policies and procedures to monitor the quality and effectiveness of the curriculum, training/instruction, program completion rates, exam pass rates, successful certification rates, and employment of the AHHA.

Home Care Worker Registry

The AHHATP must ensure compliance with the Home Care Worker Registry requirements including those outlined in the Guide. This includes verifying the candidate's eligibility for the program and the candidate's identity using only acceptable government issued identification; ensuring data are entered accurately and updated if applicable; entering AHHA class start and end dates; attesting and entering the candidate's status regarding completion of training; and issuing certificate of completion to the AHHA within the required time frame.

Training Records

The AHHATP must ensure all training records are maintained for a period of at least six (6) years including the approved curriculum and curricula changes, faculty, and records for each student who has enrolled or has completed training. The student records must include documentation of the following:

- the student's qualifications for admission;
- receipt of the AHHA Student Handbook;
- attendance record for the classes, labs, and supervised clinical practicum for the full 125 hours of training;
- tests including competency testing; and,
- records to verify if student successfully completed the training and whether a certificate of completion was issued.

Information regarding the Advanced Home Health Aide Initiative including all AHHATP guidance, application forms, curriculum, regulations, and FAQs can be found here:

https://www.health.ny.gov/facilities/home_care/advanced_home_health_aides/

For questions or clarification on this directive please contact the Department of Health, Division of Home and Community Based Services at ahhatp@health.ny.gov

Sincerely,

Rebecca Fuller Gray, Director
Division of Home and Community Based
Services

Attachment 1- AHHA Training Program Guide
Attachment 2- Initial AHHATP application
Attachment 3- AHHA Student Handbook