



New York HHA Training Program

HHA Training Program Staff & Locations:

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Clinical Administrator

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Director of Education

RN Instructors:

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Peer Mentors:

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Phone:

(718) 657-2966

Center Hours:

8am – 5pm
Monday – Friday

Center Location(s):

Brooklyn, NY
Bronx, NY
Hampstead, NY
Medford, NY
Mt. Vernon, NY
Queens, NY

Program Overview

The Elara Caring New York based Home Health Aide (HHA) Training Program (HHATP) is designed to train and certify HHAs in compliance with the New York State Department of Health (NYS DOH) regulations with incorporation of core curriculum modules and objectives.

The HHA is an integral component of the Home Care Team, and Elara Caring is proud to provide high-quality training, certification and employment of HHAs in NY. We offer in-person and hybrid training program options. Each HHATP site provides the students with educational tools such a textbook, handouts, testing materials, and videos that relate to the curriculum required by the NYS DOH.

Textbook

The Home Health Aide Handbook, *Fifth Edition*, by Hartman Publishing

Course Materials

- Hartman Home Health Aide Handbook Instructor Guide
- Hartman Online Skills Videos
- Hartman Online Appendix Handouts
- Hartman Online PowerPoints
- Modules 1-12 and Units A-H PowerPoints & Exams
- CHC Workbooks (1-9, 11-13, 15, 21 & 23)

Supplemental Resources

Each RN Instructor has access to a library of resources to optimize HHA candidate learning. Here are some of the most common handouts used in class:

- The Care Plan
- The Home Care Team
- Basic Human Needs
- Vital Sign Ranges
- HHA Skills Checklist
- Terms and Vocabulary
- Seven Health Related Tasks and HHA Functions
- Special Diets and Modified Consistency
- Effective Communication for the HHA
- Hypoglycemia and Hyperglycemia
- Special Circumstances & Procedures
- The Grief Process
- Student Regulations
- Trainee Rights

In-Person HHA Training Program Schedule

Days	Modules/Units	Hours
Day 1	<p><u>Module 1: Introduction to Home Care</u></p> <ul style="list-style-type: none"> • <i>Home Care, The Home Care Worker & The Client</i> • <i>What is a Home Care Worker?</i> • <i>Providing Home Care</i> <p><u>Module 2: Working Effectively with Home Care Clients</u></p> <ul style="list-style-type: none"> • <i>Basic Human Needs</i> • <i>Culture & Diversity</i> • <i>Communication & Interpersonal Skills</i> • <i>Caregiver Observation, Recording & Reporting</i> • <i>Confidentiality</i> <p><u>Workbook 2: HIPAA for Home Care Workers</u></p> <ul style="list-style-type: none"> • <i>What is HIPPA and Why is it Important?</i> • <i>Patient Rights</i> • <i>Protected Health Information (PHI)</i> • <i>Ways to Protect Patient's PHI</i> • <i>Legal Considerations and Penalties Regarding Breach of HIPPA</i> • <i>Workbook 2 Quiz</i> 	<p>9a-5p</p> <p>*Lunch 1 Hr.</p>
Day 2	<p><u>Module 3: Working with the Elderly</u></p> <ul style="list-style-type: none"> • <i>What is Aging?</i> • <i>Aging and the Body</i> • <i>Aging and the Mind</i> • <i>Death and Dying</i> <p><u>Module 4: Working with Children</u></p> <ul style="list-style-type: none"> • <i>Family Situations in which Children may need Health Care Workers</i> • <i>How Children Develop & How to work with them</i> • <i>Problems that Affect the Family and How Children React</i> • <i>Strengthening Families and Caregivers by Working with them</i> 	<p>9a-5p</p> <p>Lunch 30 Mins.</p>
Day 3	<p><u>Module 5: Working with People who are Mentally Ill</u></p> <ul style="list-style-type: none"> • <i>What is Mental Health?</i> • <i>What is Mental Illness?</i> • <i>Mental Health, Mental Illness and the Home Care Worker</i> <p><u>Module 6: Working with People with Developmental Disabilities</u></p> <ul style="list-style-type: none"> • <i>Understanding Developmental Disabilities</i> • <i>Developmental Disabilities and Home Care</i> <p><u>Module 7: Working with People with Physical Disabilities</u></p> <ul style="list-style-type: none"> • <i>What are Physical Disabilities?</i> • <i>How the Home Care Worker can help the Physically Disabled</i> <p><u>Workbook 13: Standard Precautions, Bloodborne Pathogens & Needlesticks in Home Care</u></p> <ul style="list-style-type: none"> • <i>The Chain of Infection</i> • <i>OSHA</i> • <i>Needlestick Prevention and Safety</i> • <i>Handwashing</i> • <i>Personal Protective Equipment (PPE)</i> • <i>Workbook 13 Quiz</i> 	<p>9a-5p</p> <p>Lunch 30 Mins.</p>
Day 4	<p><u>Module 8: Food, Nutrition and Meal Preparation</u></p> <ul style="list-style-type: none"> • <i>The Basics of Nutrition</i> • <i>Meal Planning</i> • <i>Food Preparation and Serving</i> • <i>Food Shopping, Storage, and Handling Food Safely</i> 	<p>9a-5p</p> <p>Lunch 30 Mins.</p>

Days	Modules/Units	Hours
	<ul style="list-style-type: none"> Modified Diets <p>Module 9: Family Spending and Budgeting</p> <ul style="list-style-type: none"> The Role of the Home Care Worker in Family Spending and Budgeting Ways to Make the Most Effective Use of the Family's Finances 	
Day 5	<p>Module 10: Care of the Home and Personal Belongings</p> <ul style="list-style-type: none"> Importance of House Keeping in Home Care Performing House Keeping in the Home Ways to be Safe and Save Energy and Time How to Get the Job Done <p>Module 11: Safety and Injury Prevention</p> <ul style="list-style-type: none"> Home Safety and Infection Control Injury Prevention What to Do in Cases of Emergency or Injury 	9a-5p Lunch 30 Mins.
Day 6	<p>Module 12: Personal Care Skills</p> <ul style="list-style-type: none"> Defining Personal Care Personal Care Skills <ul style="list-style-type: none"> Handwashing Donning & Doffing PPE Assisting with Toileting, Bedpan, Urinal Incontinence Care Assisting Patient with Bathing Perineal Care Dressing a Patient Providing Oral Care Providing Denture Care Providing Hair Care Providing Skin Care Giving a Back Rub Providing Foot Care Providing Nail Care Feeding a Dependent Patient 	9a-5p Lunch 30 Mins.
Day 7	<p>Module 12 continued:</p> <ul style="list-style-type: none"> Personal Care Skills <ul style="list-style-type: none"> Positioning on Side Transfer from Bed to Wheelchair Transfer using a slide board Transfer using a Mechanical Lift Making an Occupied Bed Assisting with Prescribed Exercises (Range of Motion) Light House Keeping Assisting with Self-Administration of Medications Personal Care Skills for Well Baby Special Equipment Used by Home Care Clients 	9a-5p Lunch 30 Mins.
Day 8	<p>Unit A: Health-Related Tasks</p> <ul style="list-style-type: none"> Observing, Recording and Reporting Home Care Worker's Role in Health-Related Tasks <p>Unit B: Performing Simple Measurements and Tests</p> <ul style="list-style-type: none"> Simple Measurements and Tests Vital Signs <ul style="list-style-type: none"> Measuring and Reporting Temperature, Radial Pulse, Respirations, Blood Pressure Observing, Measuring and Reporting Pain Specimen Collection (Sputum, Urine, Stool) 	9a-5p Lunch 30 Mins.
Day 9	<p>Unit C: Assisting with Preparation of Complex Modified Diets</p> <ul style="list-style-type: none"> What is a Complex Modified Diet? Special Diets and Related Diseases (Diabetes, Congestive Heart Failure, Kidney Disease, etc.) 	9a-5p Lunch 30 Mins.

Days	Modules/Units	Hours
	<ul style="list-style-type: none"> How to Identify and Respond to Hypoglycemia and Hyperglycemia in Diabetic Patients HHA Role in Assisting with Complex Modified Diets Gastrostomy Tube Feedings and Other Forms of Nutrition for Patients <p><u>Unit D: Assisting with Prescribed Exercises</u></p> <ul style="list-style-type: none"> What are Prescribed Exercises? HHA Role in Assisting with Prescribed Exercises Prescribed Exercise Skills <ul style="list-style-type: none"> Assisting Patient to Ambulate Assisting Patient to Ambulate with Assistive Device Assisting with Passive Range of Motion Assisting with Active Range of Motion Assisting with Postural Drainage 	
Day 10	<p><u>Unit E: Assisting with Prescribed Medical Equipment and Supplies</u></p> <ul style="list-style-type: none"> What is Prescribed Medical Equipment? HHA Role in Assisting with Prescribed Medical Equipment and Supplies Assistive Devices Pressure Reduction Devices Joint Stabilization and Protective Devices Bed Mobility Equipment Skin and Wound Protective Dressings Urinary Catheters (Indwelling, Suprapubic, Condom) Oxygen Tubing and Equipment Prescribed Medical Device Skills <ul style="list-style-type: none"> Catheter Care <p><u>Unit F: Assisting with Special Skin Care</u></p> <ul style="list-style-type: none"> What is Special Skin Care HHA Role in Assisting with Special Skin Care Routine versus Special Skin Care Alterations in the Skin that Need to be Reported Pressure Injury and Skin Breakdown Prevention 	9a-5p Lunch 30 Mins.
Day 11	<p><u>Unit G: Assisting with Dressing Change</u></p> <ul style="list-style-type: none"> Types of Dressings HHA Role in Assisting with Dressing Change <ul style="list-style-type: none"> Dressing change <p><u>Unit H: Assisting with Ostomy Care</u></p> <ul style="list-style-type: none"> Types of Ostomies Ostomy Devices and Equipment HHA Role in Assisting with Ostomy Care <ul style="list-style-type: none"> Ostomy Care <p><u>Advanced Training: Preventing Health Complications and Hospitalizations</u></p> <ul style="list-style-type: none"> Identifying Signs and Symptoms that Need to be Reported Understanding Chronic Disease Management (CHF, Diabetes, Anemia, Kidney Disease, etc.) HHA Role in Preventing Health Complications and Hospitalizations <p><u>Clock-in Assessment Tool (CAT)</u></p> <ul style="list-style-type: none"> HHA Role in using the CAT Assessment Tool in Reporting 	9a-5p Lunch 30 Mins.
Day 12	<p><u>Recap Review:</u></p> <ul style="list-style-type: none"> Review Key Content & Skills Recognition & Awards Ceremony 	9a-5p Lunch 30 Mins.
Day 13	<p><u>Supervised Practical Training:</u></p> <ul style="list-style-type: none"> Observe and Validate HHA Skills 	9a-5p Lunch 30 Mins.
Total Hours =	97 hours of class time	<i>*Lunch is 1 Hr. on Day 1 Only</i>

Hybrid HHA Training Program Schedule

Online Classes	Topics	Hours
Day 1	Modules 1, 2, 3, Wk. Book 2	9a-5p (<i>Lunch 1 Hr.</i>)
Day 2	Modules 4, 5, 6	9a-5p (<i>Lunch 30 Min.</i>)
Day 3	Modules 7, 8, 9, Wk. Book 13	9a-5p (<i>Lunch 30 Min.</i>)
Day 4	Modules 10, 11	9a-5p (<i>Lunch 30 Min.</i>)
Day 5	Module 12	9a-5p (<i>Lunch 30 Min.</i>)
Day 6	Units A, B	9a-5p (<i>Lunch 30 Min.</i>)
Day 7	Units C, D	9a-5p (<i>Lunch 30 Min.</i>)
Day 8	Units E, F	9a-5p (<i>Lunch 30 Min.</i>)
Day 9	Units G, H, Advanced Training, (CAT)	9a-5p (<i>Lunch 30 Min.</i>)
Day 10	Recap & Review	9a-5p (<i>Lunch 30 Min.</i>)
In-Person Skills	Topics	Hours
Day 11, 12, 13	Personal Care & Health-Related Skills	9a-5p (<i>Lunch 30 Min.</i>) (x3 days)
Day 14	Supervised Practical Training (SPT)	9a-5p (<i>Lunch 30 Min.</i>)
Hybrid Program Hours = 104.5 hours of class time		<i>*Lunch is 1 Hr. on Day 1 Only</i>

*All successful HHA Candidates will be provided with a New York State HHA Certificate and will be provided with a New Hire Orientation for offer of immediate employment with Elara Caring. All Certified HHAs in NY are required to obtain 12 Hrs. of In-Service Education per year.

HHA Candidate Class Recruiters:

- Bronx/Mt.Vernon Sites- Yoselyn Cortorreal - Ext 30401
- Queens – Juan Fernandez – Ext 30252
- Brooklyn – Dounie Cadet – Ext 30240
- Long Island – Deidre Jones – Ext 30205

Trainee Rights:

- Know that the program is approved by the New York State Department of Health (NYSDOH) and where to access that information on the NYSDOH website.
- Be treated with respect as a trainee in the program.
- Be trained in a safe environment that meets the minimum standards of the New York State Department of Health.
- Know the location of training, including classroom and patient care settings.
- Know the attendance policy of the program.
- Know the specific requirements for the successful completion of the program (e.g., basic home health aide, personal care aide upgrade, certified nurse aide transitioning, or competency evaluation) for which the trainee is enrolled.
- Know that completion of training must be within 60 days from the first day of enrollment into the program.
- Be informed of the cost of class materials that the trainee receives and retains (not to exceed \$100.00).
- Know that the completion of the training program is not a guarantee of employment.
- Know that a satisfactory Criminal History Record Check will be one condition of employment for graduates.
- Know that there are requirements for a health status assessment conducted by a medical practitioner, immunizations and tuberculosis test in order to complete the clinical portion of the supervised practical training.
- Know that trainee's name will be entered in the Home Care Registry upon enrollment in the training and updated upon completion and that training records will be retained by the training program for 6 years.
- Know the process of how to verify and change the information contained on the Home Care Registry if needed.
- Receive the original Certificate of Completion from the training program within 20 business days of successful program completion which includes the supervised practical training (SPT).
- Be informed of the procedures for submitting program complaints if the trainee has such complaints including the provision of the New York Department of Health's Home Health Hotline Number 1-800-628 5972.

HHA Candidate Training Program Rules & Regulations

1. The training program is approximately three weeks in length (12-15 days). Class hours are from 9am-5pm; Monday-Friday or as designated by the instructor. In order to become a certified home health aide, all classroom and supervised practical training and competency evaluations must be completed within two months (60 days) of your entry into the Elara Caring Training Program.

A. If your fingerprint results come back with a positive "hit" & you have been honest on your application, you will not be able to proceed with the training until you provide us with the required paperwork (a, b, c) which will then be reviewed & a decision will be made by the Human Resources Dept. to let you continue the training program. If you are approved by the H.R. Dept. to continue the training, you must take the training from Day 1.

B. If you are dishonest on your application & your fingerprint results come back with a positive "hit", you will automatically be dismissed from the training program.

2. Attendance will be taken daily. All students will sign a daily attendance sheet. You must be on time for class. Lateness will not be tolerated and is a reason for dismissal from the training program.

A. As a trainee, you will only be allowed two chances to complete the course. If you are dismissed once, you do have the opportunity to repeat the training from the beginning of the next class, depending on the severity of the termination, the instructor, and the recruiters.

3. The use of alcohol or illegal drugs is forbidden. Anyone who uses or is under the influence of alcohol or drugs while on the premises will be dismissed from the training program immediately.

4. No smoking allowed on the premises. Any smoking must be done 25 feet from the building. **NO SMOKING IS ALLOWED IN FRONT OF THE BUILDING.**

5. You will be treated with respect and dignity as a trainee and trained in a safe environment within the standards of the NYSDOH. The use of offensive language, loud, disrespectful behavior or physical outburst will not be tolerated at any time. Improper conduct of any kind is not acceptable during the training program or at any time during employment with Elara Caring. You will be dismissed from class for improper conduct or if the instructor deems it necessary.

6. Demonstrate good behavior and a positive attitude. Your behavior in class will also be part of your evaluation to become a Certified Home Health Aide. If you are **SUSPECTED** of cheating, you will be dismissed from the class immediately.

7. Come prepared to class daily with a pen, notebook, and your textbook. If you are dismissed or drop out of class, you MUST return the textbook!

8. You are expected to be neat, clean, well-groomed and dressed in an appropriate manner during class. Use good personal hygiene.

A. Keep your hair neat and clean, no hats or head coverings are allowed unless permitted by instructor.

B. Maintain fingernails at a short length for infection control

C. Excessive perfume is discouraged. Please be considerate of the amount because it may irritate your other classmates.

D. Jewelry should be kept to a minimum. Please keep in mind that large jewelry can interfere with your skills training. We encourage you to wear a wristwatch with a second hand. The watch is required when you do the skills portion of the training and when you work as a Home Health Aide.

9. During the first week of class, you may wear any clothing you choose as long as it is neat and clean. No see-through tops, halter top and short skirts or shorts allowed. Uniforms are required starting the second week of class. The scrubs can be colored or white.

10. Keep your cell phones on vibrate for emergencies only. Do not use your cell phone during class time. Please wait for your break or lunch time to use your phone.

11. Ask the office staff for permission to use office equipment (i.e. microwave, refrigerator, telephone, etc.)

12. No food or drink is allowed in the classroom with the exception of Lunch Time. Please clean up after yourself. The classroom and bathroom are shared space, so they are to be kept neat and tidy during the day and at the end of each day.

13. *****VERY IMPORTANT***** During the training program you will be required to take many exams to the material taught. If you fail one (1) module exam, you will have the opportunity to retake the exam. If you fail the retake exam, the instructor will remediate you will determine your suitability to continue the program. This rule is implied to all modules. All dismissals are done by administrative decision.

14. You will receive your Home Health Aide Certificate upon completion of the Supervised Practical Training (SPT) on Orientation Day.

15. It is your responsibility to make sure that your required paperwork is complete by the last week of class. This includes the two (2) personal reference letters and all medical requirements (Physicals, two PPD's, urine test and Rubella/Rubeola) must be done. Failure to do so will result in the delay of your ability to attend orientation, which is the final step of the hiring process. Orientations are conducted every week and if you miss your scheduled orientation, you will have to wait for the next available date, delaying your right to employment

A. Any appointments (Medical, Fingerprint) that you are scheduled for you must keep! If you miss more than two scheduled appointments, you will be dismissed from the training program.

15. We will also be fingerprinting each trainee during class. If we do not have your fingerprint results back by the time of your SPT appointment, you will be scheduled, but it may either delay or deny your chances of working for Elara Caring or becoming a Home Health Aide (Information regarding this policy is on the CHRC Form you reviewed and signed at the time of the application)

16. PCA Upgrades follow all trainee rules and regulations as stated but will be expected to attend the second portion of the class or when the instructor deems it necessary (All Units).

17. This is not an offer of employment. Employment will be offered once all requirements are met and your file is reviewed and approved by Human Resources.

18. Program complaints can be directed to the NYSDOH Home Health Hotline Number @ 1-800-628-597

I agree to follow these rules and understand that if I do not; I will be dismissed from the program.

*All HHA Students will be required to sign a separate copy of these trainee rights and student rules and regulations to be submitted to the NYS DOH.

We look forward to providing you with an excellent training and employment experience, and we are happy to have you with us here at Elara Caring!