

## Application for Approval of a Curriculum or a Course

**This form must be completed by all schools. Submit two copies for each curriculum or course. Please type or print.  
 Registered business schools seeking approval for TAP funding must also complete form BPSS-30A.**

1. Type of Application (check one)

- New -** Complete and submit entire application (skip items #5, 7, & 14).
- Reapproval -** Complete and submit cover page, breakdown of hours chart (item #18), textbook list (item #19), equipment list (item #20), and all items corresponding to any changes (e.g., item #21a if courses are changed).
- Amendment -** Submit one copy of current approval letter and complete items #2-7, 14-16, and all items corresponding to any changes.

2. School Name E-mail Address:

3. Street City State Zip

4. Title of Curriculum/ Course  
HOME HEALTH AIDE

5. Curriculum/ Course ID No.  
C

6. Total Instructional Hours 8 3

7. OBRA ID (Nurse Aide/ Assistant Only)

8. Nationally Recognized Vendor Provided Curriculum?  Yes  
Name of Vendor and web site:

9. Entrance Requirements (Check all that apply)

A.  High School Diploma/ GED **OR**  Ability to Benefit Exam Score

B.  ESL Placement Test Enter Score Exit Score

C.  Other (Identify here and in catalog)

10. Curriculum Specific Graduation Requirements, if any

11. Method of Instruction  Individualized  Traditional  Correspondence

12. Language of Instruction

13. Definition of One Instructional Hour 60 minutes

14. Briefly Describe Any Changes ( Use additional sheets if necessary)

15. Name of Contact Person  Title <span style="float: right;">Telephone</span> ( )	<b>Bureau Use Only</b>
16. Original Signature of Director, Owner, President <span style="float: right;">Date</span> (circle one)	
Print/ Type Name	

### 17. Occupational/ Non-occupational Objectives

List entry-level job titles for which a student will qualify upon completion of the curriculum or briefly identify the non-occupational objective. 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	<b>*20:1</b>	02-011
Module II. Working Effectively w/ Homecare Clients	3:0	T	<b>:1</b>	
Module III. Working with the Elderly	2:0	T	<b>:1</b>	
Module IV. Working with Children	1:0	T	<b>:1</b>	
Module V. Working w/People who are Mentally Ill	1:0	T	<b>:1</b>	
Module VI. Working with People w/Develop. Disab.	1:0	T	<b>:1</b>	
Module VII. Working w/ People w/ Physical Disab.	1:0	T	<b>:1</b>	
Mod. VIII. Food, Nutrition & Meal Preparation	4:0	T	<b>:1</b>	
Mod. IX. Family Spending & Budgeting	0.5	T	<b>:1</b>	
Mod. X. Care of the Home & Personal Belongings	1:5	T	<b>:1</b>	
Mod. XI. Safety & Injury Prevention	1:5	T	<b>:1</b>	
*Universal Precautions now covered Mod. XII, Unit B, if you keep it, curriculum remains at 84 hours	0:0	T	<b>:1</b>	
Mod. XII. Personal Care Skills (End PCA part)	22	S	<b>20:1</b>	
Unit A. Orientation to Health Related Tasks	1	S	<b>:1</b>	
Unit B. Performing Simple Measurements & Tests	6.5	S	<b>:1</b>	
Unit C. Complex Modified Diets	4.5	S	<b>:1</b>	
Unit D. Assisting w/ Prescribed Exercise Program	3.5	S	<b>:1</b>	
Unit E. Assisting w/ use of Prescribed Medical Equipment, Supplies & Devices	8	S	<b>:1</b>	
Unit F. Assisting w/ Special Skin Care	2	S	<b>:1</b>	
Unit G. Assisting w/ a Dressing Change	1.5	S	<b>:1</b>	
Unit H. Assisting w/ Ostomy Care	8	S	<b>:1</b>	
Internship in a Hospital or Home Care Agency	8	I		<b>3:1 Home, ALF, Adult</b>
*See revised PG 18-0301 for conditions for higher <a href="http://www.acces.nysed.gov/bpss/schools/pg180301.htm">http://www.acces.nysed.gov/bpss/schools/pg180301.htm</a> (added 5/8/2014)	83			<b>Home, 10:1 Hospital</b>

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>Course Title:</b> Note here a textbook of your choice. The DOH curriculum is not a textbook, but	
<b>Textbook:</b> a curriculum intended for your instructor. The old DSS booklet is obsolete.	
<b>Publisher:</b>	<b>Date:</b>
<b>Software:</b>	
<b>Other Instructional Aids:</b> If you teach in another language and use the PHI translated Hartman testbank, note it here. You will need to show the letter from Hartman allowing you access to the testbank.	
<b>Course Title:</b>	
<b>Textbook:</b>	
<b>Publisher:</b>	<b>Date:</b>
<b>Software:</b>	
<b>Other Instructional Aids:</b>	
<b>Course Title:</b>	
<b>Textbook:</b>	
<b>Publisher:</b>	<b>Date:</b>
<b>Software:</b>	
<b>Other Instructional Aids:</b>	
<b>Course Title:</b>	
<b>Textbook:</b>	
<b>Publisher:</b>	<b>Date:</b>
<b>Software:</b>	
<b>Other Instructional Aids:</b>	
<b>Course Title:</b>	
<b>Textbook:</b>	
<b>Publisher:</b>	<b>Date:</b>
<b>Software:</b>	
<b>Other Instructional Aids:</b>	
<b>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 used by students for this curriculum only. Do not include instructional aids or desks/ chairs. Include manufacturer's name, model, and name of item.

\*Location:

<i>*For a class of 20 students, the following quantities are required. (May 2012 version)</i>			
<b>1. PATIENT CARE CENTER (HOME, ADJUSTED HOME) for Module XII</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 Hydraulic lift	1	Set of male and female clothes for dressing demonstration
1	Sink with running water (if no functional one in kitchen) in the skills classroom.	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>2. LIVING CENTER</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		
		Bureau Use Only	

20. Equipment List (*Continued*)

Describe equipment used by students for this curriculum only. Do not include instructional aids or desks/ chairs. Include manufacturer's name, model, and name of item.

\*Location: \_\_\_\_\_

<u>3. FOOD PREPARATION &amp; SERVICE CENTER</u> (for Module 8 and Unit C)			
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, <b>paper towels</b>
1	Range, gas or electric, or hot plate(s)	1	Coffee pot
1	Refrigerator (can be small)	<b>1</b>	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
<u>4. UTILITY AND HOUSEKEEPING CENTER</u> (Module X and XII-B-K) 1)			
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
		Bureau Use Only	
Curriculum/ Course ID Number: _____			



## 21a. Content Outline

Include an outline of topics to be covered for each course. Attach additional sheets if necessary.

Course Title: Home Health Aide (83 or 84 hours)

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The school will use the DOH curriculum.

The curriculum for the Core curriculum (first half, PCA) is at:

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

The Health-Related curriculum for the second half (HHA) at:

[http://www.health.state.ny.us/professionals/home\\_care/curriculum/docs/health\\_related\\_tasks\\_curriculum.pdf](http://www.health.state.ny.us/professionals/home_care/curriculum/docs/health_related_tasks_curriculum.pdf)

Read this, too, about what HHAs can do, and what not

[http://www.health.state.ny.us/professionals/home\\_care/curriculum/docs/home\\_health\\_aide\\_scope\\_of\\_tasks.pdf](http://www.health.state.ny.us/professionals/home_care/curriculum/docs/home_health_aide_scope_of_tasks.pdf)

This revised curriculum incorporates the minor shifts in unit times decided by DOH in January 2007 and in 2008, mainly shifting half-hours among various units in the HRTC, and clarifying times and a few procedures in HCC. The time adjustments within the units can be incorporated at once, the changes in times allotted to the units upon renewal of the curriculum approval.

**Teachers:** Since 12/15/2012, a teacher licensed to teach HHA is automatically licensed to teach PCA.

**Home Care Registry:** After approval by BPSS, your school, programs, teachers, directors and students must, since September 2009, be registered on the Home Care Registry [https://www.health.ny.gov/professionals/home\\_care/](https://www.health.ny.gov/professionals/home_care/) (Help Desk at 1-877-877-1827 Monday through Friday 8:30 a.m. to 4:30 p.m. or email at [HCRReg@health.ny.gov](mailto:HCRReg@health.ny.gov) ). After approval, BPSS will notify the Health Commerce Management Unit (CAMU, Help Desk at 1-866-529-1890 or [hinhpn@health.ny.gov](mailto:hinhpn@health.ny.gov) ) that you have been approved. CAMU will then contact you, and so will the HCR. If you are a nurse or other medical professional, you have one already and know the procedure. This may take several weeks. You cannot start instruction until you can register your students on the HCR. It is your responsibility to read and follow additional DOH instructions concerning training and reporting requirements. (Added 7/2013).

**Internships:** An addendum to 21a must include a complete list of all internship sites, addresses and contact information. All internship sites must be approved by BPSS. Upload into the web-based system, a signed copy of the BPSS standard affiliation agreement for Home Health Aides. The agreement should be uploaded to the curriculum queue. You must notify Dr. Thomas Reimer by email at [Thomas.Reimer@nysed.gov](mailto:Thomas.Reimer@nysed.gov) when you upload the agreement. Acceptable internship sites are HOSPITALS, HOME CARE AGENCIES, ASSISTED LIVING PROGRAMS/RESIDENCES (as long as Medicaid is not billed for the services of the student). **Added April 2011:** A new, signed, standard affiliation agreement must be submitted with the curriculum renewal application (every 3 years).

A student cannot be entered as certified in the Registry until he/she has satisfactorily finished his/her internship. To enter the student before the completion of the internship is a violation of your pledge to teach the curriculum as approved.

## 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) up to 21a.

**Translation:** All translated material must be accompanied by a notarized affidavit and include ALL of this:

- 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 learned the latter)
- 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).

**Books:** As noted by the Department of Health in July 2012, 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. Therefore, these books must be enhanced by hand-outs and training videos in the language of instruction. Hartman provides a crosswalk for the Guia/Handbook to the NYS DOH curriculum (3<sup>rd</sup> ed., in English and Spanish) and DOH requirements for the entire HHA course. In your application for curriculum approval/reapproval, list all videos and hand-outs in Spanish you will provide to students, ordered by unit in the curriculum. The Medifecta books cover the Core curriculum (PCA material). You will also need the instructor manual and student workbook for either book for the core. You will also need to find/create approvable teaching material in Spanish or Chinese for the entire Health-Related part after Unit XII.

If you have no available textbook at all in your language of instruction for both the core and the health-related parts (Russian and Polish, for example), or cannot provide the needed enhancements in Chinese or Spanish for the health-related part, then you must use an English textbook, and have students document through a standard ESL test that they can read English at an intermediate level, such as by testing for SLEP score 43, or CELSA 35 questions out of 75. It is advisable to add a unit (5 or 10 hours) on Vocational English for Homecare, before teaching in the language of instruction. Generally, it would be advisable to have a Vocational English unit for all non-English courses, whether incorporated into the HHA/PCA or taught before these two courses as separate unit.

**Internships:** A separate Affiliation Agreement must be signed for each language, with the language of instruction marked on p. 1. Your internship host must have residents using the language of instruction in sufficient numbers to give all students the required internship experience.

**Teachers:** No translators are allowed in class. Your teacher must speak the language of instruction fluently. A license to teach PCA/HHA specifically in these languages must be requested in addition to the regular license for HHA and PCA English, by including either proof that the teacher completed education in that language (a high school diploma or university diploma, or similar, or an affidavit by someone knowledgeable—such as a teacher, minister or community organizer, that the teacher applicant speaks the language of instruction, and where he/she learned it).

(Added for clarification 11/30/2012)

## 21b. Performance Objectives (Optional)

(Effective October 1, 2002, submission of performance objectives is optional and will not be included in the review of curriculum or course submissions. Schools must still maintain appropriately written Student Performance Objectives for each curriculum at their school location and make them available to all instructors and the Bureau upon request.)

Complete performance objectives for each course include conditions, student behaviors, and standards.

Course Title: Home Health Aide

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Prerequisite Courses: \_\_\_\_\_

The school will use the **CURRENT** performance objectives (unit tests) of the revised 2006/2007 Dept. of Health curriculum for the Home Care Core Curriculum and the Home Care Health Related Tasks Curriculum. The unit tests are on the HPN (Healthcare Provider Network) website. You must log in to see them. They are in the file “Evaluation Documents.” If you submit an application to teach HHA or PCA in a language other than English, the unit tests must be translated. If you want to use the English tests for a foreign language class, students do not show, per test, a reading ability in English equivalent to “intermediate” (as in CELSA, score 97). After July 1, 2012, schools can also use unit tests from publishers provided that these have a test bank. Several publishers have testbanks in a variety of languages, including the Home Health Aide University. You cannot use as tests questions printed in the textbook since students can prepare answers in advance.

At the end of their training, students must also demonstrate the skills in the attached checklist (per DOH 2007), copied from the Appendix in the Homecare Curriculum and the Health-Related Tasks Curriculum. For the Homecare (that is Personal Care part), the 12 required skills (marked with a \*) and 2 other skills must be demonstrated. For the Health-Related Tasks, the satisfactory demonstration of 18 skills is required (marked with an asterisks, \*). These tasks must be evaluated according to the DOH guidelines. The school should document this on a form including the date, place, and the name/signature of the nurse who evaluated it. That sheet must be in the student file. (Paragraph added April 2011). After July 1, 2012, the student must, per Department of Health regulation, receive a copy.

Home Health Aides must have 16 “Supervised Practical Training” hours, meaning that they must practice LIVE instead of on a mannequin. Eight of these hours are done during the internship, the other 8 during the hours noted as “S” (Skills). We encourage schools to go well beyond these 8 classroom live practice hours, and use a majority of the 57 hours noted as Skills classes for practical hands-on training by students, on each other or a volunteer supplied by the school for that purpose.

To apply for curriculum approval, you fill out this form and upload it under “Coursework Details.” You also fill out the various fields. There is one separate application per language of instruction. The information on this application and the online fields must be identical. For example, the instructional hour must be 60 minutes on both. The 85% attendance rule does not apply to this program. The student must finish, in class or through make-up hours, all hours of this curriculum.

