Long-Term Care Foundation

of Washington State

Adult Family Home Training Network

LEARNING OBJECTIVES

- What is The Adult Family Home Training Network

- Where to find more information on the LTCF's website about the AFHTN

- How the online application process works

- How the stipend process works

- A step-by-step guide

- Know who to contact about the program

- Know what resources are available

WHAT IS THE AFHTN?

- The AFHTN helps assist eligible (Medicaid-contracted) adult family homes recruit, train, and retain new qualified long-term care workers.

- The AFHTN provides a sponsorship benefit to cover the cost of the training necessary for caregivers in adult family homes to become certified long-term care workers as well as opportunities to further long-term care worker development.

- Only Medicaid-contracted adult family homes are eligible to participate in the program.

- Eligible adult family homes can apply to receive benefits under this program to cover the cost of training for new or current employees they agree to sponsor and who are committed to completing the program

- Once a sponsored individual (student) has selected and been enrolled by LTCF in a qualifying training offered by a DSHS- or NCQAC- approved community instructor, LTCF will approve and arrange for direct billing of the tuition and related cost.

- The sponsoring adult family home (provider) will pay the student an hourly rate for attending the qualifying training (HCA or CNA). Upon the student's successful completion of the training, the provider will let LTCF know.

STIPEND POLICY

- The provider can let LTCF staff know once a student's training is complete. Once we can verify training is complete and the DOH application has been submitted, we can begin the stipend process.

- The AFHTN offers a stipend as an incentive when a sponsored individual is enrolled in and/or has finished either HCA or CNA training and covers the application and testing fees if the student was working at the AFH during this time, or if the student was taking the training on their own time with no interruption of work time.

STIPEND POLICY

- We will send a copy of the stipend invoice to the provider and the student to verify that the hours, address, and amounts are correct. On the invoice, you will see that the stipend rate is $20 per hour.

- Once the provider approves the invoice, we can mail a check to the home, and the funds may be applied as appropriate.

- Trainings that qualify for stipend:
  - HCA + application and testing fees
  - CNA + application and testing fees

STIPEND PROCESS FOR HCA AND CNA

IF A SPONSORED INDIVIDUAL HAS BEEN ENROLLED IN AND COMPLETED A QUALIFYING TRAINING THAT LEADS TO CERTIFICATION AS EITHER AN HCA OR CNA, THE AFHTN WILL OFFER THE AFH A STIPEND.

THE SPONSORING AFH WILL PAY THE SPONSORED INDIVIDUAL AN HOURLY RATE BASED ON THEIR CURRENT RATE OF PAY FOR ATTENDING THE HCA OR CNA TRAINING.

THE AFH CAN PAY THE SPONSORED INDIVIDUAL WHILE THEY ARE ACTIVELY IN TRAINING FOR COURSE HOURS ONLY. IF AFH IS UNABLE TO PAY THE SPONSORED INDIVIDUAL WHILE THEY ARE ACTIVELY IN TRAINING, THE STIPEND RECEIVED FROM THE AFHTN CAN BE PAID TO THE SPONSORED INDIVIDUAL AS A BONUS AFTER THEY HAVE COMPLETED TRAINING.
PLEASE NOTIFY THE LTCF ONCE YOUR SPOPNSORED INDIVIDUAL HAS COMPLETED THE TRAINING SUCCESSFULLY AND SUBMITTED THEIR DOH APPLICATION AND ANY OTHER IMPORTANT STEPS IN THE CERTIFICATION PROCESS.

PLEASE SUBMIT ANY SUPPORTING DOCUMENTS LIKE CERTIFICATE OF COMPLETION AND PROOF/CONFIRMATION THE APPLICATION HAS BEEN SUBMITTED TO DOH.

PLEASE FILL OUT THE AFHTN STIPEND ATTESTION TO CONFIRM YOU UNDERSTAND THE PROCESS. A SIGNATURE IS REQUIRED FROM PROVIDER AND SPONSORED INDIVIDUAL.

ONCE WE HAVE RECEIVED ALL REQUIRED DOCUMENTATION, WE WILL REQUEST A W9 AND ASK YOU TO CONFIRM THE INFORMATION ON THE STIPEND INVOICE BEFORE A CHECK CAN BE MAILED OUT.

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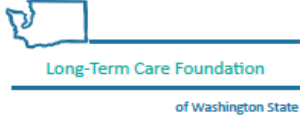
Adult Family Home Training Network

Stipend Attestation Form

(To be completed by the Provider and Sponsored Individual)

I _____ (name of Provider) certify that _____ (name of Sponsored Individual) has been paid for their completion of training hours for an eligible training (HCA or CNA) while actively in training, or I intend to pay them for those hours after I have received a check from The Long-Term Care Foundation after the funds have gone through proper payroll deductions.

If you have any questions about the stipend process, please contact Shereice Brown at shereice@ltcfwa.org.

Please note: If you did not pay your sponsored individual for their completion of training hours while they were actively in training, it is up to the sponsoring adult family home once the funds have been received to distribute the funds accordingly.

If you are unable to pay your sponsored individual while they are actively in the qualified training, you can use the stipend as a bonus to reward your sponsored individual towards the end once they have completed training and are scheduled for their exams to be either a certified CNA or HCA.

Required Items for Stipend:

- Certificate of completion for the eligible training (HCA or CNA)
- Proof/confirmation DOH application was submitted
- For CNA proof/confirmation they have been registered with Credentia and a scheduled exam date

Comments:

Name of Provider (please print) _____
Signature of Provider _____

Name of Sponsored Individual (please print) _____
Signature of Sponsored Individual _____

Date _____

Please email completed form to: Shereice Brown at shereice@ltcfwa.org

How to Sign Up for the AFHTN

- An eligible adult family home seeking to hire and/or train a worker may apply for acceptance by filling out an online application. This link to the online application can be found on the LTCF website: (www.longtermcarefoundationwa.org).

Online Application Portal Link:

https://sforce.co/3yojV24

Long-Term Care Foundation
of Washington State

The Adult Family Home Training Network

Worker Sponsorship

Adult Family Home Training Network Checklist

- Providers MUST attend a weekly AFHTN orientation BEFORE we can process your online application. Providers only need to attend the orientation ONCE. This requirement will become effective with any newly submitted applications starting 5/8/2023. https://attendee.gotowebinar.com/rt/8726244780521998681

Step-by-step guide on how to enroll

STEP 1: Fill out the online application

You can do this by going to our website: https://www.longtermcarefoundationwa.org/training-network

Or you can access the online application using this link: https://sforce.co/3yojV24

STEP 2: After you have submitted your online application and attended the AFHTN orientation at least once, please allow up to three business days for us to process your application. Once your application has been reviewed, the LTCF staff will follow up shortly.

STEP 3: If the application is approved, please wait for your confirmation email. Please read our initial email carefully as it will provide important information and will require a response from the sponsored individual.

STEP 4: After we have received confirmation from the sponsored individual, we can proceed with the registration process and this process will depend on the training school selected.

STEP 5: After school registration has been completed. The sponsored individual will need to be on the lookout for emails from the training school selected regarding any online login instructions, class schedules, supplies, etc.

STEP 6: All sponsored individuals are required to show up to class on time and be ready to participate.

STEP 7: After a few weeks of training, provider and sponsored individuals will receive check-in emails from The Long-Term Care Foundation. Please respond to these emails, we are required to collect information about your sponsored individual's journey to certification and/or completion of any training that does not require certification.

STEP 8: Please report any changes to the sponsored individual's status.

This may include the following:

Dropout

Termination

Finished training

Certification

Trouble completing the training

Had to take a break

DOH application submission date

Any issues with the process

STEP 9: Once your sponsored individual has successfully completed training and has submitted the DOH application, please send us documentation/proof. Once we receive documentation that your caregiver has finished training and/or completed the required application process if that training leads to certification we will update our records accordingly.

STEP 10: Stipend Process

If your sponsored individual has completed either CNA or HCA and was paid for their completion of training hours by the sponsoring home, the AFHTN will provide a stipend for completion of training hours. To start the stipend process, we will need a few things. Please send a photocopy of their certificate of completion and proof that the DOH application was submitted and/or any other related materials.

STEP 11: Copy of stipend invoice and attestation

Once we have received all the information needed to proceed with the stipend process, we will send an email so you can confirm that the information on the invoice is correct. We will also require you to attest that you know what the stipend is for and confirm if your caregiver was paid for their completion of training hours while they were in training by the sponsoring AFH or if you intend to use the stipend as a bonus to reward your sponsored individual towards the end once they have completed training and are scheduled for their exams to be either a certified CNA or HCA.

Trainings We Pay For

- Home Care Aide (may qualify for stipend)
- CNA (may qualify for stipend)
- HCA to CNA bridge program
- AFH Administrator Training
- Specialty Training
  - Dementia
  - Mental Health
  - Nurse Delegation
  - Nurse Delegation with a special focus on Diabetes
- CPR/First Aid (Initial)

WHAT WE NEED FROM YOU

We need to be informed of the following:

- When training has been completed

- When the DOH application has been submitted

- When the Prometric or Credentia exam has been scheduled

- When you are having any issues with the training school, submitting the DOH application, Prometric, or Credentia, etc.

- Please let us know right away if your sponsored Individual is unable to attend a class or if they need to drop out for any reason!

AFHTN STIPEND BENEFITS

For completion of training hours for HCA or CNA only!

- Stipend rate is $20 per hour

- The provider can pay the sponsored individual their regular hourly rate while they are actively in training whether it is self-paced, hybrid or fully in-person training.

- Covers initial CPR/First Aid

Covers cost of application and testing fees to start the certification process

- Home Care Aide Application $237
  - HCA DOH Application $100 – effective June 1st
  - Prometric exam $137

- Nursing Assistant Application $85

- Nursing Assistant Exam Fee $155

Certified Home Care Aide Checklist

Washington State Department of Social & Health Services
Transforming lives

Home Care Agencies, Adult Family Homes and Assisted Living Facilities

Requirements under the law:
You must complete **75** hours of training (Includes 5 hours of Orientation and Safety) within **120** days of your hire date and become a Certified Home Care Aide within **200** days of hire. If you do not meet these deadlines, you cannot continue to be paid. Use the following REQUIRED timelines and checklist to meet deadlines.

A - Complete with Your Employer to Become a Home Care Aide

	Action	Reminders	✓
Step 1	Complete the Background Check Authorization Form at time of contracting. Background Checks - **BCCU Website**	Use the same name on all forms. Example: Jonathan, John OR Johnny	☐
Step 2	A tracking number, called the Inquiry ID# or OCA#, will be generated and written on your Fingerprint Appointment form you get at contracting. **Keep this form** and write the Inquiry ID#/OCA# here: _____	This will be needed for your **Department of Health (DOH) Application**	☐
Step 3	Arrange to have your Fingerprints taken right away. Write the appointment time here: _____	Mark your calendar!	☐
Step 4	● **Before you provide care:** Complete the *Orientation* (2 hours) & *Safety* (3 hours) training courses. You will need training certificates for these courses. Look under Training to find an approved instructor below.	These certificates become part of your 75 hour training requirement. **The 120 days to complete basic training starts from your date of hire.**	☐

B - Submit Department of Health Application for Credential & Exam

	Action	Reminders	✓
Step 1	**Complete and submit by 14 days of hire:** Department of Health **HCA Application** packet. Prometric Testing receives information from your application which will allow you to take your written knowledge and skills exam. You are required to provide at least one e-mail address for DOH and Prometric communication. **DOH requires all documents, notification of completion of training and fees be paid before DOH will contact Prometric.**	**If you do not submit your application within 14 days, it is likely that you will not be able to test or become certified by your deadline.** Once the DOH receives your application, you are assigned a 10-digit DOH credential # (HM). Use this number when contacting the HCA Credentialing Coordinator at (360) 236-2700 or when finding information online at DOH.	☐
Step 2	● If you are limited English proficient (LEP), meaning your ability to read, write or speak English is limited, you may qualify for an additional 60-day provisional certification.	LEP ONLY: Mark on your DOH application that you want the provisional certificate.	☐
Step 3	To take the HCA exam in Spanish, Russian, Vietnamese, Korean, Chinese, Cambodian, Laotian, Samoan, Somali, Ukrainian, Tagalog, Amharic, or Arabic; check the language desired on HCA Exam Application. If you need to take the examination in a language not listed, you may request an individual interpreter in your language by completing the testing accommodations request packet on the Prometric website and submit to the address on this form.	It may take 30 days for interpreter /accommodation requests. DOH will send an e-mail in which you must respond for validation. Check e-mail Inbox, Junk & Spam folders daily for an e-mail from DOH and Prometric after you complete your training!	☐
Step 4	Mail the fees to DOH for both the DOH application fee and the Prometric exam fees. **NOTE: Do not submit fees if training is provided by the Training Partnership and mark *state pay* on application.**	Send check or money order with your application.	☐

C - Register for Training

	Action	Reminders	✓
Step 1	● **Register by 14 days of hire:** Register for the 70 hour basic training.	**Find a Class/Instructor**	☐
Step 2	● **Recommended by 60 days from hire:** Complete your 70 hours of basic training immediately to ensure you get classes in the area where you live.	Be sure to meet testing and certification deadlines.	☐
Step 3	Once you complete the required 75 hours of training, you will be eligible to take your Home Care Aide (HCA) exam.	Mark your calendar for training dates and times!	☐
Step 4	You will get your 75 hour Certificate of Completion (DSHS Training Certificate) from the DSHS approved instructor who teaches the last hour of your 75 hour basic training.	Show all certificates to this instructor.	☐

D - Test Through Prometric

	Action	Reminders	✓
Step 1	Pass the written knowledge and skills exam. Write test date and location here: _____ **Take the first exam time offered to you from Prometric.** Test as close to the end of training to increase your ability to pass the exam. Look for an e-mail from **Pbt-admit@Prometric.com** with test information, your name, Prometric ID # in the subject line (Check Inbox, Junk and Spam folders).	Prometric will only communicate with you using the e-mail address you provide on your DOH application. If you do not receive an e-mailed test date from Prometric within 14 days of completing training, contact Prometric at 1-800-324-4689.	☐
Step 2	If you fail the test, reschedule your exam immediately. Contact Prometric immediately to retest. You can take the failed portion of the test twice. You must pay a fee for each re-test.	Information about your credential # is on the DOH website: **Provider Credential Search** (HM or PV). When your credential indicates "Active" you are able to work. You are not able to work past 200 days without being Active on the DOH website.	☐

Agency	Telephone & Fax	Mailing Address	E-mail
DOH	**HCA Credentialing Coordinator** (360) 236-2700 **DOH Customer Service** (360) 236-4700	**Mail application to: (Do not include fee)** DOH - Home Care Aide Credentialing P.O. Box **1099** Olympia, WA 98507-1099 **Mail other documents NOT sent with initial application to:** DOH - Home Care Aide Credentialing P.O. Box **47877** Olympia, WA 98504-7877	**DOH Website: Home Care Aide** *Test as soon as your training is complete!*
Prometric	**Telephone:** 1-800-324-4689 Download the Information Booklet (14 languages) to help answer your questions.	**Prometric Address:** Attention: Washington Home Care Aide Program 7941 Corporate Dr. Nottingham, MD 21236	**Prometric Email: WAHCA@prometric.com** **Prometric Website: Prometric**

HCA Quick Links: Find links in one location at www.adsa.dshs.wa.gov/professional/training/links

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Map to the finish line for NAC

NAC License Application Process

Step 1: Fill out the NAC Application form either online or paper application (online application is best)

https://doh.wa.gov/sites/default/files/legacy/Documents/Pubs//667039.pdf

Step 2: Submit NAC Application, Application fee (check or money order), NAC certificate or completion and CPR/First Aid Card

Make the check payment payable to: Department of Health

Send the documents by mail to this address:

Department of Health

P.O Box 1099

Olympia, WA 98507-1099

Access to online application

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

You must create a SAW account and instructions are on the website

After your SAW account is created and you are signed in, click on "add a new service".

The service you want to add is called Online Application Portal. Please complete the full application and submit with any requested documents and fees.

Step 3: DOH will review documents; they will email you if you are missing any required documents.

STEPS TO REGISTER FOR THE NNAAP® NURSE AIDE EXAM

https://credentia.com/

Step 1: Complete Nurse Aide Training Program

Student must complete the state-approved nurse aide training program.

If you did not complete a state-approved training and wish to register, you may be able do so under a different eligibility route as listed in the Candidate Handbook.

Step 2: Review Candidate Handbook

Your Candidate Handbook is your handy guide to answer all the questions you have about submitting an application, scheduling, taking an exam, getting score results, and much more.

Please click the link below to access Candidate Handbook:

https://credentia.com/storage/wa/wa-handbook-(july-2022).pdf

Step 3: Create Your CNA365 Account

Create an account with our online CNA365 system to register for testing by clicking the "Sign Up" link on the login page. You will need to submit an application for testing in order to register for exams.

We highly recommend that you read the Registration Quick Reference Guide with detailed instructions on how to register online for your exam **BEFORE** you begin the registration process.

Worker hired or rehired during the time frame of:	Must complete basic training no later than:	Must be certified no later than:
8/17/2019 to 9/30/2020	1/31/2023	1/31/2024
10/1/2020 to 4/30/2021	4/30/2023	4/30/2024
5/1/2021 to 3/31/2022	7/31/2023	7/31/2024
4/1/2022 to 9/30/2022	10/31/2023	10/31/2024
10/1/2022 to 6/30/2023	11/30/2023	1/31/2025
7/1/2023 to 1/31/2024	Standard Training Requirements - 120 days from hire date	4/30/2025
Beginning 2/1/2024	Standard Training Requirements - 120 days from hire date	Standard certification requirements - 200 days from hire date

UPDATED TRAINING AND CERTIFICATION DEADLINES FOR HCA AND NAC

WHO TO CONTACT

If you have any questions, please contact us:

zenaida@ltcfwa.org – approves AFHTN applications, registers students to schools, and answers questions about the training process.

tiffany@ltcfwa.org – approves AFHTN applications, registers students to schools, and answers questions about the training process.

cassheina@ltcfwa.org – helps with recruiting and the certification process.

shereice@ltcfwa.org – handles AFHTN stipends, answers questions about the training and certification process.

HCA RESOURCES

- Step by step guide: Test Preparation

https://www.prometric.com/test-takers/search/wadoh

- Home Care Aide Application

https://www.doh.wa.gov/Portals/1/Documents/Pubs/675002.pdf

- Practice Test Questions

https://www.prometric.com/test-takers/search/wadoh/practice-exams

- Online Application/Process

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

You can find the Training Network FAQ under "Resources" on our website.

Direct link to FAQ:
https://www.longtermcarefoundationwa.org/_files/ugd/728615_51890a72aaa147618e57120aaff2ac93.pdf

QUESTIONS?

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ADULT FAMILY HOME TRAINING NETWORK