Long Term Care Worker Continuing Education and Home Care Aide Training Requirements

Transforming Lives

Training Oversight & Policy Team

ALTSA/HCS Training, Communications and Workforce Development Unit

Washington State Department of Social & Health Services
Transforming lives

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Topics for Today

- **Home Care Aide Certification Overview**

- **General Continuing Education (CE) Requirements for LTC Workers**

- **Application Process for Approval of CE**

- **COVID Emergency Rules for Continuing Education and Home Care Aide Certification**

- **Application Process for Instructors and Training Programs**

- **New Curricula Being Developed**

- **Because the webinar is being recorded, we will take questions at the end of the webinar**

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CE Requirements for LTC Workers

CE Requirements for Long Term Care Workers

WAC 388-112A-0611

LTC workers required to complete CE must have 12 hours of continuing education by their <u>birthday</u> each year:

- Certified Home Care Aides (HCA)
- A long-term care worker who is exempt from the seventy-hour long-term care worker basic training under WAC 388-112A-0090(1) and (2)
- Certified Nursing Assistants (NAC)
- Persons with an OSPI Special Education endorsement
- Assisted living facility administrators or the administrator designee

Only courses approved by DSHS may be used to fulfill the CE requirements!

Approved DSHS continuing education courses will have an approval code:

CE######

CO######

CE Requirements for Long Term Care Workers

WAC 388-112A-0600

CE topics might include:

- Personal care services
- Mental illness
- Dementia
- Depression
- Communication skills
- Positive resident behavior support
- Developing or improving resident centered activities
- Dealing with wandering or aggressive resident behaviors
- De-escalating challenging behaviors
- Medical conditions

CE Requirements for Long Term Care Workers

Some topics can be repeated up to 5 hours/year:

- Bloodborne pathogens and infection control
- CPR training
- First-aid training
- Food handling training
- Health insurance portability and accountability act (HIPAA)
- Medication assistance
- Disaster preparedness
- Aging sensitivity
- Resident rights as it relates to caregiving issues
- Resident safety
- Abuse and neglect identification and mandatory reporting
- Topics where the provider can demonstrate a need for retraining

Getting Your Own Continuing Education Approved

Facility and Community Instructors with approved training programs may create their own continuing education courses!

- Courses must align with the CE topics outlined in [WAC 388-112A-0600](#)

- Application is made using the [DSHS Curriculum Approval Application](#)

- Online courses must meet the [ALTSA Online Training Standards](#)

- No more than 12 course hours can be submitted on one application

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Updated Emergency Rules Related to
Continuing Education
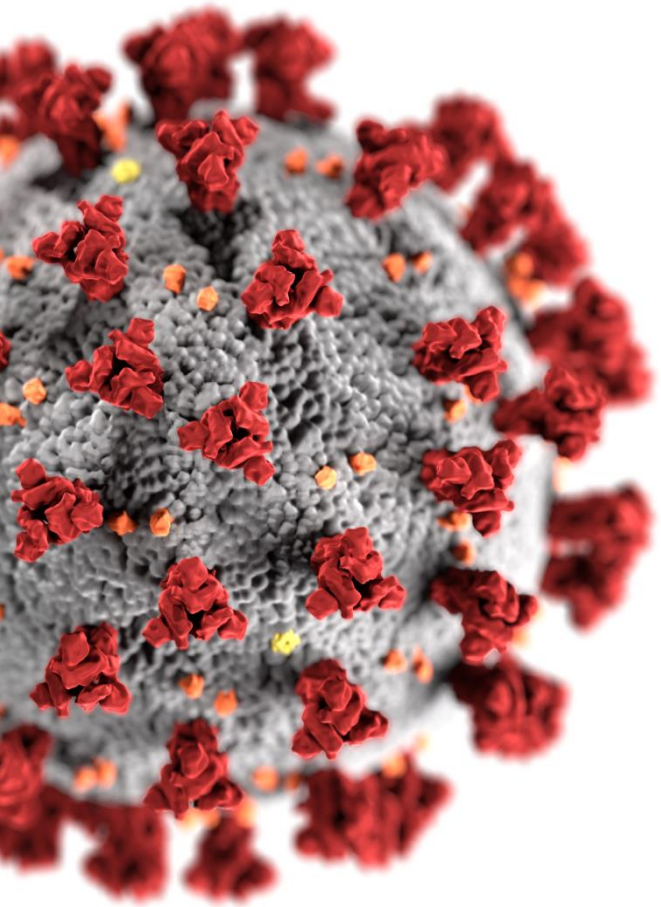
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Updated emergency rules went into effect on April 6, 2022
Allowing additional time for workers to complete continuing education requirements

RCW 74.39A.074: Training requirements for LTCW - Rules

(4) If a pandemic, natural disaster, or other declared state of emergency impacts the ability of long-term care workers to complete training as required by this section, the department may adopt rules to allow long-term care workers additional time to complete the training requirements.

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COVID-19 and Continuing Education Training Impact

COVID 19 Training Challenges

Home care aide classroom training programs close state-wide...

Limited long term care workers' ability to complete continuing education classes

"COVID-19 On-The-Job Training Protocols" CE2135218

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Continuing Education Emergency Rule

For any additional hours beyond the 12 granted that became due while training waivers were in place:

- Workers have until **December 31, 2022**, or **120 days from the end of the COVID-19 training waivers** established by gubernatorial proclamation, *whichever is later.*

- If a worker's next birthday allows fewer than 120 days after the waivers are lifted to complete required CE for their **current renewal cycle**, the worker will have 120 days from the end of training waivers to complete the required CE.

2020

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<---											

2021

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec

2022

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

2023

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
...until waivers end --->											

Pre-Pandemic (COVID CE did not exist)
COVID OJT CE earned
COVID OJT CE may be applied
MINIMUM time to complete other CE*
Potential 120-day window for other CE*

* "Other CE" means hours that became due **while training waivers were in place** beyond the 12 granted for COVID OJT

Emergency Rules Extended for Home Care Aide Training and Certification

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Updated [emergency rules](#) went into effect on April 6, 2022

- **The runway for both HCA certification and specialty training deadlines have been extended**

- **An additional cohort was added for workers recently hired**

Updated *Training* Deadlines to include specialty training:

Worker hired or rehired during the time frame of:	Must complete basic training no later than:
8/17/2019 to 9/30/2020	10/31/2022
10/1/2020 to 4/30/2021	1/31/2023
5/1/2021 to 3/31/2022	4/30/2023
4/1/2022 to 9/30/2022	8/31/2023
10/1/2022 - 12/31/2022 or the end of the COVID-19 training waivers established by gubernatorial proclamation, whichever is later	9/30/2023 or within 120 days after the end of the COVID-19 training waivers established by gubernatorial proclamation, whichever is later
After the end of the COVID-19 training waivers established by gubernatorial proclamation or beginning 1/1/2023, whichever is later	Standard training

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Updated *Certification* Deadlines:

Worker hired or rehired during the time frame of:	Must be certified as a home care aide no later than:
8/17/2019 to 9/30/2020	1/19/2023
10/1/2020 to 4/30/2021	4/21/2023
5/1/2021 to 3/31/2022	7/19/2023
4/1/2022 to 9/30/2022	11/19/2023
10/1/2022 - 12/31/2022 or the end of the COVID-19 training waivers established by gubernatorial proclamation, whichever is later	12/19/2023 or within 200 days after the end of the COVID-19 training waivers established by gubernatorial proclamation, whichever is later
After the end of the COVID-19 training waivers established by gubernatorial proclamation or beginning 1/1/2023, whichever is later	Standard training

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Standard Training Requirements

<u>*Within 14 days of hire*</u>

- Submit WA State DOH's HCA Application Packet.
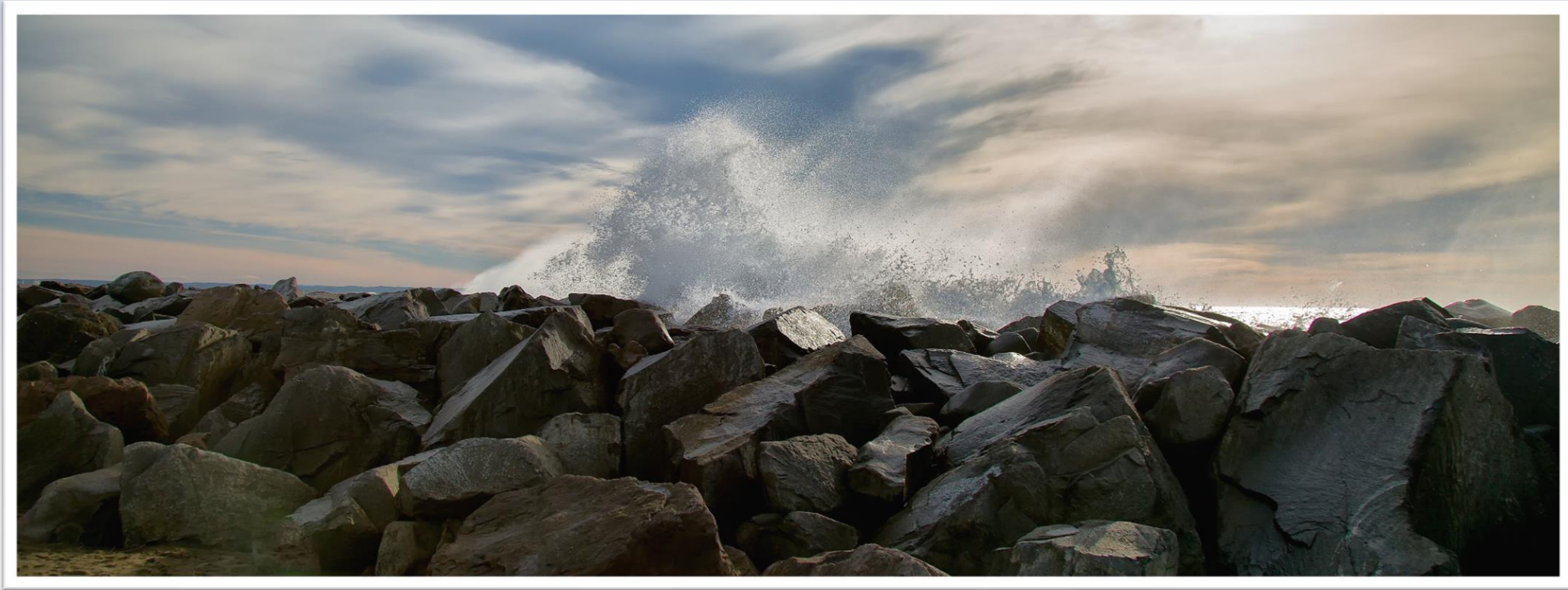- Register for 70-hour long-term care worker basic training.

<u>*Within 120 days of hire*</u>

- Caregiver must complete the 75 hours of long-term care worker training.

<u>*Within 200 days of hire*</u>

- Caregiver must successfully complete Prometric Testing and have active credential.
- **Or**, if a long-term care worker is limited-English proficient **<u>and</u>** the Department of Health has issued them a provisional certification, caregiver must successfully complete Prometric Testing within 260 days of hire.

Application Process for Community Instructors and Facility Training Programs

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Instructor Qualifications

All instructors must:

- Be 21 years of age.

- Have **not** had a professional health care or social services license or certification revoked in Washington state.

- **Must** meet the instructor qualifications for DSHS approval including work experience, teaching experience, and any pre-requisite courses or documentation.

- Review the DSHS Community Instructor Qualification Requirements
- Review the DSHS Facility Instructor Qualification Requirements

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Adult Education Pre-Requisite

- **The most current schedule of Adult Education courses can be found at [DSHS Adult Education Classes.pdf (wa.gov)](#)**

Application Process & Forms For Facility Instructors

- **Complete a [Training Program Application](#) to:**
  - Establish a new training program
  - Add or remove instructors
  - Request approval for curriculum
- **Complete an [Instructor Application](#) to teach:**
  - Core Basic Training
  - Population-Specific
  - Specialty Courses (Dementia, Mental Health
  - On-The-Job 75 Home Care Aide Certification

Facility Training Programs Submit application/s to: TrainingApprovalTPA@dshs.wa.gov

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Application Process & Forms For Community Instructors

- **Complete** and submit a **Contractor Intake Form** (DSHS 27-043) with a copy of your business license

- **Complete** a **Community Instructor Training Program Application and Updates** form (DSHS 15-551)
  - This form tells DSHS what courses, instructors, and curriculum you want to use
  - Establish a new training program
  - Add or remove instructors
  - Request approval for curriculum

- **Complete a Community Instructor Application** (DSHS 15-550) to teach:
  - Core Basic
  - Population Specific
  - Nurse Delegation Core
  - Nurse Delegation Diabetes
  - Dementia Specialty Training
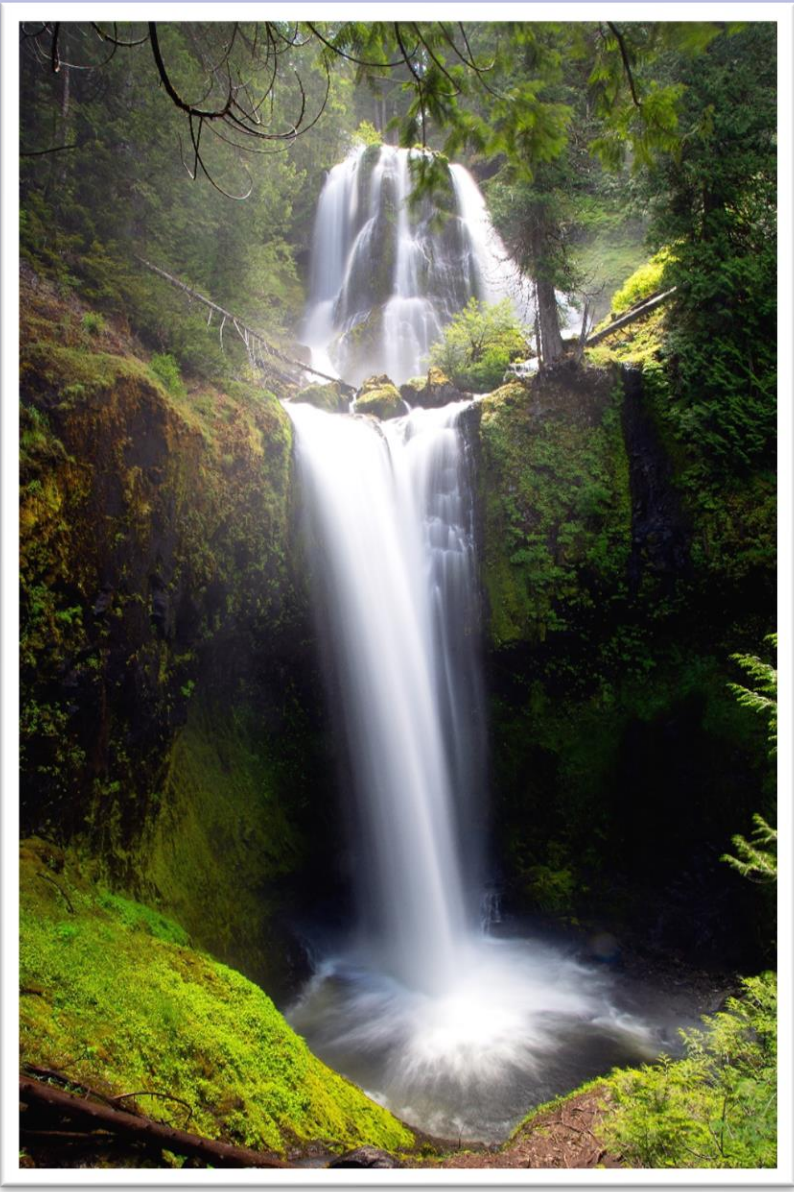 - Mental Health Specialty Training

Community Instructors Submit application/s to: TrainingApprovalTPC@dshs.wa.gov.

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Help is available if you have questions!

- **Contact a Training Unit Program Manager directly or**

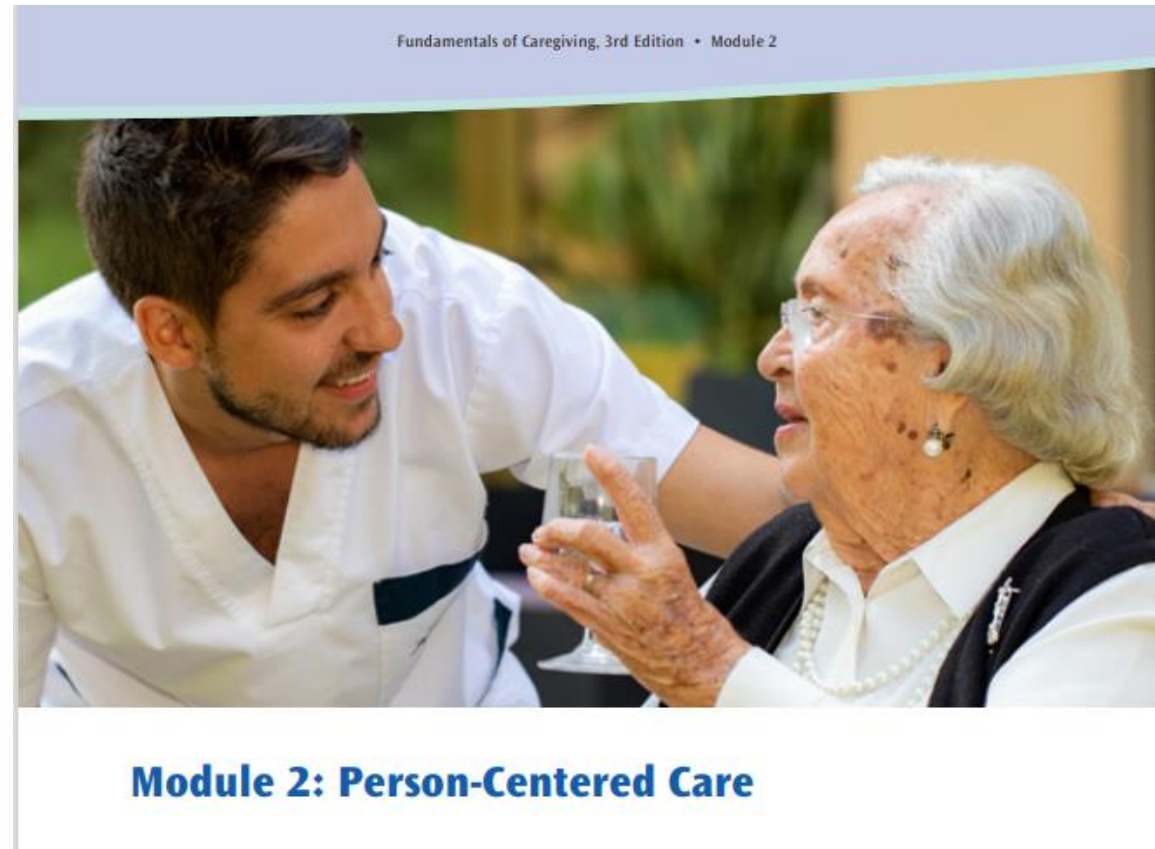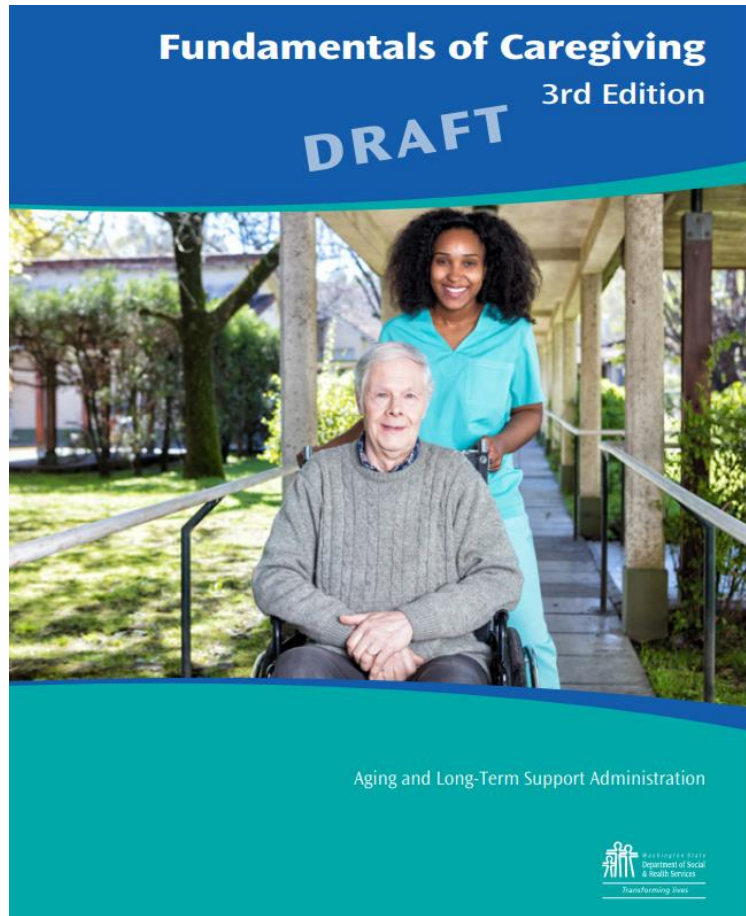- **Attend a Virtual Office Hours meeting:**

Virtual office hours:
DSHS Home Care Aide Training Program Managers host weekly virtual office hours to answer questions for facility and community Home Care Aide instructors in real-time. For more information, please follow this link Virtual Office Hours for Facility and Community Home Care Aide Instructors

New Curricula Being Developed

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Fundamentals of Caregiving, 3rd Edition (FOC)

Fundamentals of Caregiving
3rd Edition
DRAFT
Aging and Long-Term Support Administration

Fundamentals of Caregiving, 3rd Edition • Module 2

Module 2: Person-Centered Care

Fundamentals of Caregiving, 3rd Edition (FOC)

- Add person-centered care

- Vet existing content and update as necessary

- Improve visual and instructional design

- Adjust language for readability and inclusivity

- Enhance learner and facilitator experience

- Advance Health Equity
  - Include a wide variety of SMEs, stakeholders, and tribal partners in the update process
  - Add anti-bias training content

The new FOC is now being piloted, with release to the public by **July 2022**

The current version Revised Fundamentals of Caregiving (RFOC) **will sunset** December 31, 2022

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Fundamentals of Caregiving, 3rd Edition (FOC)

Download the Draft Materials:

- Learner's Guide (high-resolution 160 megs – best quality)

- Learner's Guide (low-resolution 20 megs – for commenting and returning)

- Facilitator's Guide (1 meg)

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Fundamentals of Caregiving, 3rd Edition (FOC)

How to Provide Feedback

We would like to hear your feedback on the content of these materials so that we can continue to improve them.

- Make comments on the low-resolution PDF and email it to us at tcdutrngdev4@dshs.wa.gov; or

- Simply write your comments in the body of an email and send it to us at tcdutrngdev4@dshs.wa.gov.

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CareLearn Washington

- CareLearn has been made available to Long-Term Care providers working for (or planning to work for):

  - Adult Family Homes
  - Assisted Living Facility
  - Enhanced Services Facility
  - Agency Home Care Providers

- [CareLearn Washington](#) provides access to online learning to maintain annual continuing education hours.

- Direct care related training activates are being continually added from sources such as Relias, Skillsoft, Elsevier, and Home Care Pulse.
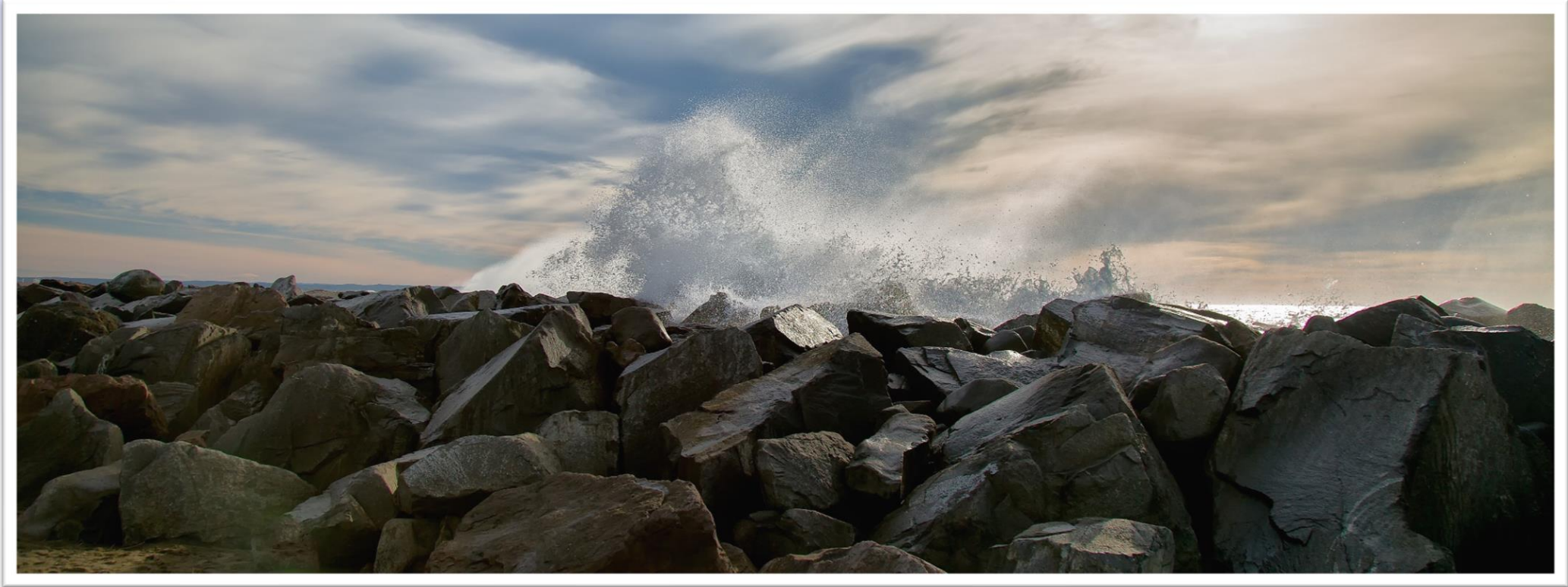
CareLearn Washington

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ALTSAHQHCSLMSHELP@DSHS.WA.GOV

Questions?

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If you have additional questions, please contact us directly.

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