

## Application for Approval of a Curriculum or a Course

### 1. Type of Application

☐ **New -** Complete and apply for a NEW CURRICULUM on the BPSS System upload this application under the **coursework** tab in the digital application.

☐ **Reapproval -** Be sure to update textbooks and/or instructional aids as well as contact information at renewal time. Apply for a CURRICULUM RENEWAL on the BPSS System and upload this application under the **coursework** tab in the digital application.

<b>2. School Name:</b>	<b>3. Amount paid:</b> \$
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<b>4. Street:</b>	<b>5. E-mail Address:</b>
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<b>City:</b>	<b>State:</b>	<b>Zip:</b>
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<b>6. Total Instructional Hours:</b> 67	<b>7. Curriculum/ Course ID No.: BPSS ONLY</b>
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**8. Title of Curriculum/ Course:**  
Certified Nurse Aide Transition to Home Health Aide

<b>9. Entrance Requirements (Check all that apply):</b>	<b>10. Graduation Requirements:</b>
A. <input type="checkbox"/> High School Diploma/ GED	
B. <input type="checkbox"/> Ability to Benefit Exam	
C. <input type="checkbox"/> ESL Placement Test	
D. [X] Other (Identify here and in catalog) <b>CNA certificate</b>	

Ability to Benefit/ESL Placement Exam Title and Score:

	Exam Name	Score	
Ability to Benefit			
ESL		Entrance:	Exit:

<b>11. Method of Instruction:</b> <b>Classroom</b>	<b>12. Language of Instruction:</b>	<b>13. Definition of One Instructional Hour:</b> <b>60 minutes</b>
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**14. Briefly Describe Any Changes:** (attach a letter on school letterhead if necessary)

**15. Name of Curriculum Contact Person:**

<b>Title:</b>	<b>Telephone: (    )</b>
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**16. Original Signature of Director:**

<b>Print/ Type Name:</b>	<b>Date:</b>
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### 17. Occupational/ Non-occupational Objectives

List entry-level job titles for which a student will qualify upon completion of the curriculum:  
HOME HEALTH AIDE

### 18. Breakdown of Theory, Skill and Internship Hours

List the courses/ units in the order in which instruction will take place. Place an asterisk (\*) next to any courses/ units which can be offered in any sequence within the curriculum. List the number of hours offered for each course/ unit in the second column. In the third column list the predominant focus of the course/unit, either "T" for theory, "S" for skill, or "I" for internship/ externship. List only one letter for each course/ unit. Use additional sheets if necessary.

Course/ Unit Title	Hours	"T", "S", or "I" (see above)	Bureau Use Only	
			Student - Teacher Ratios	Teacher Licensure Area
Module I. Introduction to Home Care	1.5	T	*20:1	
<b>Module II. Working Effectively w/ Homecare Clients</b>	<b>0:0</b>	T	:1	
Module III. Working with the Elderly	2:0	T	:1	
Module IV. Working with Children	1:0	T	:1	
Module V. Working w/People who are Mentally Ill	1:0	T	:1	
Module VI. Working with People w/Develop. Disab.	1:0	T	:1	
Module VII. Working w/ People w/ Physical Disab.	1:0	T	:1	
Mod. VIII. Food, Nutrition & Meal Preparation	4	T	:1	
Mod. IX. Family Spending & Budgeting	0.5	T	:1	
Mod. X. Care of Home & Personal Belongings	1:5	T	:1	
Mod. XI. Safety & Injury Prevention	1:5	T	:1	
<b>Mod. XII. Personal Care Skills</b>	<b>9</b>	S	<b>20:1</b>	
Unit A. Orientation to Health Related Tasks	1	S	:1	
Unit B. Performing Simple Measurements & Tests	6.5	S	:1	
Unit C. Complex Modified Diets	4.5	S	:1	
Unit D. Assisting w/ Prescribed Exercise Program	3.5	S	:1	
Unit E. Assisting w/ use of Prescribed Medical Equipment, Supplies & Devices	8	S	:1	
Unit F. Assisting w/ Special Skin Care	2	S	:1	
Unit G. Assisting w/ a Dressing Change	1.5	S	:1	
Unit H. Assisting w/ Ostomy Care	8	S	:1	
Internship in a Home Care Agency	8	I	<b>3:1 Home</b>	
*See revised PG 18-0301 for conditions for higher ratios (added 5/8/2014)				
TOTAL	67		:1	

Bureau Use Only

Curriculum/ Course ID Number:

## 19. Textbooks and Instructional Aids

Complete for each course. If no texts or instructional aids are used, enter course title and "NA." Use additional sheets if necessary.

<b>Unit/Course Title:</b> Note here a textbook of your choice. The DOH curriculum is not a textbook, but a curriculum intended for your instructor.	
<b>Textbook:</b>	
<b>Publisher:</b>	<b>Date:</b>
<b>Software:</b>	
<b>Other Instructional Aids:</b>	
<b>Unit/Course Title:</b>	
<b>Textbook:</b>	
<b>Publisher:</b>	<b>Date:</b>
<b>Software:</b>	
<b>Other Instructional Aids:</b>	
<b>Unit/Course Title:</b>	
<b>Textbook:</b>	
<b>Publisher:</b>	<b>Date:</b>
<b>Software:</b>	
<b>Other Instructional Aids:</b>	
<b>Unit/Course Title:</b>	
<b>Textbook:</b>	
<b>Publisher:</b>	<b>Date:</b>
<b>Software:</b>	
<b>Other Instructional Aids:</b>	
<b>Unit/Course Title:</b>	
<b>Textbook:</b>	
<b>Publisher:</b>	<b>Date:</b>
<b>Software:</b>	
<b>Other Instructional Aids:</b>	
<b>Unit/Course Title:</b>	
<b>Textbook:</b>	
<b>Publisher:</b>	<b>Date:</b>
<b>Software:</b>	
<b>Other Instructional Aids:</b>	

## 20. Equipment List

Describe equipment purchased by the students for this curriculum only, include the cost of each item. Do not include instructional aids or desks/chairs. Include manufacturer's name, model, and name of item. For computers, also indicate the speed in MHz, and the size of the harddrive, and the RAM.

<i>*For a class of 20 students, the following quantities are required. This is the revised list effective July 1, 2012</i>			
<b><u>1. PATIENT CARE CENTER (HOME, ADJUSTED HOME) for Module XII</u></b>			
Quantity	Description	Quantity	Description
2	Adult Practice mannequins	2	Medicine Bottles, medicine glasses and droppers
1	Bed, single, home style, with mattress, 2 sets of linens, blankets and 2 pillows	4	Incontinence pads
1	Bedside Commode	2	Trays
1	Chair, bedside, home-type	1	Emesis/Cleaning basin
2	Bedpans; fracture pans; Urinals	2	Scissors, orange sticks & nail files
1	Table, overbed	2	Wound dressing Supplies- gauze, tape (Mod. XII-34, also for Unit G)
1	Scale (balance or digital scale)	4	Gowns, patient
1	Slide board	1	Layette sheet
1	Gaitbelt	1	Set of male and female clothes for dressing demonstration
1	Hydraulic Lift	2	pitcher/container for measuring intake and output (XII-33)
1	1 safety razor with shaving cream, and 1 electric razor	1	Eye glasses
2	Wash basins and 2 soap dishes	2	Elastic stockings (XII-13)
3	Wheelchairs	As needed	Gloves (non-latex)
1	Walker; 1 cane	2	Infant mannequins, bassinets and baby bottles (for skills XII-35 and XII-36)
1	Condom Catheter and urine drainage bag (Mod. XII-19 to 21, & also Unit E)	1	Box diapers or pampers
1	Garbage bin with bags	As needed	Alcohol-based cleaner/handiwipes
<b><u>2. LIVING CENTER</u></b>			
Quantity	Description (for Module X—equipment optional, as this unit has no skills performances)		
1	Sofa, chair and table		
1	Draperies, blinds, curtains or window shades		
<b><u>3. FOOD PREPARATION &amp; SERVICE CENTER (for Module 8 and Unit C)</u></b>			
Description (The DOH equipment list allows a “mock kitchen,” as the performance objectives only ask the student to “assist” in cooking and safe storage in Module VIII and to “assist” in preparing complex modified diets in Unit C). Demonstration in a working kitchen is recommended if students are unfamiliar with cooking. The dishes, though not the stove & fridge, are also needed for practicing helping patients to eat in Module XII, skill XII-11			
	Kitchen (can be Mock/non-functional)		Helping to Eat (Mod. XII-B)
1	Sink with running water and cabinet	1	Can opener and 1 Bottle opener
1	Storage unit, wall, base	1	Dispenser, paper towels

1	Range, gas or electric, or hot plate(s)	1	Coffee pot
1	Refrigerator (can be small)	1	Measuring spoon set
1	Toaster	1	Measuring liquid cup
2	Pots and 4 pot holders	4	Water glasses
1	Skillet	4	Knives, forks and spoons
1	Dish drainer with dish pan	4	Plates, cups and saucers
1	Knife, utility and 1 paring knife	1	Dining table with 4 chairs
<b><u>4. UTILITY AND HOUSEKEEPING CENTER (Module X and XII-B-K) 1)</u></b>			
Quantity	Description: Equipment optional. Skills can be demonstrated with a video, though a quality training program may want to demonstrate the skills live.		
1	Vacuum cleaner unit with attachment	1	Ironing board and steam-dry iron
1	Push broom, pail, wet mop,	1	Cabinet, general storage

## 21. Curriculum Application Information

**Course Title:** Certified Nurse Aide transition to Home Health Aide (67 hours)

**Prerequisite Courses:** CNA certificate

The school will use the DOH curriculum. The **Personal Care Aide to Home Health Aide Upgrade** consists of:

**The Health-Related curriculum at:**

[https://www.health.ny.gov/professionals/home\\_care/curriculum/docs/home\\_care\\_curriculum.pdf](https://www.health.ny.gov/professionals/home_care/curriculum/docs/home_care_curriculum.pdf)

The following parts in the Core Curriculum do not have to be taught in a Certified Nurse Aide transition, p. 15 to 20 (Module II), and in Module XII, Unit A, Parts A, B, C, D, E (see pp. 62-76), Unit B, Parts F, G, H, I, J, K (pp. 78-116). You still must teach Module XII, Units C, D, and E, and do the mandated skills for these.

**Permissible Activities for HHAs:**

[https://www.health.ny.gov/facilities/home\\_care/docs/activities\\_matrix.pdf](https://www.health.ny.gov/facilities/home_care/docs/activities_matrix.pdf)

**Internships:** Your sites of internship must be approved by BPSS. A skills checklist must also be attached to your application. Please go to the links below to review requirements for internships and affiliation agreements:

**Internship information:** <https://www.acces.nysed.gov/bpss/schools/policy-internship-site-selection-utilization-and-approval>

**Skills checklist:** <https://www.acces.nysed.gov/sites/acces/files/bpss/cna-hha-skills-checklist.pdf>

**Affiliation Agreement:**

<https://www.acces.nysed.gov/bpss/affiliation-agreement-requirements-hha>

<https://www.acces.nysed.gov/sites/acces/files/bpss/hhaaffiliationagreement.pdf>

**Home Care Registry:**

You cannot start instruction until you can register your students on the HCR.

1. School must contact BPSS curriculum by email at [BPSSCurriculum@nysed.gov](mailto:BPSSCurriculum@nysed.gov) and provide the following:
  - a) Name of school director to be assigned to the Home Care Registry
  - b) Nurse instructor's NYS RN license
  - c) Nurse instructor's BPSS teacher's license
2. BPSS Curriculum will establish the school on the Home Care Registry
3. BPSS Curriculum will email the Health Commerce Management Unit (CAMU) and School Director with the Change of Status (COS) notification for the school.
4. School Director will work directly with CAMU to set up the Health Commerce Account
5. Questions should be directed to:
  - a. For Health Commerce Account: contact CAMU  
Help Desk: 1-866-529-1890  
Email: [camu@health.ny.gov](mailto:camu@health.ny.gov)
  - b. For Home Care Registry:  
Help Desk: 1-877-877-1827 Monday through Friday 8:30 AM to 4:30 PM  
Email: [HCRReg@health.ny.gov](mailto:HCRReg@health.ny.gov)

**NOTE:** If you are an existing school adding a new HHA, PCA or upgrade program you must contact [BPSSCurriculum@nysed.gov](mailto:BPSSCurriculum@nysed.gov) requesting to have your school added to the HCR as well as provide the name of school director to be assigned to the Home Care Registry, the nurse instructor's NYS RN license and the nurse instructor's BPSS teacher's license.

**Teaching in a Language Other Than English (LOTE):**

If you plan to teach this curriculum in a LOTE, you need to send a translated curriculum (your answers only) through section 20.

**Translation:** All translated material **must** be accompanied by a notarized affidavit and include the following:

- Translator is not an employee or partner at the school, or family member to one
- That he/she knows English and the LOTE (and where the latter was learned)
- How can I reach the translator (address, email, phone)?
- That this is a "true and complete translation" of the (name of curriculum) from (name of school).

**Teaching:** Personal Care Aide/Home Health Aide teachers must apply for subject area BPSS teacher's license in language of instruction. Your teacher must speak the language of instruction fluently; no translators are allowed in class.

**Books:** Books must align with the NYS DOH curriculum. NYS DOH has approved and affirmed as consistent with the curricula the following texts:

- **Mosby's** Textbook for the Home Care Aide and Mosby's Textbook for the Home Care Aide Workbook Third Edition. Authors: Joan Birchenall, Eileen Streight.
- **Hartman-** Providing Home Care A Textbook for Home Health Aides, 3rd, 4th, 5th, and 6th editions. Authors: William Leahy, Jetta Fuzy, Julie Grafe

**Spanish or Chinese:** The translated books currently available in Spanish (Hartman, by Fuzy, ed. and Medifecta, by Marion Karpinski), or Chinese (Medifecta, by Karpinski) do NOT cover all the material found in standard English textbooks. The Karpinski books only cover PCA and therefore cannot be used for PCA Upgrade to HHA curriculum. The Hartman Spanish Guia/Handbook covers most, but not all, required subjects. Hartman provides a crosswalk for the Guia/Handbook to the NYS DOH curriculum. In your application for curriculum approval/reapproval, list all videos and hand-outs in Spanish you will provide to students to cover these missing subjects, ordered by unit in the curriculum.

**Other languages:** The school is responsible for providing material for students in the language of instruction regardless of whether a published textbook is available in that language.