

Long-Term Care Foundation

of Washington State

Pilot Program

Presented by:

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The Long-Term Care Foundation

Learning Objectives

- Know where to find more information on the LTCF's website about the Pilot Program
- How to sign up for the Pilot Program
- Understand the difference between the individual application vs the sponsorship application
- Understand how the Pilot Program works
 - Reimbursement process
- Know who to contact about the Pilot Program

Agenda

- What is the pilot program?
- How does the pilot program work?
- What are the benefits to using the pilot program?
- How to access the pilot program applications
- Approval process and how to submit your application
- Reimbursement process
- WACs for training
- Training and certification timelines
- FAQs

WHAT IS THE PILOT PROGRAM?



- The Pilot Program helps assist eligible adult family homes to recruit, train, and retain new qualified long-term care workers.
- The Pilot Program helps to provide a sponsorship benefit to cover the cost of the training necessary for your caregivers to become a certified long-term care worker and an opportunity to further long-term care worker development.
- You can find more information and download the Pilot Program applications under the Training section on our website at www.longtermcarefoundationwa.org/pilot-program

AFH SPONSORSHIP PILOT PROGRAM DEFINITION

A sponsor is someone that is willing to provide support and guidance, they can also vouch for an individual they are looking to sponsor.





PILOT PROGRAM

The training we offer the funding for:

- Home Care Aide
- CNA
- HCA to CNA bridge program
- AFH Administrator Training
- Adult Education
- Specialty Training
 - Dementia
 - Mental Health
 - Nurse Delegation
 - Nurse Delegation with a special focus on Diabetes
- HIV/AIDS

PILOT PROGRAM INCENTIVES

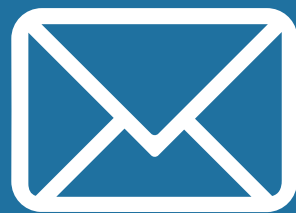
Reimbursement for completion of training hours

- For trainings that result in a long-term care worker
- Reimbursement rate is \$20 per hour
- Employer can pay their caregiver their regular hourly rate and set aside time during working hours for caregiver to complete training

Reimbursement of application and testing fees to start the certification process

- Home Care Aide Application \$222
- Nursing Assistant Application \$85
- Nursing Assistant Exam Fee \$124

HOW DO I APPLY TO THE PILOT PROGRAM?



Send your application to Zenaida, Workforce Development Specialist at zenaida@ltcfwa.org



If you need a fax number, please let us know



Once your application is approved, we will follow up with next steps



Eligible adult family homes must have a Medicaid contract (Currently it does not matter how many Medicaid clients you have)

PILOT PROGRAM APPLICATIONS

Adult Family Home Sponsorship Application

Please use this application if you have someone that you would like to sponsor through training or needing assistance with finding staff.

Individual Application

This application is for individuals not currently working in an AFH, but they are committed to completing the required training and would like to work in an AFH.



Adult Family Home Training Network
Worker Sponsorship Pilot Program
Adult Family Home Sponsorship Application
Updated 2/7/22

The cost of the training and—for certain specified training—employee salary and benefits during the training, will be paid by The Long-Term Care Foundation from a portion of the training benefit negotiated for Adult Family Homes in the collective bargaining agreement with the State of Washington.

Information collected from this application will be part of a data analysis of the pilot program.

Adult Family Home: _____

License Number: _____

Address: _____

City/State/Zip Code: _____ / _____ / _____

County: _____

Adult Family Home Contact (person to help manage sponsorship process):

First: _____ Last: _____

Telephone: _____ E-mail: _____

Is your adult family home approved to offer on-the-job training? ☐ Yes ☐ No

If yes, what kind of training? _____

Do you currently have a Medicaid contract? ☐ Yes ☐ No

If yes, how many Medicaid clients do you have? _____

Do you have an applicant that you would like to sponsor through one or more qualifying training?
☐ Yes ☐ No

If yes, please provide the following information about your sponsored applicant.

If no, would you like our assistance in helping you recruit a new employee? ☐ Yes ☐ No



Adult Family Home Training Network
Worker Sponsorship Pilot Program
Adult Family Home Sponsorship Application

Sponsored Applicant:

First Name: _____ Last Name: _____

Address: _____

City/State/Zip Code: _____ / _____ / _____

County: _____

Telephone: _____ E-mail: _____

Date of Birth (MM/DD/YYYY): _____ / _____ / _____

Gender (Check one): ☐ Male ☐ Female ☐ Non-Binary ☐ Decline to Answer

Race (Check one): ☐ Hispanic ☐ White/Caucasian ☐ Black/African American ☐ Asian
☐ American Indian or Alaska Native ☐ Hawaiian Native or Other Pacific Islander
☐ Multi-racial ☐ Other ☐ Decline to Answer

Disability: ☐ Yes ☐ No ☐ Decline to Answer Military Veteran: ☐ Yes ☐ No

Does the applicant have previous health care experience? ☐ Yes ☐ No

If yes, please describe: _____

Does the applicant currently hold any certifications? ☐ Yes ☐ No

If yes, please describe: _____



Adult Family Home Training Network
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Please check off what the applicant has completed below to work in Adult Family Home:

- ☐ Background Check
- ☐ Food Handlers
- ☐ CPR/First Aid
- ☐ TB

Which of the trainings below are needed for applicant to become a long-term care worker?

- ☐ Home Care Aide Training (75 hours) & Testing
- ☐ Mental Health Specialty Training
- ☐ HCA Pre-Prometric Test Refresher
- ☐ Dementia Specialty Training
- ☐ CNA Certification Training + Testing
- ☐ Nurse Delegation
- ☐ HIV/AIDS Training
- ☐ Nurse Delegation—Diabetes

Which of the trainings below are needed for applicant to further long-term care worker professional and career development?

- ☐ HCA/CNA Alternative Bridge Program
(for Certified HCAs who want to advance their careers to Certified CNAs)
- ☐ Adult Education (to prepare you to offer specialty trainings in your AFH)
- ☐ Adult Family Home Administrator Training



Adult Family Home Training Network
Worker Sponsorship Pilot Program
Adult Family Home Sponsorship Application

Which of the following DSHS-approved training companies will you choose to provide the training you require?

- ☐ Community Colleges of Spokane (offers Adult Education, AFH Administrator, HCA/CNA Bridge, HIV/AIDs, HCA, HCA Skills Refresher)
- ☐ Cornerstone Healthcare Training Company, LLC (offers Dementia, HIV/AIDs, HCA, Mental Health, Nurse Delegation, Nurse Delegation Diabetes)
- ☐ Long-Term Care Education Associates (offers Dementia, Mental Health, Nurse Delegation, Nurse Delegation Diabetes)
- ☐ Headway Nursing Services (offers Dementia, HIV/AIDs, HCA, Mental Health, Nurse Delegation, Nurse Delegation Diabetes, Adult Education)
- ☐ Northcare Training (offers Dementia, HCA, HCA/CNA Bridge, Mental Health, Nurse Delegation, Nurse Delegation Diabetes)
- ☐ S&H Training Center, Inc. (offers Dementia, HCA, Mental Health, Nurse Delegation, Nurse Delegation Diabetes)
- ☐ Washington Care Academy, LLC (offers Dementia, HCA, Mental Health, Nurse Delegation, Nurse Delegation Diabetes)
- ☐ Other: _____

For those choosing CNA training, please visit <https://www.doh.wa.gov/LicensesPermitsandCertificates/NursingCommission/NursingEducation/NursingAssistantCertified/ProgramList>, pick your top three choices, and add them below

- 1) _____
- 2) _____
- 3) _____



**Adult Family Home Training Network
Worker Sponsorship Pilot Program
Adult Family Home Sponsorship Application**

Is the applicant able to take the training online? ☐ Yes ☐ No

How soon can the applicant begin the training? _____

Applicant's Highest Grade Completed:

- ☐ Less than high school graduation
- ☐ High School Graduate Graduation Date: _____
- ☐ GED Date GED Attained: _____
- ☐ Some Post H.S., no degree or certificate ☐ Certificate (< 2 years)
- ☐ Associate Degree
- ☐ Bachelor's Degree or Above

How did you hear about us?

- ☐ Referral (who referred you): _____
- ☐ The Long-Term Care Foundation Facebook Page
- ☐ The Long-Term Care Foundation Website
- ☐ Other: _____

Adult Family Home Contact's Signature: _____ **Date:** _____

Sponsored Applicant's Signature: _____ **Date:** _____

You can find all of our Pilot Program applications
and information at:
<https://www.longtermcarefoundationwa.org/pilot-program>

TRAINING COMPANIES WE CONTRACT WITH



www.cornerstonehealthcaretraining.com



www.washingtoncareacademy.com



www.northcaretraining.com



www.ccs.spokane.edu/Corporate-Continuing-Education/Professional-Development/Health-and-Medical



www.sandhtraining.com



www.ltced.org



www.headwaynursing.org

NURSING ASSISTANT CERTIFIED PROGRAM LIST

If you are looking for CNA training in your area,
please visit the link below:

<https://www.doh.wa.gov/LicensesPermitsandCertificates/NursingCommission/NursingEducation/NursingAssistantCertified/ProgramList>



<p>Adult Education</p> <p>This class is intended for those who wish to teach in their adult family homes</p>	<p>AFH Administrator Training</p> <p>54-hour training about licensing and management of adult family homes</p>
<p>Mental Health</p> <p>Intended for long-term care workers who need this required training for their HCA training certification or support clients with mental health or wellbeing</p>	<p>Dementia (8 hours)</p> <p>Intended for long-term care workers who need this required training for their HCA training certification or supports clients living with dementia</p>

DEFINITION OF TRAININGS

HIV/AIDS Training

To help educate health care workers about bloodborne pathogens

Nurse Delegation Core

Required training to accept nurse-delegated tasks

Nurse Delegation focus on Diabetes

Required training to administer insulin injections under nurse delegation

HCA to CNA bridge

This program is a way for certified Home Care Aides to advance and further their education to become a Certified Nursing Assistant.

DEFINITION OF TRAININGS

Type of Training	AFH LTC Worker
First Aid & CPR	Within 30 days of employment
Orientation (2 hours)	Prior to providing care to residents unless exempt from training
Safety (3 hours)	Prior to providing care to residents unless exempt from training
Orientation to the facility	The adult family home must ensure that all staff receives the orientation and training necessary to perform their job duties.
70-Hour Long-Term Care Worker Basic Training	Within 120 days of Hire unless exempt from basic training.
Specialty Training	If an AFH serves one or more clients with special needs, all LTC workers must receive training regarding the specialty needs of individual clients in the home.
Nurse Delegation Core and Special Focus on Diabetes	Must be a Nursing Assistant Registered, Nursing Assistant Certified, or a Certified Home Care Aide and complete ND core training before accepting a delegated task.

ADULT FAMILY HOME TRAINING WAC 388-112A

Type of Training	AFH LTC Worker
Nurse Delegation Core and Special Focus on Diabetes	Must be a Nursing Assistant Registered, Nursing Assistant Certified, or a Certified Home Care Aide and complete ND core training before accepting a delegated task.
Continuing Education (CE)	12 hours per year by birthdate. Learn more about who has to take CE and when .
Food Handling and Safety	A food handler permit is not required for people who began working after June 30, 2005, and successfully completed basic training, provided they received information or training regarding safe food handling practices from the employer prior to providing food handling or service for clients. Documentation that the information or training was provided to the individual must be kept on file by the provider.
AFH Administrator Training	This course is taught by Community Colleges only. This class is not a requirement for a Resident Manager.

ADULT FAMILY HOME TRAINING WAC 388-112A

Unless a worker is exempt from training as described in [WAC 388-71-0839](#) or [WAC 388-112A-0090](#), **employees hired during the COVID-19 emergency must complete basic training, and required specialty training, as follows. Please encourage all employees who need training/certification to begin the process as soon as possible.**

Worker hired or rehired during the time frame of:	Must complete basic training no later than:
8/17/2019 to 9/30/2020	4/30/2022
10/1/2020 to 4/30/2021	6/30/2022
5/1/2021 to 3/31/2022	8/31/2022
After 3/31/2022	Standard training requirement

COMPLETING BASIC AND SPECIALTY TRAINING

For workers who are required to be certified as home care aides, certification must be obtained as follows:

Worker hired or rehired during the time frame of:	Must be certified as a home care aide no later than:
8/17/2019 to 9/30/2020	7/19/2022
10/1/2020 to 4/30/2021	9/18/2022
5/1/2021 to 3/31/2022	11/19/2022
After 3/31/2022	Based on hire date

(*A long-term care worker is considered "rehired" if they held previous employment as a long-term care worker and did not have an active home care aide credential when hired during the time frames outlined above.)

If a long-term care worker is limited-English proficient, the worker may request an additional sixty days to obtain certification.

OBTAINING DEPARTMENT OF HEALTH CERTIFICATION

Can I be reimbursed if I paid for my employee's training prior to applying for the pilot program?

Does the pilot program pay for CPR?

How does my AFH Sponsorship Application get approved?

Can I sponsor more than one person through the pilot program?

As a provider do I pay for my caregivers training first and get reimbursed after?

How long does it take for my AFH Sponsorship Application to be approved?

PILOT PROGRAM FREQUENTLY ASKED QUESTIONS (FAQS)

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://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/HomeCareAide/ApplyOnline>
- Home Care Aide Credentialing: 360-236-2700
- DOH Customer Service Center: 360-236-4700

QUESTIONS?



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PILOT PROGRAM