



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Aging and Long-Term Support Administration
PO Box 45600, Olympia, Washington 98504-5600

October 8, 2020

AL TSA: AFH #2020-050
AL TSA: ALF #2020-048
AL TSA: ESF #2020-037

ON-THE-JOB TRAINING FOR HOME CARE AIDES

Dear Provider or Administrator:

The Department of Social and Health Services (DSHS), in collaboration with the Washington Health Care Association, the Adult Family Home Council and LeadingAge of Washington, have developed an on-the-job training opportunity for caregivers enrolled in home care aide certification training.

Under WAC 388-112A-0330, on-the-job training allows an approved instructor in an adult family home, assisted living facility, or enhanced services facility to monitor an employee's performance in completing necessary skills training while working with residents. The rule specifically requires the following:

- (a) The department must approve the instructor and the number of on-the job skills hours included in the seventy-hour long-term care worker basic training upon initial application and when changes to the approved plan are made.
- (b) Facilities must verify on a department-approved checklist each long-term care worker's successful completion of the demonstrated skills.

While on-the-job training has been a component of the training rules for some time, we now have a standardized method to implement the program.

The COVID-19 pandemic has required home care aide training programs to close temporarily across the state. The closure of these sites has limited the ability of home care aides to complete required skills trainings necessary to provide services to DSHS clients. In response to COVID-19 and the continued precautionary measures such as social distancing, DSHS encourages facilities to participate in on-the-job home care aide training.

In November, DSHS will host a series of instructional webinars for facility providers with information about implementing a successful on-the-job training program. All residential facility providers are welcome to participate in any one of these Webinars on the dates listed below.

Webinar Registration:

Register for one of the following On-the-job Skills Training in Facilities for Home Care Aide Certification:

Nov 3, 2020 10:00 AM PST at [On-the-job Training Webinar 11.3.20](#)

Nov 4, 2020 2:00 PM PST at [On-the-job Training Webinar 11.4.20](#)

Nov 6, 2020 10:00 AM PST at [On-the-job Training Webinar 11.6.20](#)

Additional information about on-the-job training is located on the DSHS, Home and Community Services Training Website at [On-the-job Training Web Site](#).

If you have any questions, please contact Julie Peters at (360) 725-2515 or Julie.peters@dshs.wa.gov.

Sincerely,



Candace Goehring, Director
Residential Care Services
DSHS: "Transforming Lives"



Bea Rector, Director
Home and Community Services
DSHS: "Transforming Lives"