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| LOCAL COMMISSIONERS MEMORANDUM |
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Transmittal No: 90 LCM-105

Date: July 18, 1990

Division: Medical Assistance
Administration

TO: Local District Commissioners

SUBJECT: Personal Care Services: Home Care Health Related Tasks
Curriculum

ATTACHMENTS: Home Care Health Related Tasks Curriculum (not available
on-line)

We are pleased to announce the release of a new curriculum, the Home Care Health Related Tasks Curriculum, for training of home care workers. This curriculum, consisting of a Trainee's Manual and a Trainer's Manual, was developed under a contractual arrangement with the State University College at Buffalo. Content reflects outcomes of field testing and agreements between the Department, the New York State Health Department and the State Education Department concerning permissible scope of work for paraprofessional home care workers.

The Home Care Health Related Tasks Curriculum is the required curriculum for training of home care workers who will be delivering Level III personal care services. In combination with the Department's Home Care Core Curriculum (HCCC), or the Standardized Assessment Methodology (SAM) for training of home care workers providing Level II personal care services, it provides a complete training package for workers who will be involved in the delivery of personal care services. The Department and the State Health Department have also agreed that the Core Curriculum and the Home Care Health Related Tasks Curriculum will be used in the training of home care workers providing home health aide services.

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The major units in the Home Care Health Related Tasks Curriculum derive from the list of permissible Level III personal care services tasks specified in Department Regulations 505.14(a). At the present time, the administrative directive outlining the policies for provision of Level III services, including the policies regarding implementation of training, has not been released by the Department. Until the directive is distributed, with an effective date for implementation of all policies, the Home Care Health Related Tasks Curriculum should NOT BE USED for actual training of workers. It can, however, be used as a resource for information on the training requirements and as a tool for planning the actual training to implement these requirements. The introductory section of the curriculum's Trainer's manual should be particularly helpful for these purposes.

The Trainer's manual of the curriculum contains standard written tests which must be used in combination with performance checklists to determine the worker's successful completion of curriculum units. Procedures must be established to maintain the confidentiality of these test instruments and to prevent access by unauthorized individuals.

A complimentary copy of the Home Care Health Related Tasks Curriculum is attached. No direct distribution of the curriculum is being made to your contract agencies. Agencies may obtain information on purchasing a copy by writing to the Department, on letterhead stationery, at the following address:

Mr. Bruce Muller
New York State Department of Social Services
Materials Resource Center
40 North Pearl Street
Albany, NY 12243

The purchase price of the curriculum is \$75.00 per set and includes one copy each of the Trainee's and Trainer's Manuals.

If you have any questions about the content or use of the Home Care Health Related Tasks Curriculum, you may call Anne Church or Susan Lasker, Division of Medical Assistance, at 1-800-342-3715, extensions 3-5615 or 3-2345 respectively.

Jo-Ann A. Costantino
Deputy Commissioner
Division of Medical Assistance

Nelson M. Weinstock
Deputy Commissioner
Division of Administration