

The Advanced Home Health Aide (AHHA) Student Handbook has information that is required as part of the curriculum and certification process for AHHAs. It includes information on program admission requirements, participation, exam certification, and how to be listed on the New York State Home Care Worker Registry (HCWR) as an AHHA. It also describes the AHHA’s legal and ethical responsibilities in New York State, the obligations of your employer and supervising Registered Nurse and how to maintain your AHHA certification.

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**Getting Started:**

**Training Entity Responsibility:**

**The Training Entity must:**

* provide this Student Handbook to each student enrolled and participating in the AHHA training program;
* review the contents with the students during Part 1 of the Curriculum Introduction and Orientation to the AHHA training program;
* assess student knowledge of the contents; and
* collect signed acknowledgment of receipt of the Handbook from each student and maintain with the program’s records.

**Student Responsibility:**

* You must sign the acknowledgment and return it to the Nurse Instructor or program director. They will keep this with records for the program.
* You should keep a copy of this handbook while you are in the program and while employed/working.

**Section I. AHHA and ADVANCED TASKS**

**Introduction:** This section gives a definition of an Advanced Home Health Aide (AHHA) and what the law states an AHHA is allowed to do. Further, it explains the roles of the Registered Nurse (RN) and AHHAs in providing care to patients in home care, hospice, or residing in an enhanced assisted living residence.

**What exactly is an AHHA?**

**By definition**, an Advanced Home Health Aide or "AHHA" is a certified Home Health Aide who has met additional requirements in law to be listed on the New York State Home Care Worker Registry (HCWR) as a certified Advanced Home Health Aide or AHHA.

**It is very important to understand that**:

* An AHHA is **not** a nurse and should not call themselves a nurse.
* An AHHA is **not** allowed to accept employment as an Licensed Practical Nurse (LPN), Registered Professional Nurse (RN) or as a licensed nurse.

**Legally an AHHA can:**

* perform advanced tasks if their AHHA certification is current, recorded and can be verified on the New York State Home Care Worker Registry.
* perform advanced tasks for certain hospice and home care patients assigned by registered professional nurses (RNs). Advanced tasks are nursing tasks commonly performed by licensed practical nurses (LPNs) in a patient’s home.
* perform assigned advanced tasks under the direct supervision of a RN.
* perform advanced tasks that are assigned in writing by the supervising RN.
* perform advanced tasks only if the supervising RN and AHHA are employed by the same hospice, home care services agency, or enhanced assisted living residence through which the patient is receiving AHHA services.

**What advanced tasks can an AHHA provide?**

**Advanced tasks are:**

* some but not all nursing care tasks commonly performed by LPNs in hospice, home care services agency, or enhanced assisted living residence.
* administering medications that are routinely taken by a patient by mouth, in the eye or ear, nasally, on the skin, vaginally, rectally or inhaled through the nose or mouth.
* administer by syringe subcutaneous injections of low molecular weight heparin or diabetes medications in pre-filled syringes.
* administer by syringe intramuscular pre-filled auto-injectors of epinephrine, naloxone or glucagon in an emergency.

**What advanced tasks are not allowed?**

**Advanced tasks that the AHHA cannot provide 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.
* administering intravenous medications or tasks involving the use of intravenous or subcutaneous infusion devices on a patient.
* tasks involving the use of a mechanical ventilator on a patient.
* any task involving sterile technique, except for the administration of injections identified above.
* performing any task involving professional nursing judgement, observation, monitoring, or assessment of a patient that is outside the scope of practice of a LPN.
* performing any task that the AHHA has not been taught by a RN, determined to be competent in performing, or assigned and supervised by a RN.

**What are the roles and responsibilities of the RN in the assignment of advanced tasks to an AHHA?**

**General Requirements:**

* the RN has an unencumbered license and current registration in New York State.
* the licensed RN and AHHA work for a New York State Department of Health certified hospice, enhanced assisted living residence, or licensed or certified home care services agency
* 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.

**The roles and responsibilities of the RN:**

**The RN understands that:**

* the term "assignment" means that the RN will delegate or give an AHHA a specific advanced task to perform for a specific patient receiving services through their employer in hospice, an enhanced assisted living residence, or a licensed or certified home care services agency.
* the advanced task assigned to the AHHA is described in writing and is a permissible advanced task.
* before assigning an AHHA to perform an advanced task for a newpatient, the RN must complete a comprehensive nursing assessment of the patient to determine the patient’s health status and care needs.
* before assigning the AHHA an advanced task, the RN must determine that the patient’s health status is stable and predictable, and whether the advanced task can be assigned to an AHHA.
* the advanced task to be assigned is consistent with a physician, nurse practitioner or prescriber’s ordered care.
* the patient (or a person who can consent to care for the patient) agrees to allow the AHHA to perform the advanced tasks to be assigned.
* the AHHA is trained by a RN in how to perform the advanced task to be assigned for the patient.
* the RN must verify that the AHHA can safely and competently perform the advanced task, understands the patient’s current needs and can communicate effectively with the patient.
* the RN must provide the AHHA written, patient specific instructions for performing the advanced task and the criteria for identifying, reporting and responding to problems, errors or complications.
* the RN must document the assignment of advanced task(s) to the AHHA as well as document any modification or termination of an assignment in the patient’s individualized plan of care or clinical record.

**The AHHA** **understands that:**

* only an RN can provide direct supervision of an AHHA providing assigned advanced tasks.
* the AHHA is required to participate in the training provided by the RN to perform the advanced task that will be assigned to the AHHA.
* the AHHA receives and reads the written assignment from the RN that includes instructions on which advanced tasks the AHHA will perform for the patient.
* the AHHA will check the written assignment and make sure it includes the AHHA’s name, the patient’s name, specific instructions for performing the advanced task, and criteria for identifying, reporting and responding to problems, errors or complications.
* the AHHA must agree to perform the advanced task to be assigned for the patient.
* the AHHA should not accept an assignment unless the AHHA understands the assignment and reasonably believes that he/she can perform the assigned advanced task safely and competently.
* only a RN can assign advanced tasks. The patient, the patient’s family members, the patient’s friends, LPNs or other AHHAs are not allowed to assign advanced tasks.
* an AHHA is not allowed to assign or reassign advanced tasks to other persons or modify an assignment.

**What does direct supervision mean?**

**Definition:**

An AHHA can perform assigned advanced tasks only while under the direct supervision of an RN. Direct supervision means that the RN provides training, guidance, direction and oversight to AHHAs relating to the performance of advanced tasks.

**Responsibility of the RN:**

* The RN supervising the AHHA must be able to assign, rescind or modify advanced tasks assigned to an AHHA who will provide the task.
* The RN supervising the AHHA and assigning the advanced task(s) must be knowledgeable of the patient’s current health status, care needs and care plan and perform ongoing patient assessments, as needed.
* If the RN supervising the AHHA is not at the same physical location, the RN must have a means to be available, continuously, to speak with the AHHA such as by phone.
* The RN supervising the AHHA and assigning advanced tasks must visit the patient or arrange for another RN, to visit the patient minimally every 2 weeks or whenever necessary to protect the health and safety of the patient. The RN (or another supervising RN) must visit the patient periodically to observe the AHHA perform advanced tasks.

**The AHHA’s Role in Performing Assigned Advanced Tasks**

At the beginning of each shift and before starting patient care, the AHHA should know who the supervising RN is. If the supervising RN is not on the same premises as the AHHA, the AHHA must be able to communicate with the supervising RN by phone.

An AHHA must perform the advanced task in accordance with the written instructions from the assigning RN. The AHHA should review these instructions before performing an assigned advanced task.

Note: The patient, and the patient’s family ARE NOT allowed to “assign” or modify the assignment of advanced tasks to the AHHA.

The AHHA should not perform an advanced task if the patient (or a person authorized by law to consent for the patient) refuses the care. If an AHHA determines that s/he is unable to perform an advanced task as assigned, or if the patient's health condition changes, the AHHA must promptly notify the supervising RN.

The AHHA must document the performance or nonperformance of each assigned advanced task in the patient’s care plan or service plan or clinical record.

**Section II. How to Become and AHHA**

This section describes how to become an AHHA. It also describes AHHA Training Programs and the New York Medication Aide Certification Exam (MACE®), an examination you must pass to qualify as an AHHA.

**A. Overview of Requirements for Becoming an AHHA**

You must complete the following steps (in order) to qualify as an AHHA:

**Step 1:** You must: (1) be currently listed in the **New York State Home Care Worker Registry** as a certified home health aide; and (2) have a high school diploma, GED or similar education credential and be 18 or older; and (3) have at least 1 year of experience working as a certified home health aide or a certified personal care aide; and (4) be able to read, speak, and write English and have basic math skills. In addition, you must complete CPR training before starting AHHA training coursework.

**\*IMPORTANT!** You must also have acceptable government issued identification (i.e., driver’s license; state ID card; passport; Military ID, Green Card, Permanent Resident Visa). Acceptable government issued identification must be in English and include your photograph and signature and must NOT be expired. *Your name on the identification and your name as written in the New York State Home Care Worker Registry must match EXACTL*Y.

Note: The same acceptable government issued identification must be provided by the student and must match exactly what is entered by the AHHATP in the Home Care Worker Registry for the verification and student’s admission to take the New York MACE®.

**Step 2**: You must successfully complete a New York State approved Advanced Home Health Aide Training Program.

**Step 3:** You must take and pass the New York Medication Aide Certification Exam (MACE®), a 50-question multiple-choice test. Pearson VUE is the company that offers the MACE® in New York State. You have 180 days (6 months) from the first day of class to graduate from your Advanced Home Health Training Program and take and pass the New York MACE®. You can take the New York MACE® twice within the 180 days’ time frame. If you fail the New York MACE® twice within the 180 days, you will have to successfully complete another approved AHHA Training Program to qualify to take the New York MACE® again. All New York MACE® test results (Pass or Fail) will be communicated to you, the New York State Home Care Registry and your AHHATP.

After the New York State Department of Health verifies that you meet all requirements to be an AHHA (including passing the New York MACE®), you will be added to the New York State Home Care Worker Registry as a certified Advanced Home Health Aide (AHHA).

\*\*\*\* If you have a significant criminal conviction, you may not qualify to be employed as an AHHA even if you have completed Steps 1-3. In addition, you must maintain your certification as a home health aide to qualify to become an AHHA.

\*\*\*\*\*\* If your New York State home health aide certification lapses or terminates, your AHHA certification will automatically terminate.

**B. New York State approved Advanced Home Health Aide Training Programs**

**Advanced Home Health Aide (AHHA) Training Programs:** New York State approved AHHA Training Programs teach New York State Certified Home Health Aides (HHAs) the knowledge and skills needed to perform advanced tasks for home care patients while under RN supervision. The AHHA Training Program includes at least 125 hours of instruction, including at least 80 hours of classroom and skills lab training, and at least 45 hours of RN supervised clinical practicum (patient care training).

**Admission:** Before being admitted into an AHHA Training Program, the AHHA Training Program must verify that you:

(1) are currently listed in the New York State Home Care Worker Registry as a certified home health aide;

(2) have at least 1 year of experience working as a certified home health aide or a certified personal care aide;

(3) have a high school diploma or GED or similar credential, and can read, speak and write English and have basic math skills;

(4) are 18 or older; and

(5) are CPR certified.

**Enrollment**: You must enroll in a New York State approved Advanced Home Health Aide Training Program. To find a New York State Approved AHHA Training Program, check the New York State Home Care Worker Registry. It includes the names and addresses of approved AHHA Training Programs.

*IMPORTANT!!* *You must provide ACCEPTABLE GOVERNMENT ISSUED IDENTIFICATION. Acceptable government issued identification must be in English and include your photograph and signature and must NOT be expired. Acceptable identification may include: a driver’s license; or a state ID card; a Passport; Military ID; or Alien Registration Card (Green Card, Permanent Resident Visa). If you do not have acceptable identification, or the information on your identification does match EXACTLY your information in the New York State Home Care Worker Registry, YOU WILL NOT BE ALLOWED TO enroll in the AHHA Training Program or TAKE THE* New York *MACE*®*.*

**Taking the course:**

The AHHA Training Program is divided into five parts:

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

**Part 2** NCSBN Medication Assistant-Certified (MA-C) Model Curriculum

**Part 3** Injections and Injection Safety

**Part 4** Supervised Clinical Practicum

**Part 5** Preparation for the NCSBN New York Medication Aide Certification Examination ® (MACE®)

**AHHA Training Program Competency Evaluation:**

To graduate from an AHHA training program, each student must successfully complete a competency evaluation performed by nursing faculty. The Nurse Instructor must personally observe each student complete at least the following tasks: (1) student review of an assignment of advanced tasks; (2) medication administration by the following routes: oral, topical, ophthalmic, nasal, rectal or vaginal, administering ear drops, applying a transdermal patch, oxygen therapy assistance, administering topical medications, inhaled and nebulized medications & documenting medication administration; (3) administration of a subcutaneous injection and intramuscular injection and disposal of sharps.

Other topics may be evaluated through written examination, oral examination, or observation of an AHHA with a patient.

**Graduation from an approved AHHA Training Program:**

The AHHA Training Program must promptly enter data into the New York State Home Care Worker Registry when a student completes the AHHA training program.

**C. The** **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.

The National Council of the State Boards for Nursing has arranged for Pearson VUE, a non-profit educational company, to offer the MACE® in New York State. The New York MACE® is given at Pearson Professional Centers (PPC) located throughout New York State. A HHA must sign up with and pay a fee to Pearson VUE to take the New York MACE®. Pearson VUE verifies (by checking with the New York State Home Care Worker Registry) that New York has cleared the HHA to take the New York MACE® before allowing the student to take the New York MACE®. After the HHA takes the New York MACE®, Pearson VUE notifies the New York State Home Care Worker Registry, and the training program whether you passed or failed the New York MACE®. Pearson VUE will also inform the HHA of whether you passed the New York MACE®.

You must pass the New York MACE® within 180 days (6 months) from the first day of class to complete the certification and training as a AHHA. You can take the New York MACE® twice within the 180 days’ time frame. If you fail the New York MACE® twice within the 180 days, you will have to successfully complete another approved AHHA Training Program to qualify to take the New York MACE® again.

IMPORTANT: **It is YOUR RESPONSIBILITY to have acceptable government issued identification to take the** New York **MACE®**. **In addition, your name on the identification and your name as written in the New York State Home Care Worker Registry must match EXACTLY**. Acceptable government issued identification must be in English and include your photograph and signature and must NOT be expired. Photocopies of identification will NOT be accepted. Acceptable identification may include:

• Government-issued driver’s license

• U.S. Department of State driver's license

• U.S. learner’s permit (plastic card only with photo and signature)

• National/State/Country ID card

• Passport

• Passport Card

**•** Military ID

• Military ID for spouses and dependents

• Alien Registration Card (Green Card, Permanent Resident Visa)

*If any information required for the home care worker registry changes, such as your name or address, you must inform the training program or your employer of the changes and provide verification of the change as requested. Acceptable legal documentation and proof of name change may include a copy of a marriage certificate, divorce decree, or other court order authorizing a person to change his or her name.*

If the information in your government issued identification is different from your information in the New York State Home Care Worker Registry, you must notify the AHHA training program so that the discrepancy can be addressed.

**Signing up to take the New York** **MACE®:**

You must sign-up directly with Pearson VUE to take the New York MACE®. You should carefully read the brochure entitled “Medication Aide Certification Examination Candidate Handbook”. It contains examination content outlines and important information regarding eligibility to take the test. This brochure is available at the Pearson Vue website:

[www.pearsonvue.com/MACE/NY](http://www.pearsonvue.com/MACE/NY)

Pearson VUE offers the New York MACE® at several test centers throughout New York State. Candidates should contact Pearson VUE to confirm specific locations and examination schedules.

The New York MACE® fee is $80 and must be paid at the time of reservation by credit card, debit card, voucher, or electronic check. **Fees will not be accepted at the test center. Examination fees are not refundable and nontransferable, except as detailed in the Medication Aide Certification Examination Candidate Handbook.**

You can sign up by:

• Visiting the Website at [www.pearsonvue.com/MACE/NY](http://www.pearsonvue.com/MACE/NY)

• Calling (888) 252 8564

**Section III. The New York State Home Care Worker Registry and AHHA Certification**

This section includes information on the New York State Home Care Worker Registry, which is maintained by the New York State Department of Health. It also includes information on maintaining certification as an AHHA.

**New York State Home Care Worker Registry and AHHA Certification**

The New York State Home Care Worker Registry is a database maintained by the New York State Department of Health. It contains the names of persons who are certified to work as home health aides, personal care aides, and AHHAs. The New York State Home Care Worker Registry also includes the names of training entities that are authorized to offer AHHA Training Programs as well as PCA and HHA Training Programs.

After the New York State Department of Health verifies that you meet all requirements to be certified as an AHHA (including passing the New York MACE®), you will be added to the New York State Home Care Worker Registry as a certified Advanced Home Health Aide (AHHA).

**Loss of AHHA Certification:**

The New York State Department of Health (DOH) may terminate a person’s right to perform advanced tasks as an AHHA if the person has engaged in prohibited conduct. When this happens, DOH will indicate in the New York State Home Care Worker Registry that the person is not certified as an AHHA. Documentation of sustained findings and/or convictions for patient abuse, neglect, mistreatment or misappropriation of resident or patient property are placed in the AHHA’s New York State Home Care Worker Registry record. These findings and/or convictions may make the AHHA ineligible to work in home care settings as an AHHA or as a certified home health aide. Findings and convictions are public information and are disclosed to anyone who calls to verify an AHHA’s standing on the Home Care Worker Registry. Loss of a HHA certification status will automatically result in the loss of the AHHA Certification.

**IMPORTANT!! You MUST KEEP your New York State Home Health Aide Certification active to remain certified as an AHHA. If your HHA certification lapses, your AHHA certification AUTOMATICALLY lapses and you will no longer be listed on the New York State Home Care Worker Registry as an AHHA**.

**Maintaining AHHA/HHA Certification:**

To maintain certification as an Advanced Home Health Aide, you must maintain your certification as a Home Health Aide. To maintain HHA certification you must be employed by a licensed home care services agency or certified home health agency or hospice. This employment is recorded on the Home Care Worker Registry. If there has been a lapse in employment at an agency as listed above for a period of 24 months or longer, the HHA certification lapses and the aide must complete another training program.

Additionally, to maintain AHHA certification, the AHHA is required to complete 18 hours of in-service training annually which must include medication management, infection control, and injection safety. The annual requirement begins with passing the New York MACE®/AHHA certification date. The AHHA’s employer(s) is responsible to offer or arrange for in-service training and to maintain documentation of your in-service training. The employer is responsible to maintain documentation of in-service attendance in the AHHA’s personnel record and on the Home Care Worker Registry. As an AHHA, you should be sure that you complete the required 18 hours of in-service training annually and also maintain documentation of this.

**Change of Address or Name on the New York State Home Care Worker Registry**

It is your responsibility to keep your information correct and current in the **New York State Home Care Worker Registry**.

*If any information required for the home care worker registry changes, such as your name or address, or email address, you must inform the training program or your employer of the changes and provide verification of the change as requested. Acceptable legal documentation and proof of name change may include a copy of a marriage certificate, divorce decree, or other court order authorizing a person to change his or her name.*

**Section IV. EMPLOYMENT**

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

To perform advanced tasks as an AHHA, you must be employed by an organization that is licensed or certified by the New York State Department of Health to operate a hospice, enhanced assisted living residence, or home care services agency. Before offering employment, this organization must verify on the New York State Home Care Worker Registry that you are currently certified as an AHHA.

*Important: You are responsible for keeping your address and name information up-to-date in the New York State Home Care Worker Registry. If your name and address information on the Registry is not current, the employer will not be able to verify that you are certified AHHA.*

**Criminal History Record Checks (CHRC)** The New York State Department of Health (DOH) requires that all home care agencies and hospices request a fingerprint-based criminal history record checks (CHRC) for all new HHAs and AHHAs employed to provide direct care to home care or hospice patients in their homes.

Any unlicensed individual employed by or used by a DOH regulated employer (see above) who provides direct care or supervision to a patient or resident or who has access to a patient or resident, their living quarters or their property is subject to a CHRC. This includes aides to professionals licensed under Title 8 of the NYS Education Law (dietary aides, rehabilitation and other therapy aides, etc.), certified nursing assistants (CNAs), home health aides (HHAs & AHHAs), personal care aides (PCAs), home attendants, hairdressers (if paid by provider), maintenance workers, etc. Also, subject to CHRC, are LPNs and RNs working out of title.

Professionals licensed under Title 8 of the NYS Education Law (i.e., nurses, physicians, physical and occupational therapists, licensed clinical and/or master social workers, mental health practitioners, etc.), licensed nursing home administrators, security guards, hairdressers (that are paid by resident), volunteers and students enrolled in a program leading to a professional license under Article 8 are not subject to a CHRC.

The CHRC involves sending an AHHA’s fingerprints to the New York State Division of Criminal Justice Services (DCJS) for a state criminal background check and to the Federal Bureau of Investigation (FBI) for a comparison against the national database. Morpho Trust USA provides all fingerprinting services to CHRC under a contract with Division of Criminal Justice Services (DCJS). The fingerprint vendor provides these services at over 90 locations statewide. Appointments can be made online at [www.identogo.com](http://www.identogo.com)  or via telephone at 877-472-6915.

The provider is responsible for paying the fingerprinting fee. By law, costs associated with fingerprinting cannot be charged to the prospective employee.

An application is located on the Morpho Trust USA website that allows a DOH regulated provider to set up an escrow account. The provider may also pay with a credit/debit card or with a business check made payable to L-1 Enrollment Services. Credit cards are charged when the provider schedules an appointment. If the applicant fails to appear, the provider must request a refund from Morpho Trust.

The DOH will receive and review the results of the CHRC and provide a letter to the employer regarding the AHHA’s suitability for employment. If the DOH proposes to deny employment eligibility, a letter will be sent to both the AHHA and the employer. An AHHA can review and explain the information on the criminal history record report, as set forth in the DOH letter, and may also withdraw the application for employment without prejudice prior to a final DOH decision on employment eligibility.

Favorable DOH CHRC legal determinations allow the individual to work without supervision. They include:

* **Non-Ident Letters** – indicate the individual has no criminal history background.
* **No Conviction Letters** – indicate the individual has never been convicted on any charges.
* **NOT Held in Abeyance Letters** – indicate the individual has open charges that do not rise to the level of severity that would result in a negative DOH determination on employment eligibility.
* **Final Non-Denials** – indicate the individual has provided sufficient rehabilitation evidence to allow him/her to receive a favorable CHRC determination.

The following CHRC legal determinations require immediate action and the removal of the employee from a position providing direct care or having access to residents and their belongings:

* **Hold in Abeyance** – indicates the individual has open charges that will result in a CHRC denial if there is a conviction. The individual must be immediately removed from providing direct care. The individual is responsible for contacting CHRC when the charges are resolved, at which time CHRC legal will revisit the case and make a determination. If the provider no longer plans to employ this individual, an electronic termination must be submitted to the DOH.
* **Pending Denials** – indicates the individual has criminal convictions sufficient for CHRC to deny employment eligibility. The individual must be immediately removed from providing direct care. The individual has thirty days to submit rehabilitation information to assist CHRC in making a final determination.
* **Final Denials** – indicates the individual must be immediately removed from providing direct care. An electronic termination must be submitted to the DOH.

There are some criminal convictions that will affect an AHHA’s right to work for a hospice or home care agency. New York Law provides statutory disqualifications for an AHHA from working for a home care agency or home care employment at a hospice program if the AHHA has been convicted of one of the following offenses:

• Any felony conviction for a sex offense;

• Any violent felony conviction occurring within the 10 years preceding the date of the criminal history record check;

• Any conviction pursuant to Sections 260.00, 260.25, 260.32 or 260.34 of the New York State Penal Law;

• Any Class A felony;

• Any Class B or C felony occurring within the 10 years preceding the date of the criminal history record check;

• Any Class D or E felony defined in Article 120, Article 130, Article 155, Article 160, Article 178 or Article 220 of the New York State Penal Law occurring within the 10 years preceding the criminal history record check; or

• Any comparable offense in any other jurisdiction.

For crimes that do not fall within the criteria above, the New York State Department of Health (DOH) has the discretion to approve or disapprove the AHHA for work. DOH notifies the AHHA if the DOH considers the AHHA unsuitable for employment and offers the AHHA an opportunity to submit evidence of rehabilitation.

**Section V. Advanced Home Health Aide Training Programs**

New York State Approved Advanced Home Health Aide Training Programs (AHHA Training Programs) teach home health aides (HHAs) how to perform advanced tasks under RN supervision. These programs include at least 125 hours of instruction, of which at least 80 hours are in classroom and skills lab training, and at least 45 hours are in RN supervised patient care training. All AHHA Training Programs must meet the following minimum standards:

* **Training Entities**: Training entities are organizations approved by New York State to offer AHHA Training Programs. All training entities are currently listed in the New York State Home Care Worker Registry as authorized to offer AHHA Training Program(s) and Home Health Aide Training Program(s).
* **Staffing:** All AHHA Training Program faculty must be New York State licensed RNs with at least 2 years of RN practice experience (at least 1 year of which must be in home care.)
* **Admission:** Before offering admission into an AHHA Training Program, the training entity must verify that each candidate: (1) has a high school diploma, GED or similar credential; (2) is currently listed in New York State Home Care Worker Registry as a home health aide; (3) has at least 1 year of experience working as a certified home health aide or a certified personal care aide; (4) is able to read, speak, and write English and has basic math skills; and (5) is 18 or older. The candidate must be CPR certified or have CPR training before starting the AHHA Training Program coursework.

Each student accepted into an AHHA Training Program must have acceptable government identification (i.e., driver’s license, passport.) The identification must be in English, include the student’s 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.

* **Curriculum:** The AHHA Training Program curriculum must, at a minimum, cover: (1) the assignment of advanced tasks; (2) working with supervising RNs; (3) medication administration; (4) injections and infection control; and (5) documenting care. RN supervised patient care training must be provided in home and other residential settings in which clients receive services from a New York State licensed or certified home care agency, hospice, or enhanced assisted living residence. The AHHA Training Program must also prepare students to take the Medication Aide Certification Examination New York (MACE®).
* **Competency Evaluation**: To graduate from an AHHA training program, each student must successfully complete a competency evaluation performed by nursing faculty. The nurse must personally observe each student complete certain advanced tasks such as administering injections.
* **AHHA Certificate**: The training entity must issue an AHHA certificate of completion from the Home Care Worker Registry to its graduates. The certificate must be issued by the AHHA training program within 10 days of notification of passing the New York MACE®.
* **Documentation:** The Training Entity must maintain AHHA Training Program records for at least 6 years.