

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: _____

3. Street _____ E-mail Address: _____

City _____ State _____ Zip _____

4. Title of Curriculum/ Course PCA to HOME HEALTH AIDE Upgrade	5. Curriculum/ Course ID No. C _____
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6. Total Instructional Hours _____ 4 3	7. OBRA ID (Nurse Aide/ Assistant Only) _____	8. Nationally Recognized Vendor Provided Curriculum? <input type="checkbox"/> Yes Name of Vendor and web site: _____
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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) **Personal Care Aide Certificate**

10. Curriculum Specific Graduation Requirements, if any _____

11. Method of Instruction <input type="checkbox"/> Individualized <input type="checkbox"/> Traditional <input type="checkbox"/> Correspondence	12. Language of Instruction _____	13. Definition of One Instructional Hour 60 minutes
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14. Briefly Describe Any Changes (Use additional sheets if necessary) _____

15. Name of Contact Person	Bureau Use Only
Title _____ Telephone () _____	
16. Original Signature of Director, Owner, President (circle one) _____ Date _____	
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
Unit A. Orientation to Health Related Tasks	1	S	20:1	
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 Hospital or Home Care Agency	8	I	3:1 Home 10:1	ALF, Adult Home Hospital
(2008 version)	43			

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.

Course Title: Note here a textbook of your choice. The DOH curriculum is not a textbook, but	
Textbook: a curriculum intended for your instructor. The old DSS book is obsolete.	
Publisher:	Date:
Software:	
Other Instructional Aids:	
Course Title:	
Textbook:	
Publisher:	Date:
Software:	
Other Instructional Aids:	
Course Title:	
Textbook:	
Publisher:	Date:
Software:	
Other Instructional Aids:	
Course Title:	
Textbook:	
Publisher:	Date:
Software:	
Other Instructional Aids:	
Course Title:	
Textbook:	
Publisher:	Date:
Software:	
Other Instructional Aids:	
Course Title:	
Textbook:	
Publisher:	Date:
Software:	
Other Instructional Aids:	

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>			
<u>1. PATIENT CARE CENTER (HOME, ADJUSTED HOME) for Module XII</u>			
Quantity	Description	Quantity	Description
2	Adult Practice mannequins	2	Medicine Bottles, glasses, 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
<u>2. LIVING CENTER</u>			
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	
Curriculum/ Course ID Number: _____			

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 & SERVICE CENTER (for Module 8 and Unit C)</u>			
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
<u>4. UTILITY AND HOUSEKEEPING CENTER (Module X and XII-B-K) 1)</u>			
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: _____			

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: _____

5. BATHROOM CENTER (Module XII)		Supplies for Health-Related Training (Units A to E)	
Quantity	Description		
		4 Blood pressure Cuff* (Unit B)	
1	Commode or toilet	2 Urine specimen collection kit (Unit B)	
		Thermometers – 10 mouth, 2 rectal, 2 holders (Unit B)	
4	Towels & wash cloths	4 Teaching stethoscopes (Unit B)	
1	Toothbrush and toothpaste	2 Condom Catheters with urine drainage bag (Unit E, also used in Module XII-19-21)	
1	Set of Dentures and dentures cup	4 Ace bandages (Unit E)	
As needed	Bars of soap or dispenser; Hand cleanser; Skin Lotion	1 set Tracheostomy Care - cannula, inner cannula, trach straps, trach cleaning kit/supplies (Unit H)	
1	Comb/brush	1 set Oxygen Supplies- Nasal Cannula, Mask, oxygen Concentrator, Portable Tank, Nebulizer with tubing, reservoir and mouth piece (Unit E)	
1	Tub (Optional). If used does not need to be connected to water to practice Mod. XII skills Transfer from Wheelchair to Bath XII- & XII-30, Assisting in Bath XII-3	1 set Ostomies Care Equipment (skin barrier, sealant, pouch with fastener, adhesive, disc/wafer, and deodorizer (Unit H)	
		Wound dressing Supplies- gauze, tape (Unit G, but also used for Module XII-34)	
Units 2 and 4 are not needed for PCA upgrade to HHA, and only parts of unit 1 and 5.			
		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: Personal Care Aide to Home Health Aide Upgrade (43 hours)

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

The Health-Related curriculum at:

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.nyscal.org/files/2013/11/hha_scope_of_tasks-updated-3-09.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.

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/ (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). After approval, BPSS will notify the Health Commerce Management Unit (CAMU, Help Desk at 1-866-529-1890 or 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 July 2013 after change in registration procedure).

Internships: Your sites of internship must be approved by BPSS. Send two signed copies of our standard affiliation agreement for Home Health Aides to the curriculum unit BPSSCurriculum@nysed.gov. Acceptable are HOSPITALS, **INDEPENDENT HOME CARE AGENCIES (no proprietary relationship with the school)**, ASSISTED LIVING PROGRAMS/RESIDENCES (as long as Medicaid is not billed for the services of the student). **Added April 2011:** The affiliation agreements must be resubmitted, with a new signature, on reapproval (every 3 years).

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: PCA to HHA Upgrade

Prerequisite Courses: PCA license

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.

After July 1, 2012, schools can also use unit tests from publishers if they have a test bank. You cannot use as tests questions printed in the textbook.

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 students do not show, per test, a reading ability in English equivalent to "upper intermediate" (as in CELSA, scaled score 97, or SLEP, score 43).

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 Health-Related Tasks Curriculum. 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, and, after July 1, 2012 a copy given to students.

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.

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. 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.

Since there are currently no textbooks available in a LOTE other than Spanish, the PCA Upgrade to HHA curriculum must use an English-language textbook. DOH allows programs in LOTE to use the Hartman textbook Providing Homecare IF Hartman gives you written permission to use its test bank, which exists in several languages. Students must, besides holding a PCA certificate, also 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 (raw score) 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). For details, check the BPSS teacher application instructions.

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.