

Guidance for Home Health Aide and Personal Care Aide Training Programs

The following is intended for use by New York State Department of Health (Department) approved Home Health Aide and Personal Care Aide Training Programs.

The Department expects that each agency with an approved personal care aide or home health aide training program will develop a Policy and Procedure for their Policy and Procedure Manual incorporating the training requirements noted below. This policy should be developed prior to initiating resumption of training.

The agency must consider the information listed below for each training modality that the agency intends to offer/resume: for HHATP-- Core Training, Nurse Aide Transition, PCA Upgrade, Competency Evaluation; and for PCATP -- Basic Training, Alternative Competency Demonstration.

Agencies must take the following into consideration when resuming training classes:

- CDC [social distancing guidelines](#)' impact on classes. Considerations:
 - Size of the class: i.e. number of trainees and instructors in the classroom and skills lab at one time;
 - Location and interaction of trainees and students;
 - Number of days of class and hours of training per day;
 - Availability of personal protective equipment (PPE) for trainees and trainers, as well as all supplies for training purposes;
 - How social distancing will be maintained while training (including spacing of desks, traffic flow within the training room, etc); and
 - Any local mandates related to gatherings.
- Determine how to eliminate or reduce the potential/risk of virus transmission in the classroom and skills lab settings. Considerations:
 - If trainees will be allowed in and out of the agency throughout the training day and the infection control procedures implemented (i.e. restricting what trainees can bring into the classroom; disinfection of classroom and all materials);
 - Modifications to training days if needed to reduce risk of transmission (i.e.: shorter training days);
 - Procedure for sharing, disinfection, and decontamination of materials and equipment; and
 - Access to hand sanitizer and facilities and supplies for handwashing.
- Develop a process for screening trainees for symptoms, including but not limited to, temperature checks prior to entering classroom and skills lab settings. Considerations:
 - Location of screening of trainees and instructors;
 - Identification of agency staff responsible for screening the trainees;
 - Identification of agency protocol for individuals exhibiting symptoms; and
 - How the compliance with screening for symptoms requirements will be documented and how documentation will be maintained and produced upon request.
- Ensure the availability of personal protective equipment (PPE) for trainees and trainers, as well as all supplies for training purposes. Considerations:
 - The type and number of PPE that will be issued to each trainee by the agency;

- The type of PPE that will be required to be worn during training (outside of those supplies required for training purposes);
 - How PPE that is not disposable will be safely decontaminated, labeled, and stored on site, between classes;
 - How disposable PPE will be properly disposed of; and
 - How the issuance and compliance with PPE requirements will be documented and how documentation will be maintained and produced upon request.
- How to meet the 16-hour Supervised Practical Training requirement for HHA training conducted in the skills lab setting (as noted in the 4/10/2020 Health Advisory: Interim Guidance for Home Health Aide Training Programs), all 16 hours of the required supervised practical training must be conducted in the skills laboratory, under the direct supervision of the an approved Nurse Instructor. Information can be found on the Health Commerce System (HCS). Considerations:
 - How this time will be added to the training schedule;
 - How this will be conducted in the skills lab;
 - How many students and instructors will be allowed in the skills lab at a given time so that social distancing can be maintained;
 - How skills will be demonstrated; and
 - How this will be documented and where that documentation will be stored and made available upon request.

Any questions or concerns may be submitted to the following email address, with a cc to your regional office:

HHA Training Programs: hhatp@health.ny.gov

PCA Training Programs: pcatp@health.ny.gov