



Long-Term Care Foundation

of Washington State

Adult Family Home Training Network Orientation FAQ

Q: What is the AFH Administrator training for?

A: The adult family home administrator training is a 54-hour training on topics related to the licensing and management of AFHs.

Q: How many times do I have to attend the AFHTN mandatory orientation?

A: We require you to attend the orientation once every year as a refresher, as updates are made periodically. Staying updated on program changes and important information ensures you have the most current details to support your sponsored individuals.

Q: Can I submit an online application after I have attended the AFHTN orientation at least once?

A: Yes, before we process any online submitted applications, we will verify that the provider or designated contact has attended the entire orientation.

Q: How many individuals can I sponsor through the AFHTN?

A: Currently, there is no limit to the number of individuals you can sponsor. However, please note that this may change in the future. We will conduct periodic checks on your account if the number of applications for your sponsored individuals appears excessive. In such cases, we may request additional details to thoroughly review your account and determine how we can best assist you.

Q: I have a caregiver who has failed the Prometric exam three times and is required to retake the core basic. Can I use this program to help pay for my caregivers training?

A: Yes, you may submit a Training Network application using our application portal.

Q: Does the Home Care Aide training include Nurse Delegation and Diabetes?

A: No, typically the Home Care Aide training consists of Orientation and Safety, Core Basic, and Population Specific Training (Mental Health and Dementia).



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Q: How can we get support for our sponsored individuals that are struggling with the training and certification process?

A: The Long-Term Care Foundation is here to help support you and your sponsored individuals. We have resources designed to help and advocate for the sponsored individuals when interacting with training schools, DOH (Department of Health), Prometric, and Credentia.

Q: What are the eligibility requirements to participate in the Training Network?

A: To qualify, you must be an adult family home with a Medicaid contract and provide proof of Medicaid bed occupancy. For Medicaid bed occupancy proof, we require a copy of your ProviderOne Authorization List, ensuring that only necessary information is included, such as the service code description, start and end dates. All unique client identifiers should be removed for privacy.

Q: Are the individuals hired between 2011 and 2012 required to take the 75-hour training?

A: Long-term care workers that were employed between 1/1/2011 and 1/6/2012 in Washington state and completed all basic training requirements at that time are exempt from basic training and certification requirements.

Q: Can the sponsored individual continue with the training if they are no longer employed with the AFH.

A: This depends on when the LTCF was notified because we may be able to request a refund or at least a partial refund from the training school if we are able to notify the training school within a certain time frame. This would also depend on the training school's refund policy. If we are at the point where we are unable to request a refund, we will allow the sponsored individual to continue training after they are no longer employed because we won't be able to get any funds back.

Q: Can you provide the DOH online application link for HCA and CNA?

A: <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/online-licensing>



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Q: How does the stipend process work for homes that qualify?

A: Using the Stipend

There are two ways to use the stipend:

Option 1: Reimbursement

If the AFH pays the sponsored individual for training hours, the stipend reimburses this cost. Payment should be based on their hourly wage and total course hours (e.g., 75 hours for HCA training, 108+ for CNA training). Payments can be made bi-weekly, monthly, or as the training progresses. This covers only course hours, separate from regular work hours.

Option 2: Bonus

If the AFH did not pay the sponsored individual during training, the stipend can be given as a bonus after training is completed and certification is initiated. Ensure payroll deductions are applied before issuing the bonus.

Important: If you are using the stipend as a bonus and the sponsored individual is terminated or leaves before the stipend is disbursed, they forfeit the stipend. However, you may proceed with the stipend request as a reimbursement if the AFH has already compensated the sponsored individual for their course completion hours. If they were not paid for these hours, please do not submit a stipend request.

Q: Do I qualify for a stipend if my sponsored individual finished the HCA to CNA Bridge program?

A: No, the only trainings we provide the funds for that are eligible for a stipend would be HCA or CNA only.

Q: If I sponsor an individual and give them the stipend, can I require that they fill out the W9?

A: No, the W9 must be filled out by the sponsoring AFH as the funds will need to go to a Medicaid-contracted home. It is up to the home to distribute the funds properly.

Q: What is a W9 form and why is it needed as part of the stipend process?

A: A W-9 form is an Internal Revenue Service (IRS) tax form that is used to confirm a person's name, address, taxpayer identification number (TIN) for employment or other income-generating purposes.



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Q: What are the benefits of being eligible for a stipend and what information is required to receive or request a stipend?

A: AFHTN Stipend Benefits

- \$24 per hour for each hour of successfully completed HCA or CNA training.
- Covers the application and testing fees required to begin the certification process for HCA or CNA (if applicable).
- Covers the cost of initial CPR/First Aid if the sponsored individual was enrolled in an HCA or CNA training program (if applicable).
- Includes reimbursement of the NAR DOH application fee (if applicable).

Required Items for Stipend

- Certificate of completion for the eligible training program (HCA or CNA)
- Proof of submission of the Department of Health (DOH) application
- For CNA, proof/confirmation of registration with Credentia and a scheduled exam

Q: What is the difference between the CNA training and the HCA to CNA Bridge?

A: The bridge program is a way for certified Home Care Aides to become CNA's. This training bridges the gap of knowledge between what an HCA is taught and what a CNA needs to know.

CNA training is typically for an individual that is not certified. The CNA training consists of both classroom and clinical practice and helps prepare students for the certification exam to become a Certified Nursing Assistant.

Q: Are providers able to participate in the Training Network and be eligible to take part in the training as well?

A: Yes, as a provider you can participate in the Training Network and take part in the training. Please note that if you are a provider/owner you yourself would not be eligible for a stipend.

Q: What is Adult Education?

A: Adult Education is a 4-hour course required for long-term care worker community instructors who want to teach Department of Health & Social Services (DSHS) Dementia and Mental Health Specialty classes. This class is an inclusive approach for individuals who will educate adults. This course includes information on adult learning theory, facilitation strategy, learner-centered orientation, and assessment. The AFHTN does not provide the funds for this course.



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Q: What happens if my sponsored individual decides not to finish the training and is no longer employed at my AFH?

A: We ask that you notify us as soon as possible so we may be able to update our records and contact the training school to let them know the student is no longer interested in the training. The sooner you notify us the better. Please note that the provider does not owe us any money if the sponsored individual stops training, all we ask is to be updated about your sponsored individual's status. If you paid your sponsored individual for a portion of their completion of course hours, please let us know you may qualify for a partial stipend.

Q: If I have already paid for training for my new or existing caregiver, can I apply to the Training Network and get reimbursed?

A: No, we are unable to provide reimbursement for previously paid training. All applications must be approved by Long-Term Care Foundation staff before the individual starts training. It's important to follow all eligibility requirements and guidelines to ensure a smooth process for those enrolled, as well as for the training schools we partner with.

Q: How old does the person I sponsor in the Training Network have to be?

A: Sponsored individuals must be at least 18 years old, but accommodations may be made if they are within one month of turning 18. For AFH Administrator training, the sponsored individual must be at least 21 years old.

Q: How long does it take for the Training Network application approval process?

A: We have a team of dedicated Workforce Development Specialists ready to process your submitted applications. Please allow up to three business days for full processing. Please note that we may contact you if additional details are needed to complete your application.

Q: Can I sign up my sponsored individual for HCA training and AFH Administrator training at the same time?

A: When filling out the application in our online application portal, you can select the training you wish for your sponsored individual. Our team will first enroll them in the HCA 75-hour training. Once they have completed the training and started the certification process, we can then proceed to sign up them for the AFH Administrator training.



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Q: What are the requirements for the AFH Administrator training through the Training Network?

A: The requirements are the following:

- The sponsored individual must be employed by an Adult Family Home and intend to work as a Resident Manager.
- They must meet the requirements outlined in WAC 388-76-10130.
- The individual must be at least 21 years old.
- They must have completed the necessary training to work in an AFH (HCA or CNA).
- They must be certified or in the process of obtaining certification as an HCA or CNA.