



## Long-Term Care Worker Checklist for IHS Surveyors

**Long-Term Care Worker Check-list.** The long-term care worker must fit into one of six categories. Determine if the worker fits into one of these categories and, if so, that they have met the requirements on the checklist for that category.

Type 1: Home care aide certification not required because they are within 200 days of date-of-hire.

	Is within 200 day from date of hire.
	If there is any indication that worker has worked as a long-term care worker somewhere else, their 200 days begin on the date of hire where they first worked, unless exempt.
	Must have 5 hours safety and orientation training before they begin work.
	Must have completed required 75 hours of training within 120 days of date of hire. Approved programs can be found at the following DSHS web-site: <a href="https://fortress.wa.gov/dshs/adsaapps/Professional/training/training.aspx">https://fortress.wa.gov/dshs/adsaapps/Professional/training/training.aspx</a>

Type 2: Working with a current provisional certification

	Has a provisional home care aide certification.
	The certification is currently active. (The current date falls between the beginning and end date on the provisional certification.)

Type 3: Working with an active home care aide certification

	Has a Washington State home care aide certification.
	The certification is active.

Type 4: Exempt from home care aide certification because they have another credential that allows this work.

	Has Washington State NA-C, RN or LPN credential.
	The credential is active.

Type 5: Exempt from home care aide certification because they are in or have just completed an approved nursing assistant training program.

	Is within 200 days of the date of hire.
	Is in or has completed an approved nursing assistant training program. Approved nursing assistant training programs can be found at the following nursing commission web-site: <a href="http://www.doh.wa.gov/LicensesPermitsandCertificates/NursingCommission/NursingEducation/NursingAssistantCertified/ProgramList">http://www.doh.wa.gov/LicensesPermitsandCertificates/NursingCommission/NursingEducation/NursingAssistantCertified/ProgramList</a>
	Must have completed the approved training program within 120 days of date of hire.

Type 6: Exempt from home care aide certification because they worked at some time between January 1, 2011 and January 6, 2012

	Proof that, at some time between January 1, 2011 and January 6, 2012, the individual worked in Washington State as a caregiver for a licensed home care agency, assisted living facility, adult family home, as an individual provider (IP) paid by DSHS or worked for an agency associated or contracted with the Developmental Disability Administration of DSHS. This can be a letter from the former employer or an "Employment Verification Form" signed by the former employer or other verification that proves this employment.
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	Proof that the individual completed the training required on their date of hire (for the job they were working between January 1, 2011 and January 6, 2012.) Most required Revised Fundamentals of Caregiving (RFOC) or Fundamentals of Caregiving (FOC.) The only exception to RFOC or FOC is individuals who worked for a home care agency that was not contracted with DSHS. For those agencies, the proof should be notification from the original employer indicating what training was required on the date of hire and that the individual completed those requirements.
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## Checklist for Surveyors

**Nurse Delegation Checklist.** The following requirements are necessary for a long-term care worker to perform nurse delegation.

	Has a home care aide certification, NA-C or home care aide certification.
	If the individual has an NA-R, they need either Revised Fundamentals of Caregiving or Core Basic Training, which is normally 30 to 40 hours of training.
	All workers need core delegation training to perform nurse delegation.
	If delegated for insulin, the worker must also have insulin delegation training.
	Workers are to have specific training from the nurse delegator.

## Background Checks

	In order to be a long-term care worker employed by a home care agency, a person must complete the required DSHS form authorizing a background check, disclose any disqualifying criminal convictions and civil adjudication proceeding and negative actions, be screened through Washington state's name and date of birth background check, and by the Washington State and national fingerprint-based background check. <a href="#">WAC 388-71-0513.</a>
	An individual provider or licensed home care agency long-term care worker may work up to one hundred twenty days pending the outcome of the Washington state and national fingerprint-based background check, provided that the person is not disqualified as a result of Washington state's name and date of birth background check or for character, competence, or suitability. <a href="#">WAC 388-71-0514.</a>
	Agencies should be requesting background checks from DSHS. They can find information about how to do this at the following web-site: <a href="https://www.dshs.wa.gov/altsa/background-checks">https://www.dshs.wa.gov/altsa/background-checks</a> . There are different links from there for Medicaid & Private Pay agencies.