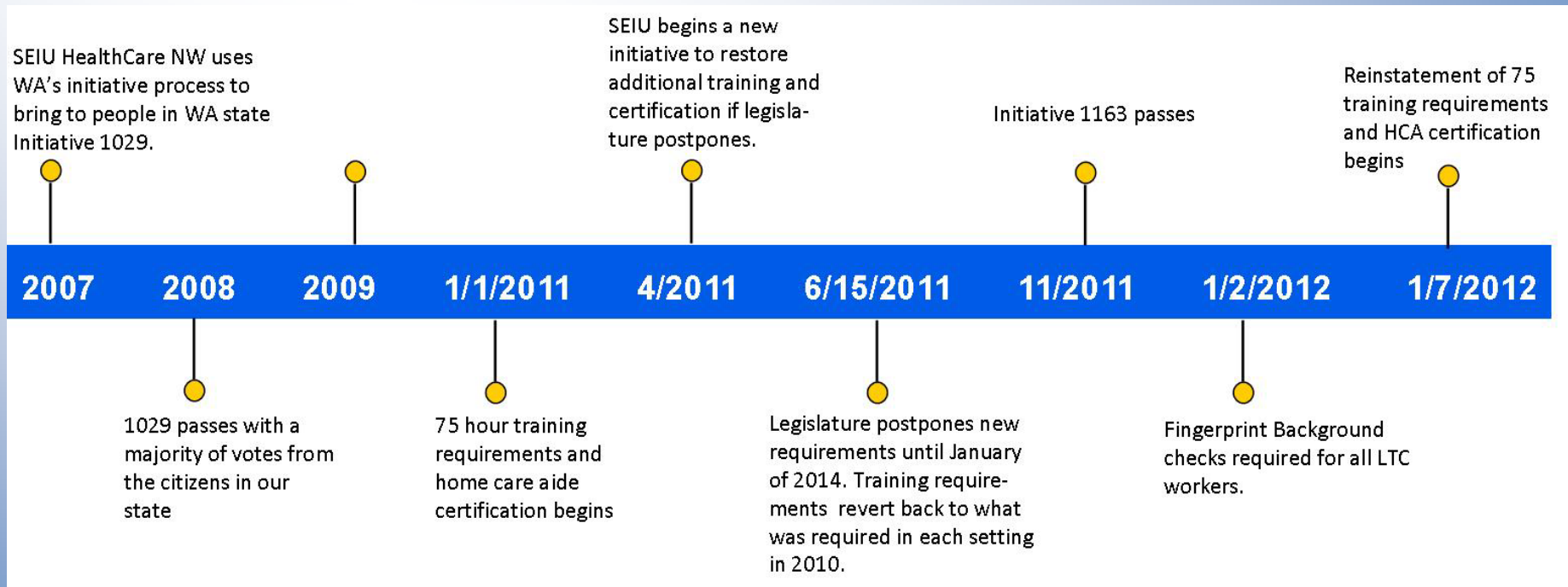




**ADSA** Aging & Disability  
Services Administration

# Joint Webinar DSHS/DOH/Prometric December 14th, 2011

# WHY these changes are happening...



# WHO These Changes affect

These changes affect new long term care (LTC) workers hired on or after 1/7/2012 as listed below.

- All LTC workers in state-licensed:
  - Adult family homes
  - Boarding homes
- LTC workers employed by home care agencies
- Individual providers of home care services
- Respite care providers
- Any other direct care worker providing home or community-based services to the elderly or persons with a functional disability or developmental disability.

**Most LTC workers must meet the new training and certification requirements**

# WHO Is Exempt From Basic Training After 1/7/2012

- A LTC worker employed between January 1, 2011 and January 6, 2012 who completes all of his or her basic training requirements in effect as of the date of hire.
- LTC workers employed in licensed AFHs, BHs, Medicaid contracted home care agencies and Individual Providers hired from 1/1/2011 through 1/6/2012 must complete basic training within 120 days of hire to be exempt.
- LTC workers employed by community residential providers (exempt until January 2016).
- Workers with the following credentials:
  - RNs, LPNs, nurse technician, advanced registered nurse practitioner, or NACs.
  - Certified counselors, speech language pathologists or audiologists, OTs, PTs, or a home health aide employed by a Medicare-certified home health agency.
  - A person with special education training and endorsement granted by the superintendent of public instruction.

# **WHEN** These Changes Take Affect

**1/2/2012**

- Fingerprint background checks.

**1/7/2012**

- New training requirements.
- Home Care Aide certification.

**7/1/2012**

- 12 hours for continuing education.
- On the Job training allowed.

# A closer look at the training



# WHAT'S Changing ...

What	Current	Begins 1/2/2012	Begins 1/7/2012	Begins 7/1/2012
Background Checks	State checks	Federal fingerprint checks for everyone		
Orientation and Safety Training	Orientation before routine interaction with clients or within 14 calendar days of hire		Orientation 2 hours Safety Training 3 hours before providing care	
Basic Training	28 hours within 120 days of hire		70 hours within 120 days of hire	
Home Care Aide Certification	N/A		Certification as home care aide within 150 days	
On-the-Job Training	N/A			Not required. If used, one to twelve hours
Continuing Education	10 hours/year			12 hours/year. CE deadline tied to birthday

# 75 Hour Basic Training Required

**5 hours**

**Orientation (2 hrs)  
Safety Training (3 hrs)**

**Before providing care**

**+**

**70 hours**

**Basic Training**

**Core Competencies and  
Population Specific  
Competencies**

**Within 120 days of hire**

Workers must complete the 75 hours of training within 120 days of hire. Workers who don't meet this deadline can't continue to work until they complete training and certification on their own.

# Orientation (OR) and Safety Training (SA)

**Orientation  
(2 hrs)**



**Safety Training  
(3 hrs)**

## **Before providing care**

Department has set topics outlined in WAC that must be covered. These topics ensure new LTC workers receive introductory information to orient them to the care setting, job, and safety practices.

Orientation topics include the care setting, job responsibilities, the care plan and care team, client rights, documentation and reporting, mandatory reporting, and basic communication methods and techniques.

Safety training topics include body mechanics, LTC worker safety, accident prevention, emergency , disaster, and evacuation preparedness, hand washing and gloves, infection control and standard precautions, fire safety and prevention, and fall prevention.

# 70 hours of Basic Training

## Core Competencies

Competencies and skills needed to provide personal care services effectively and safely

## Population Specific Competencies

Competencies related to topics unique to the care needs of the population served

## On the Job Training

Not required. If used, one to twelve training hours can be applied towards the 70 hour requirement after 7/1/2012.

## Must:

- Add up to 70 hours
- Include core and population specific competencies
- Curriculum and instructors must be approved by DSHS

The initiative did not set how core and population hours be divided – just that it add up to 70 hours.

# A Closer Look – Core Basic Training

Core basic training teaches a LTC worker the skills and knowledge needed to provide basic care to a client.

The department, working with stakeholders from all settings, established the minimum competencies and learning objectives that must be met for core basic training curriculum.

These competencies and learning objectives can be found in emergency WAC.

In-home: WAC 388-71-0911

AFH/BH: WAC 388-112-0055

**The home care aide certification written and skills exam only tests the competencies and learning objectives in core basic training**

# A Closer Look – Population Specific Training

Population specific basic training teaches LTC workers about the unique care needs of the population(s) served where they work.

Topics can include:

- Dementia
- Mental health
- Developmental disabilities
- Young adults with physical disabilities
- Aging and older adults
- Children receiving services under Chapter 71A RCW and Chapter 74.15 RCW
- Any other topic related to the unique care needs of your clients.

# Continuing Education (CE)

## What?

- Beginning July 1, 2012, CE hours increase from 10 to 12 hours.
- CE becomes tied to yearly certification renewal for certified home care aides. The certification renewal date is the home care aide's birthday.
- LTC workers exempt from home care aide certification must get CE by:
  - 6/30/2012 if their birthday is between 1/1/2012 and 6/30/2012.
  - Their actual birthday if their birthday is after 7/1/2012.

## New after 7/1/2012

- Must be taught by qualified instructor: *a RN **or** another person with specific knowledge, training, and work experience in the provision of direct, hands-on personal care or other relevant services to the elderly or people with disabilities requiring long term care.*
- DSHS must approve CE before use.

## Putting it all together

Here are some examples of how this might look.

### Example 1:

<input type="checkbox"/> RFOC - enhanced	45
<input type="checkbox"/> A DSHS approved Pop. Specific training on older adults	7
<input type="checkbox"/> Dementia specialty (DSHS course)	6
<input type="checkbox"/> Additional approved dementia materials	8
<input type="checkbox"/> Mental Health specialty (DSHS course)	<u>4</u>
	70

### Example 2:

<input type="checkbox"/> Another DSHS approved core basic training	45
<input type="checkbox"/> A DSHS approved Pop. Specific training	3
<input type="checkbox"/> On the job training (after 7/12)	12
<input type="checkbox"/> Dementia specialty (DSHS course)	6
<input type="checkbox"/> Mental Health specialty (DSHS course)	<u>4</u>
	70

# Getting LTC Workers Trained

Decide how LTC workers will get training



# Decide How LTC Workers Will Get Training

## **AFH/BHs Options**

1. Send LTC workers to a DSHS approved community instructor, or
2. Do your own training for staff in your facility (or affiliated facilities), or
3. A combination of all of the above for different portions of the training.

## **Home Care Agencies (non-represented) Options**

1. Send LTC workers to a DSHS approved community instructor, or
2. Become an approved community instructor and teach some or all of the required training to your own workers (and others if you choose).

## **IPs and Represented Home Care Agencies Options**

1. Get training from the Training Partnership.

# Training Programs Previously Approved to Offer 1029 Courses

**Any 1029 courses, and any curriculum or instructors you had approved to teach them, will remain approved for the 1163 implementation.**

## **Previous 1029 courses**

- Orientation
- Safety Training
- Core Basic Training
- Population Specific Basic Training
- DDD Parent Provider Training
- 30 Hour Training for Adult Children & Non DDD parents

## **Community Instructors**

- Re-contract with the department to offer these courses again after 1/7/2012.
- Communicate to the department any changes to courses, curriculum or instructors using the TPC Update form. These must be approved before use.

## **AFH/BHs**

May offer previously approved 1029 courses again after 1/7/2012. No action is required unless you need to communicate CHANGES to the department (adding or dropping courses or instructors or changing curriculum). Use the TPA Update form to communicate changes. Any changes must be approved before use.

# To Offer ANY LTC Worker Courses

To offer any LTC worker courses, you must:

**Step 1:** Become a DSHS approved Training Program.

**Step 2:** Use DSHS approved training materials.

**Step 3:** Use DSHS approved instructors.

# Step 1: Become a DSHS approved LTC Worker Training Program.

## Fill out and submit a DSHS training program application.

This form communicates to the department your overall training plan for LTC worker courses including what:

- Courses,
- Training materials, and
- Instructors you are applying to use.

### AFHs/BHs

Submit the **TPA form**.

### Community Instructors and Home Care Agencies

Submit the **TPC form**.

Once a Training Program has been approved, a unique Training Program number is assigned. This number is required by Prometric.

Download all forms from [www.adsa.dshs.wa.gov/1163](http://www.adsa.dshs.wa.gov/1163)

## **Step 2: Use DSHS approved training materials.**

### **Curriculum Options**

There are three options for what curriculum (training materials) can be used.

1. DSHS developed training materials, or
2. DSHS approved training materials from other Training Programs that you have permission to use.
3. Develop your own training materials and get them approved (except for the Nurse Delegation courses and DD specialty training).

### **Getting Your Own Training Materials Approved**

A curriculum approval form is available for each LTC worker course. The forms guide you through what information and materials the department requires to approve your curriculum.

Download all forms from [www.adsa.dshs.wa.gov/1163](http://www.adsa.dshs.wa.gov/1163)

# What Courses Have DSHS Developed Materials

- NEW** • **Orientation and Safety Training** – Materials can be used in their entirety or parts used to supplement your existing materials. Easily customizable. Available for download on website.
- NEW** • **ORSA Instruction Sheet**. Explains what to do to submit ORSA curriculum to the department for approval. Available for download on website.
- **Revised Fundamentals of Caregiving (RFOC)**  
RFOC must be enhanced to use as core basic training. With the increase in training hours, more time must be allotted for:
  - Skills practice.
  - Augmenting or adding additional materials, student activities, videos, or guest speakers.
- NEW** • **CB-RFOC Instruction Sheet** - Available for download on website. Instructions outlining what is and is not considered enhancements to RFOC and tips for developing curriculum. **Review this instruction sheet before developing curriculum.**
- NEW** • **Navigating Through Challenging Behaviors** - Available end of December. DSHS three hour RFOC enhancement.
  - Dementia, Mental Health, and Developmental Disability Specialty Training .

# Step 3: Use DSHS approved instructors.

## Instructor Approval:

- Instructor qualifications vary depending on the course. Required instructors qualifications can be found on the 1163 website and in WAC.
- What must be done to get instructors approved depends on the course and setting.

## AFHs/BHs

- Attest to instructor qualifications. Orientation and Safety Training now included in attestation. **NEW**
- Can **not** offer manager specialty training or Nurse Delegation courses without becoming a DSHS approved community instructor first.

## Community Instructors

- Attest to instructor qualifications for Orientation and Safety Training only in the Training Program Application or Training Program Update form. **NEW**
- Submit an instructor application for all other courses.

Any instructor approved to offer core basic training receives a unique instructor number. This number is required by Prometric.

# Finding Approved Community Instructors (CIs)

By June 15, 2011, there were 25 CI Training Programs contracted to offer 1029 courses throughout WA. Contracts for these courses were cancelled when the 1029 implementation was postponed.

The department began the contracting process to add back these Training Programs in mid-November.

We anticipate having these CIs available once again to offer 1163 training courses by 1/7/2012.

## **Find approved CIs offering 1163 courses**

Go to [www.adsa.dshs.wa.gov/1163](http://www.adsa.dshs.wa.gov/1163) and click on Find a Training Class or Trainer in Your Area. Start checking in mid to late December.

# Home Care Aide Certification

## Educate workers on certification process

- Help workers understand the certification requirements and process.

## Prepare workers for the certification testing environment and process

- Workers will need coaching, reassurance, and practice to be more comfortable and prepared to be tested by an independent contractor. Training Programs teaching core basic training need to:
  - Review what will happen during the exam and how it is administered.
  - Mirror the Prometric exam process when evaluating each worker's ability to perform required skills and written testing.
  - Apply to become a Prometric test site if possible. Workers are more comfortable taking the exam where they have taken the course.
  - Go to [www.prometric.com/WADOH/](http://www.prometric.com/WADOH/) for detailed information.

# Fingerprint Based Background Checks



## **What's New From 1163:**

**All long term care workers** hired on or after January 2, 2012 must have a fingerprint-based background checks to ensure no criminal history or negative action disqualifies them from having unsupervised contact and working with vulnerable persons.

These background checks must include:

### **Federal Checks**

FBI data base, including the national sex offender registry

### **State Checks**

- Washington State Patrol
- Washington State Courts
- Registries: Adult Protective Services, Children's Protective Services,
- Resident Protection Program, and the Department of Health

DSHS must pay for these checks for all LTC workers.

# Fingerprint Based Background Checks

The tasks and steps to get newly hired LTC workers fingerprint checks will be similar to what many of you have used in the past. For more information, visit the:

- **ADSA 1163 website.** View the steps and forms required to complete fingerprint based background checks. Information and forms available after December 15th.
  
- **BCCU website.** Go to <http://dshs.wa.gov/BCCU/> to:
  - Download the Background Authorization form.
  - Find or verify your BCCU account number.
  - See the current turn-a-round times for processing requests.

## **After 1/2/2012:**

- Employers/entities will need to get the Background Authorization form completed and faxed (if possible) or mailed to BCCU as soon as possible after a worker is hired. This ensures the OCA number is available for the worker to include in his or her certification application to the Department of Health.

# Next Steps

1. Visit the ADSA Website [www.adsa.dshs.wa.gov/1163](http://www.adsa.dshs.wa.gov/1163) for updates and more information.
2. Decide how you are going to get your workers trained and submit any required forms and materials for department approval.