

Home Care Services Worker Registry

Effective date: 6/27/12

Summary of Express Terms

This rule creates a new Part 403 in Title 10 (Health) of the NYCRR. This part defines the rules for implementing Chapter 594 of the Laws of 2008 (Public Health Law § 3613) which requires the Department of Health (DOH) to establish a Home Care Worker Registry and the rights, duties and obligations of home care services workers, home care services agencies, and home care training and education programs.

Workers providing home health aide services and personal care aide services are covered by the rule. All agencies providing either home health aide or personal care aide services, including those operated by municipalities, are covered. All education and training programs for home health or personal care aides approved by either DOH or the State Education Department are covered.

The statute requires that, starting September 25, 2009, information about each and every home care services worker and every training program must be entered into a registry that is accessible to the public and to employers and prospective employers of such workers. The registry must be available through the DOH website and by a toll-free number.

Section 403.1 defines the groups and classes of persons and entities to whom the regulation applies.

Section 403.2 includes all of the definitions applicable to the rule. These include Commissioner, Department, home care services entity (entity), home care services

worker (worker), home care services worker registry (registry), home care services worker trainee (trainee), state-approved education or training program (program), successfully completed or successful completion, and senior official.

Section 403.3 includes general requirements applicable to education and training programs.

Section 403.4 includes the responsibilities of state-approved education and training programs. Among those responsibilities are the entry of data about each and every training program that begins on or after September 25, 2009, into the registry within 10 business days after the beginning of the program, and entering required information from PHL § 3613(3)(a)-(e) about each trainee who completes the program into the registry within 10 days after completion of the program. Programs must also certify that they have verified the identity of each trainee within 10 days after the aide has successfully completed a training program, and must issue a certificate of completion to the trainee within 10 business days after execution of the certification of identity. Programs are also responsible for correcting incorrectly entered information that they entered.

Section 403.5 includes the responsibilities of home care services entities. Among these is the entry of required information into the registry about all employees prior to their performing home care services. Entities are required to check that the employee's training information is in the registry before they are allowed to provide home care services. Entities must update the registry to include additional information provided by the employee. Entities are also responsible for correcting incorrectly entered information that they entered. Required information must be entered into the registry within 10

business days after a triggering event. Entities must also create original entries into the registry about persons who completed their home care services worker training before September 25, 2009, and who were employed on that date. This information must have been entered before September 25, 2010.

Section 403.6 includes the responsibilities of home care services workers and trainees. They are required to provide training programs and home care services entities with all information required for the registry and all identity information.

Section 403.7 describes other responsibilities including record keeping requirements.

Conforming amendments to existing regulations are included in Title 10, sections 763.13 and 766.11 and Title 18, sections 505.14 and 505.23.

Pursuant to the authority vested in the Commissioner of Health by section 3613(9) of the Public Health Law, a new Part 403 is added and sections 763.13 and 766.11 of Title 10 (Health), and sections 505.14 and 505.23 of Title 18 (Social Services) of the Official Compilation of Codes, Rules and Regulations of the State of New York, are amended, to be effective on publication of a Notice of Adoption in the New York State Register, to read as follows:

A new Part 403 is added to Title 10 NYCRR to read as follows:

CHAPTER V, SUBCHAPTER A

MEDICAL FACILITIES – MINIMUM STANDARDS

PART 403

HOME CARE WORKER REGISTRY

(Statutory Authority: Public Health Law section 3613(9))

Sec.

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Section 403.1 Applicability.

(a) This Part shall apply to every home care services agency certified, licensed or authorized under Article 36 of the Public Health Law, including agencies exempt under Public Health Law Section 3619; any education or training program for home health aides or personal care aides that is authorized, licensed or approved by either the Department or the New York State Education Department; and any person who has successfully completed a state approved education or training program.

(b) Nothing in this Part shall be construed to amend, supersede or otherwise modify any requirements of the regulations of the Department of Health relating to the education or training of home health aides or personal care aides by New York State authorized education or training programs.

Section 403.2 Definitions.

For purposes of this Part, the following terms shall have the following meanings:

(a) “Commissioner” means the Commissioner of Health of the State of New York.

(b) “Department” means the New York State Department of Health.

(c) “Home care services entity” or “entity” means a home care services agency or other entity providing home care services subject to Article 36 of the Public Health Law or exempt under section 3619 of such law.

(d) “Home care services worker” or “worker” means any person engaged in or applying to become engaged in providing home health aide services, as defined in Public

Health Law section 3602(4) or personal care aide services, as defined in Public Health Law section 3602(5).

(e) “Home care services worker registry” or “registry” means the home care services worker registry established by Public Health Law section 3613.

(f) “Home care services worker trainee” or “trainee” means an individual who has applied for and been accepted into a state approved education or training program.

(g) “State approved education or training program” or “program” means a program that provides education or training for persons to meet any requirement established by the Department for providing home health aide services or personal care services, which program is approved by the Department or the New York State Education Department.

(h) “Successfully completed” or “successful completion” means, in connection with home health aide training, compliance with 10 NYCRR 700.2(b)(9); in connection with personal care aide training, it means compliance with 18 NYCRR 505.14(e).

(i) “Senior official” means an individual with responsibility for oversight of a training program and who is authorized to execute a legally binding instrument on behalf of the operator of the program. The senior official may be the operator if the operator is a natural person.

Section 403.3 General requirements.

(a) Each state approved education or training program and home care services entity must request and submit information required for the registry as specified in this Part. Each program and entity shall designate at least two individuals to access and enter

data in the registry and shall submit the names, positions and contact information for each such individual to the Department in the form and manner required by the Department.

(b) Each program or entity subject to the provisions of this Part shall have policies and procedures designed to implement the provisions of this Part.

(c) Only an individual designated in accordance with subsection (a) of this section shall submit the information to the registry. Home care services workers or trainees may submit information to any such individual for inclusion in the registry as specified in this Part.

Section 403.4 Responsibilities of State Approved Education or Training Programs.

(a) Any entity that offers or provides a state approved education or training program shall, for each trainee who begins a training program:

(1) (i) verify the identity of the trainee by examining at least one of the following unexpired documents:

(a) Driver's license or identification card issued by a State or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address;

(b) Identification card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address;

(c) School identification card with a photograph;

(d) Voter's registration card;

(e) United States Military card or draft record;

(f) Military dependent's identification card;

(g) United States Coast Guard Merchant Mariner Card;

(h) Native American tribal document;

(i) Driver's license issued by a Canadian government authority;

(j) United States Passport or United States Passport Card;

(k) Permanent Resident Card or Alien Registration Receipt Card; or

(l) Employment Authorization Document that contains a photograph.

(ii) For any such document examined, information regarding the document title, issuing authority, document number and expiration date, if any, must be recorded and maintained in the permanent records of the program.

(iii) If the trainee fails to provide any of the documents specified in subsection (a), the training program must deny participation in the program.

(2) Obtain all of the information required by section 3613(3)(a)-(e) of the Public Health Law and maintain such information in the permanent records of the program;

(3) Within 10 business days of successful completion of the program, enter the information required by section 3613(3)(a)-(e) of the Public Health Law into the registry in the form and manner required by the Department;

(4) Upon request of a trainee or a person who has successfully completed an approved education or training offered by the program, and upon proof of identity, provide access to complete registry information relating to such person, including a printed report if requested.

(5) Within 10 business days after a request by a trainee or a person who has successfully completed an approved education or training offered by the program, correct information entered incorrectly into the registry by the program. A program must request verification from the worker supporting the correction.

(6) Within 10 business days after a trainee has successfully completed an approved education or training offered by the program, ensure that a written sworn statement by the senior official of the entity, made under penalty of perjury, has been fully executed and included in the permanent records of the program. The written sworn statement must:

- (a) identify each trainee who has successfully completed the program by name, address, date of birth and date of completion of the program;
- (b) describe the nature of the education or training covered in the program;
- (c) certify that the trainee has in fact successfully completed the identified program; and
- (d) certify that the entity has verified the true identity of each trainee who has successfully completed the identified program as required in subsection (a)(1) of this section.

(7)(a) Within 10 business days after the written sworn statement described in subsection (a)(6) of this section has been executed by the senior official of the entity, print and sign the certificate of successful completion generated by the Department and provide a copy of the signed certificate to the trainee. The original certificate must be maintained in the permanent records of the program.

(b) Any entity that offers or provides a state approved education or training program shall submit information to the registry about each class offered to train or educate home care services workers, before or within 10 business days after the commencement of the class, regarding the following:

(1) Name and date of birth of each person attending the program;

(2) The location, dates and times where the classroom portion of the program will be held;

(3) The name, title and qualifications of the person(s) who will be delivering the classroom instruction; and

(4) The anticipated date of graduation.

Section 403.5 Responsibilities of Home Care Services Entities.

(a) A home care services entity will have the following responsibilities with respect to home care services workers employed on or after September 25, 2009:

(1) For any home care services worker who began their training on or after September 25, 2009, a home care services entity shall access the worker's registry information prior to the worker beginning to provide home care services for that entity.

(2) A person who successfully completed a state approved education or training program for home health aides or personal care aides that began on or after September 25, 2009, may not provide home care services unless the person's information has been posted to the registry by the education or training program.

(3) within 10 business days after the worker has been employed by the home care services entity, enter the information required by section 3613(3)(f) of the Public Health Law into the registry in the form and manner required by the Department;

(4) For all home care services workers who successfully completed training before September 25, 2009, prior to the worker beginning to provide home care services, a home care services entity must access the worker's registry information. If the worker is not yet listed in the registry, the entity shall, prior to the individual beginning to provide home care services:

(i) Obtain the information required by section 3613(3)(a)-(f) of the Public Health Law from the home care services worker;

(ii) Obtain a copy of the certificate issued to the prospective employee by the state-approved training program; and

(iii) Enter the information required by Public Health Law section 3613(3)(a)-(f) into the registry.

(5) Within 10 business days after the home care services worker begins to provide home care services, update the registry information to show the worker's employment with the entity, including the start date;

(6) Within 10 business days after receiving information from a home care services worker that is not in the registry, update the registry to include the new or updated information. If the updated information is a change of name, obtain and retain documentation of the change as provided in section 403.6(a)(4) of this Part;

(7) Within 10 business days after a home care services worker's employment with the entity is terminated, update the registry with the date on which the worker's employment with the entity was terminated;

(8) Upon request of any home care services worker currently employed by the entity, provide access to complete registry information relating to the employee, including a printed report if requested.

(9) Within 10 business days after a request by a home care services worker, correct information in the registry that was entered incorrectly by the entity. An entity must request verification from the worker supporting the correction. If the correction involves a change of name, obtain and retain documentation of the change as provided in section 403.6(a)(4) of this Part.

(b) For every home care services worker who was employed by a home care services entity as of September 25, 2009, the home care services entity shall, on a schedule provided by the Department, enter all of the information required by section 3613(3)(a)-(f) of the Public Health Law on the registry with respect to such workers.

Section 403.6 Responsibilities of Home Care Services Workers.

(a) Home care services workers have the following responsibilities:

(1) Workers must retain in good order their certificate of successful completion of training and display it to a prospective employer when requested;

(2) If a worker discovers that a training program or entity incorrectly entered information regarding the worker in the registry, the worker must provide corrected

information, including any verification of the change that may be requested, to the training program or entity;

(3) If any information required for the registry changes, the worker must inform the program or entity of the changes and provide verification of the change as requested by the program or entity;

(4) If a worker changes his or her name, the worker must provide proof of the name change to the program or entity. The program or entity will change the worker's name in the registry and must retain a copy of the proof submitted in the entity's permanent records. Appropriate proof of change of name includes copy of a certificate of marriage, decree of divorce, or other court order authorizing a person to change his or her name.

Section 403.7 Other responsibilities.

(a) Each program shall establish, maintain, and keep such records as are required to show compliance with this Part for a period of 6 years after the successful completion of training, unless otherwise directed by the Department or the New York State Education Department.

(b) Each entity shall establish, maintain, and keep such records as are required to show compliance with this Part for a period of 6 years after the termination of a worker's employment, unless otherwise directed by the Department.

Subdivision (b) of section 763.13 of Title 10 NYCRR is amended to read as follows:

(b) (1) that qualifications as specified in section 700.2 of this Title are met; [and]
(i) that the information required by Public Health Law section 3613(3)(a)-(f) has been entered into the home care services worker registry in accordance with Part 403 of this Title; and
(ii) a criminal history record check to the extent required by section 400.23 and Part 402 of this Title.

Subdivision (b) of section 766.11 of Title 10 NYCRR is amended to read as follows:

(b) (1) that qualifications for home health aide and personal care aide as specified in section 700.2 of this Title are met; and
(2) that the information required by Public Health Law section 3613(3)(a)-(f) has been entered into the home care services worker registry in accordance with Part 403 of this Title.

Paragraph (4) of subdivision (d), of section 505.14 of Title 18 NYCRR is amended to read as follows:

(4) The minimum criteria for the selection of all persons providing personal care services shall include, but are not limited to, the following:
(i) maturity, emotional and mental stability, and experience in personal care or homemaking;
(ii) ability to read and write, understand and carry out directions and instructions, record messages, and keep simple records;
(iii) sympathetic attitude toward providing services for patients at home who have medical problems; [and]

(iv) good physical health, as indicated by the documentation in the personnel file of all persons providing personal care services. This documentation must include the same assurances and proof of good physical health that the Department of Health requires for employees of certified home health agencies pursuant to 10 NYCRR 763.4[.];

(v) a criminal history record check to the extent required by 10 NYCRR 400.23[.]; and

(vi) compliance with Part 403 of Title 10 NYCRR, as required in that Part.

Paragraphs (7), (8) and (9) of subdivision (e) of section 505.14 of Title 18 NYCRR are amended to read as follows:

(7) The successful participation of each person providing personal care services in approved basic training, competency testing and continuing in-service training programs shall be documented in that person's personnel records. Documentation shall include the following items:

(i) a completed employment application or other satisfactory proof of the date on which the person was hired; and

(ii) (a) for persons who completed a training program before September 25, 2009, a dated certificate, letter or other satisfactory proof of the person's successful completion of a basic training program approved by the department; or

(b) for persons who completed a training program on or after September 25, 2009, that information required by Part 403 of Title 10 NYCRR.

(iii) dated certificates, written references, letters or other satisfactory proof that the person:

(a) meets the qualifications specified in clause (4)(i)(a) or (b) of this subdivision; and

(b) has successfully completed competency testing and any remedial basic training necessary as a result of such testing. The dated and scored competency testing instruments and record of any remedial training provided shall be maintained;

(iv) an in-service card, log or other satisfactory proof of the employee's participation in three hours of in-service training semiannually.

(8) The local social services district shall develop a plan for monitoring the assignments of individuals providing personal care services to assure that individuals are in compliance with the training requirements. This plan shall be submitted by the local social services district to the Department for approval and shall include, as a minimum, specific methods for monitoring each individual's competency testing, and in-service requirements specified in this subdivision. Methods of compliance with the basic training, monitoring may include: onsite reviews of employee personnel records; establishment of a formal reporting system on training activities; establishment of requirements for submittal of certificates or other documentation prior to each individual's assignment to a personal care service case; or any combination of these or other methods. The monitoring plan must include provision for assuring that training programs have complied with the requirement Part 403 of Title 10 NYCRR related to the home care services worker registry.

(9) When a provider agency is not in compliance with department requirements for training, or when the agency's training efforts do not comply with the approved plan for that agency, or the agency has failed to comply with the requirements of Part 403 of Title 10 NYCRR, the Department shall withdraw the approval of that agency's training plan.

No reimbursement shall be available to local social services districts, and no payments shall be made to provider agencies for services provided by individuals who are not trained in accordance with department requirements and the agency's approved training plan.

Subparagraph (iii) of paragraph (3) of subdivision (a) of section 505.23 of Title 18

NYCRR is amended to read as follows:

(iii) home health aide services, as defined in the regulations of the Department of Health, provided by a person who meets the training requirements of the Department of Health, whose information as required by Part 403 of Title 10 NYCRR has been entered into the home care services worker registry, is assigned by a registered professional nurse to provide home health aide services in accordance with a recipient's plan of care, and is supervised by a registered professional nurse from a certified home health agency or a therapist, in accordance with the regulations of the Department of Health.

Regulatory Impact Statement

Statutory Authority:

The statutory authority for this rule is Chapter 594 of the Laws of 2008, which requires the Department of Health to create and populate a health care services worker registry. The Chapter has been codified as Section 3613 of the Public Health Law.

Legislative Objectives:

To protect homebound, care-dependent New Yorkers by establishing a central registry of persons who have successfully completed state approved education or training programs for home health aides and personal care aides.

Needs and Benefits:

According to the sponsor's memorandum for the legislation, the Office of the Attorney General (OAG) investigations uncovered "fraud and abuse in the home health care industry, . . . as it relates to the education and training . . . [of] home health aides or personal care aides . . ." These investigations uncovered instances of training programs issuing fraudulent certificates to persons who either had not been trained or had not demonstrated competence to perform necessary tasks. The memo proposed that the existing methods for verification of education and training were "insufficient to prevent and deter fraud. In some cases, the training programs issuing fraudulent certificates, when contacted by home care services entities, represented that the fraudulent certificates were valid, when, in truth and fact, they were not. Frauds relating to fraudulent

certificates...[were]... occurring throughout the State, endangering New York's most vulnerable population and costing taxpayers tens of millions of dollars.”

Again, citing the sponsor’s memo, the statute being implemented by this regulation is the legislature’s “crucial first step” in reducing or eliminating fraudulent training. Using the nurse aide registry established by Public Health Law section 2803-j as a model, the legislation proposes to extend protections that exist in the nursing home context to homebound, care-dependent persons. The public nature of the registry will allow not only contractors and employers of home care services workers access to education and training information, but also will make this information available to members of the public.

Certified aides will not be able to gain employment until their training and employment information is posted on the Registry. For this reason, the Department decided on timeframes that were reasonable, but would not prevent an aide from being employed.

A central registry will help facilitate the Department's ability to track home care services workers, and will thus provide greater transparency and accountability, which, in turn, will enhance the quality of care delivered to the vulnerable population served by the home health care industry.

Costs:

Costs to Regulated Parties for the Implementation of and Continuing Compliance with the Rule:

Those agencies that hire additional staff solely for the purpose of collecting, entering and maintaining data related to the requirements of the registry will incur a continuing cost for such staff. The extent of the cost will be tied to the rate of pay for such employee(s) and will likely vary depending on skill level. It is estimated that it will take approximately a third of an hour (20 minutes) for an administrative staff person, with an average hourly wage of fifteen dollars, to enter the required data into and maintain it on the registry. This cost would apply to information that must be entered by the training program and also by the employer. In 2008, there were approximately 50,000 new home care and personal care aides. Based on this information, the overall administrative cost for entering information pertaining to new aides would be \$500,000 spread across the state. There will be an additional cost during the first year to input aides currently employed into the Home Care Registry. These costs will be incurred by the employers only.

Costs to the Agency, the State and Local Governments for the Implementation and Continuation of the Rule:

Two million dollars was appropriated for implementation of the registry at the State level in the 2009-10 State Budget. These funds have been used in part to develop the software and hardware linkages needed to house the registry, and in part to fund state staff to maintain the registry once it is operational. Approximately \$1 million will be needed annually to maintain the state staff and the registry functionality.

The information, including the source(s) of such information and the methodology upon which the cost analysis is based:

Information about appropriation levels was included in the 2009-10 State Budget. Information about staffing and worker training and retention was received from the home care provider associations and SEIU Local 1199.

Local Government Mandates:

Local governments that operate home care services agencies are exempt from many of the requirements of Article 36 of the Public Health Law. However, the enabling legislation for this regulation expressly includes exempted entities under its mandate. Thus, those local governments that operate home care services agencies must comply with the requirements for obtaining, reviewing, maintaining and updating registry information for home care services workers employed by such local governments.

In accordance with Executive Order 17, the following fiscal impact relates to the costs associated with the implementation of this regulation on local governments. Local governments will incur the same administrative costs as any other employment related entity. No additional funds are provided for local government to implement this new mandate. Of the 1, 200 licensed and certified home care services agencies, approximately 5% are operated by counties. Most Certified Home Health Agencies (CHHAs) do not hire aides directly, but subcontract with a Licensed Home Care Services Agency (LHCSA). Therefore much of the local administrative costs associated with this regulation will be borne by the county operated LHCSAs.

In order to determine the true impact this regulation will have on local governments, the Department limited the scope of agencies with employment responsibilities to the approximately 900 LHCSA sites operating in the state. Of this amount, only 11 LHCSAs (1% of the total) are operated by counties. Each year, approximately 500 new aides are employed through county operated LHCSAs. It should be noted that local governments do not operate training programs, and therefore will only incur the administrative costs associated with home care employers. Assuming all administrative costs are equal, it is estimated that the overall cost to implement this new requirement will be approximately \$2,500 in total for all local governments operating LHCSAs. As with the general administrative costs associated with the Home Care Registry, costs will be higher in the first year to accommodate the necessary data entry required to enter all currently employed aides into the system.

Paperwork:

This rule requires significant “paperwork”, although most of it may be addressed with electronic rather than actual paper documentation.

State approved training and education programs must:

- Collect and maintain identity information from all trainees;
- Maintain information about all training programs;
- Post information about all training programs to the registry;
- Post names of trainees to the registry;

Collect, maintain and post to the registry statutorily required information about trainees who have completed the training program;

Maintain a written certificate of completion and issue a copy to trainees who complete the training program; and

Complete, retain and provide a copy of a signed certificate for the required training for each trainee.

Home care services agencies must:

Collect and maintain identity information from employees providing home care services;

Maintain information about duration of employment for employees providing home care services; and

Collect, maintain and post statutorily required information to the registry about employees who provide home care services.

Duplication:

Some of the information required to be collected and entered into the registry by employers may be the same information employers are required to provide to the Department for mandatory criminal history record check. At the present time, these systems have different forms and do not communicate, thus requiring the employer to submit some information more than once. Given the limited time frame, the Department is not able to link these systems at this time, but there may be opportunities in the future to limit some of the duplicative information.

Alternatives:

Because the enabling legislation is very prescriptive, other alternatives, such as waiting until other DOH systems were linked to the Registry to avoid initial duplication of information, were not considered. This regulation is the minimum implementation required to give full effect to the statute by the required implementation date.

Federal Standards:

Not applicable.

Compliance Schedule:

Full compliance will be achieved immediately, as most aspects of these regulations have been implemented.

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Consolidated Regulatory Flexibility Analysis for Small Businesses and Local Governments

Effect of Rule:

Small businesses that will be affected by this rule include home care services agencies in the state that employ 100 or fewer persons and most state approved education and training programs for home health and personal care aides. There are approximately 500 training and education programs operating from approximately 700 sites statewide and approximately 1300 home care services agencies, many of which qualify as small businesses, and some of which are County operated. All of these will feel some impact from this rule, as all are affected by its requirements.

Compliance Requirements:

This rule establishes reporting and record keeping requirements for all impacted entities. Workers providing home health aide services and personal care aide services are required to report information to state approved education and training programs and employers. All education and training programs for home health or personal care aides approved by either DOH or the State Education Department are required to enter specific information about training programs, trainers and trainees into the registry, to maintain specific training records for six years after training is complete, and to issue a standardized certificate developed by the Department. All agencies providing either home health aide or personal care aide services, including those operated by municipalities, are required to collect and maintain identity and training information about covered home care services workers and must check the home care services worker registry before

assigning a worker to provide services, and update or enter required information into the registry if such information is not present.

The Department does not intend to publish a small business regulation guide in connection with this regulation. While this regulation will impact a substantial number of small business and local governments, the Department has determined that the impact itself is not “substantial.” The Department does plan to issue additional guidance once the regulation has been published.

Professional Services:

No special professional services should be required to maintain the records or complete the data entry required by this rule, although covered educational programs and home care services agencies may need additional employees to perform these activities.

Compliance Costs:

Nominal capital and annual cost is anticipated for most impacted entities, including county governments that operate home care services agencies. All home care services agencies are already required to maintain a computer connection to the Health Provider Network (HPN) to receive and transmit information from and to the Department. No additional computer connections should be required. Those education and training programs that are not associated with a home care services agency will need to obtain an HPN account and maintain a computer connection to the internet. There is no charge for an HPN account; most organizations already maintain internet access of

some sort. The costs for small business and local governments should not be significantly different from the costs of other affected providers. The only significant continuing cost would be additional staff to perform the functions required by the regulation which would accrue to entities that do not presently have sufficient staff to perform these additional functions.

Economic and Technological Feasibility:

The Department has considered the economic and technical feasibility impact associated with this rule on small business and local government. While there may be economic issues associated with this rule, such as the need to hire additional staff, the legislation that this rule implements would require the same investment in staff and technology as the rule requires.

Minimizing Adverse Impact:

While the Department has considered the options of State Administrative Procedure Act (SAPA) Section 202-b.1 in developing this rule, the statutory mandate for the creation of the registry does not allow significant discretion in implementation. The Department has chosen generally to include only reporting and record keeping required by the legislation for home care services agencies. Most training programs are not in rural areas. The statute does not allow exemption from reporting to any particular entity type.

Small Business and Local Government Participation:

The Department will meet the requirements of SAPA Section 202-b(6) in part by publishing a notice of proposed rulemaking in the State Register with a comment period. The Department has already conducted meetings with representatives of statewide provider organizations representing home care services agencies and training programs including the Empire State Association of Assisted Living, NYS Association of Home Care Providers, Home Care Association of NYS, NY Association of Homes and Services for the Aging, as well as representatives of SEIU Local 1199, which represents significant numbers of home care services workers downstate. When the legislation was first introduced, most of the provider associations supported the bill.

Rural Area Flexibility Analysis

Types and Estimated Numbers of Rural Areas:

All rural areas of the State in which home care services agencies are located are equally affected. The impact on rural areas should be no greater and present no unique issues that differ from the impact on other areas of the State where these agencies are located.

Reporting, Recordkeeping and Other Compliance Requirements; and Professional Services:

This rule establishes reporting and record keeping requirements for all covered entities. Workers providing home health aide services and personal care aide services are required to report information to state approved education and training programs and employers. All such programs for home health or personal care aides approved by either DOH or the State Education Department are required to enter specified information about training programs, trainers and trainees into the registry, must maintain specific training records for six years after training is complete, and must issue a standardized certificate developed by the Department. All agencies providing either home health aide or personal care aide services, including those operated by municipalities, are required to collect and maintain identity and training information about home care services workers and must both check the home care services worker registry before assigning a worker to provide services, and update or enter required information into the registry if such information is not present.

No special professional services should be required to maintain the records or complete the data entry, although covered educational programs and home care services agencies may need additional employees to perform these activities.

Costs:

Nominal capital and annual cost is anticipated for most impacted entities. All home care services agencies are already required to maintain a computer connection to the Health Provider Network (HPN) to receive and transmit information from and to the Department. No additional computer connections should be required. Those education and training programs that are not associated with a home care services agency will need to obtain an HPN account and maintain a computer connection to the internet. There is no charge for an HPN account; most organizations already maintain internet access of some sort. The cost in rural areas should not be significantly more than the cost in other areas of the state. The only significant continuing cost would be the possible need for additional staff to perform the functions required by the regulation.

Minimizing Adverse Impact:

The statutory mandate authorizing the creation of the registry does not allow the Department of Health significant discretion in implementation. The Department generally requires only such reporting and record keeping as provided for in the legislation for home care services agencies. Most training programs are not in rural areas. The statute does not allow exemption from reporting to any particular entity type.

Rural Area Participation:

The Department participated in an April 28, 2009 meeting on the implementation of the registry with representatives of statewide provider organizations representing home care services agencies and training programs, including the Empire State Association of Assisted Living, NYS Association of Home Care Providers, Home Care Association of NYS, NY Association of Homes and Services for the Aging, as well as representatives of SEIU Local 1199, which represents significant numbers of home care services workers downstate.

Job Impact Statement

Nature of Impact:

The Department has determined that the proposed rule will not have a substantial adverse impact on jobs and employment opportunities.

Categories and Numbers Affected:

There may be a minor increase in the number of jobs in office and administrative support occupations statewide, depending upon how many affected entities choose to hire additional staff to meet the record keeping requirements of the rule.

Regions of Adverse Impact:

None.

Minimizing Adverse Impact:

None.

Self-employment Opportunities:

Not applicable.

ASSESSMENT OF PUBLIC COMMENT

The public comment period ended on February 27, 2012. The Department received one comment from the New York State Association of Health Care Providers (HCP). HCP recommended that the 10-business day timeframes for various data entry and form generation requirements be increased from 10 business days to 15 business days.

The Department has already increased these timeframes twice, both times at the home care industry's request. The timeframes were increased from 3 business days to 5 business days in 2009 prior to the submission of the proposed regulations to the Governor's Office of Regulatory Reform (as it was known at that time.) As part of the Department's response to Medicaid Redesign Team Proposal #147 in 2011, the timeframes were doubled – from 5 business days to 10 business days.

HCPs comments refer to a monthly Home Care Registry update requirement in the statute. This timeframe is actually “at least monthly” (§3613.4 and 5(d)), implying that shorter timeframes may be appropriate. The statute (§3613.8) authorizes the Department to define “at least monthly” through the provision of “reasonable and appropriate timetables, notices and phase-in mechanisms for applying various provisions of this section to state-approved education and training programs, home care services entities, persons becoming home care services workers and persons already engaged as home care services workers.” The Department thinks, and apparently HCP agrees, that a single timeframe should apply to all data entry and form generation requirements as this will simplify the efforts of training programs and home care agencies to maintain compliance.

Timeframes affect not only training programs and home care agencies but also the home care work force. Aides who have successfully completed all training program requirements cannot be employed as aides until they are listed in the Home Care Registry. The proposed regulations allow training programs to delay entering aides in the Home Care Registry for up to two weeks following successful completion of all training program requirements. During this time period, aides cannot enter into gainful employment as aides despite the fact that they have successfully completed the entire training program. The Department considers ten business days or two weeks to be a reasonable and appropriate compromise between giving home care agencies and training programs flexibility in meeting Home Care Registry requirements, and enabling fully trained aides to obtain employment as aides.

A change will not be made to these provisions.