



# STATE OF NEW YORK DEPARTMENT OF HEALTH

161 Delaware Avenue Delmar, NY 12054-1393

Antonia C. Novello, M.D., M.P.H., Dr. P.H.  
*Commissioner*

Dennis P. Whalen  
*Executive Deputy Commissioner*

**DAL: DHCBC 06-02**

April 13, 2006

Dear Administrator

The New York State Department of Health has revised the curriculum currently used to train home health aides (HHA) and the curriculum used in the training of personal care aides (PCA). The current curriculum was developed in the 1980s and last revised in 1992 and includes the Home Care Curriculum which is 40 hours and addresses the preparation of an individual to become a PCA and the Home Care Related Tasks Curriculum which meets the federal requirement of an additional 35 hours to become a HHA. The content has been revised to reflect current professional practice and provide the skills and knowledge necessary for safe and effective care in the home. All HHA and PCA training programs are required to incorporate the applicable revised curriculum into their training program by October 1, 2006.

The revised curriculum is the result of two major efforts. Initially, a workgroup consisting of Department of Health staff and stakeholders in the homecare, nursing home and adult home industry met and established a set of educational requirements common to paraprofessionals across all continuing care settings. A core curriculum consisting of 16 hours was developed which addresses these common requirements.

As a follow-up to this effort, a workgroup was formed which included Department staff, home care professionals and experts in pertinent professional fields such as infection control and nutrition. This group revised and updated the overall curriculum and integrated the core components.

The Home Care Curriculum is 40 hours in length and addresses the preparation of an individual to perform the tasks outlined in the Level I and II Personal Care Aide, Scope of Functions and Tasks issued by the former Department of Social Services and amended in 1994. The Health Related Tasks Curriculum is an additional 35 hours in length, the total 75 hours meets the federal requirement of a HHA.

The revised curricula presents training objectives, outlines required content and defines measurable performance criteria. The total hours of training required to complete each curriculum remain unchanged since the revisions both remove outdated material as well as incorporating updated material. The most significant revisions include:

- Incorporation of the Basic Core Curriculum;
- Expanded Infection Control including standard precautions and blood borne pathogens and exposure incidents; and
- Updated Nutrition module to reflect current dietary guidelines.

A HHA training program must include classroom and practical training, as well as supervised demonstration of skills. The HHA student must receive a minimum of 75 hours of training, including 16 hours of supervised demonstration of skills. Training programs may have to supplement the standardized curriculum with additional training material, which meet individual student needs and are specific to the culture or specialty of the home care agency.

The training standards for the home health aide are outlined in the Home Health Aide Scope of Tasks, Permissible and Non-Permissible Activities, Home Health Aide Services. An updated version of the Home Health Aide Scope of Tasks, which was originally released by the Department as DOHM 92—24, is also included with the curriculum. This document describes:

- The requirements for home health aide training and competency evaluation;
- The procedures for obtaining Department approval;
- The permissible and non-permissible activities of home health aide services.

The guide has been updated to incorporate language revisions in the standardized training curriculum and contact information.

Home Health Aide Training Programs must have their programs re-approved by the Department of Health every three years. As stated previously, all training programs are required to incorporate the revised curricula into their training programs by October 1, 2006. At the renewal date, the agency will be required to submit an updated application for a Home Health Aide Training Program to the appropriate regional office. The application must include an updated application including Appendix A and Home Health Aide Training Program Schedule for the Home Care Core Curriculum and Health Related Tasks Curriculum. The curricula and Home Health Aide Scope of Tasks are available on the Department's web site as well as the Health Provider Network (HPN).

Any questions regarding this should be directed to H. Rebecca Fuller Gray, Director, Bureau of Home Care/Hospice Surveillance and Quality Indicators/Evaluation at 518-408-1638.

Sincerely,

A handwritten signature in cursive script that reads "Robert P. Dougherty". The signature is written in dark ink and is positioned below the word "Sincerely,".

Robert P. Dougherty  
Director  
Division of Home and Community Based Care