



Welcome to the OCHCH Guided HHA Training Program

This program is designed as a guided program for your organization to train and certify new Home Health Aide's as efficiently as possible. Completion of this program meets both CMS and PASSPORT requirements for a Home Health Aide.

Conditions of Participation
Rule 484.80 Home Health Aide Services

ODA provider certification: personal care
Rule 173-39-02.11

Quick Program Requirement Breakdown

Section 1: Completion of RCTC required coursework with quiz completion confirmations verified (44.1 hours).

*Must be completed before moving to section 2.

Section 2: Completion of live online HHA workshop provided by OCHCH (16 hours).

*Must be completed before moving to section 3.

Section 3: Successful completion of the proctored written competency exam.

*Must be completed before moving to section 4.

Section 4: Complete supervised practical training and return demonstration of skills checklist (16 hours).

Attached to this program overview are your program resource documents. These documents can be altered to meet your organizational orientation needs. However, we highly recommend these document remain in the custody of the RN overseeing your HHA program to insure integrity of the content.



Step-By-Step Program Guide

So your organization wants to participate in the OCHCH Guided HHA Training Program, what do you do next?

Step 1: Identify the RN within your organization that will be the lead contact and organizer of the program. This RN will oversee the completion of the program by the participants and will sign off on completion for your records.

Step 2: Purchase access to the OCHCH Guided HHA Training Program.

Access to the OCHCH Guided HHA Training Program can be purchased one of two ways:

1. Purchase of OCHCH All Access Education Pass (Best Option)
 - a. Pricing and purchase request can be completed by contacting Ryan Crawford at ryan@ochch.org
2. Register individual participants in scheduled live workshop using the OCHCH education calendar and registration portal linked below. All individuals participating MUST be registered.
 - a. OCHCH Education Calendar - https://members.ochch.org/calendar_list.asp

Once your agency has completed the purchase of the program by one of the above options, access to the online coursework will be given your designated RN overseeing the program for your organization.

Step 3: Create RCTC account for your organization

1. Once your organization account has been created, you can create a profile for your HHA participants and assign the list of coursework needed. A listing of coursework is provided in your program resource documents.
2. Each RCTC course requires a quiz to be completed and passed by the participant in order to progress through the program. The RN overseeing the HHA program must track and print the quiz completion confirmations for each participant for their records.



Step 4: After completion of the 44.1 hours of RCTC coursework, you will need to register your participants for the OCHCH Live Virtual HHA Training Workshop offered monthly. All participants must be registered before attending. Live virtual training workshops are scheduled for each month and can be found using the OCHCH education calendar link below.

OCHCH Education Calendar - https://members.ochch.org/calendar_list.asp

If you experience issues registering or accessing your OCHCH member portal, please reach out to Ryan Crawford at ryan@ochch.org immediately for assistance.

Step 5: The Live Virtual HHA Training Workshop will be held via zoom. Participants can attend individually at their home or be required to attend together in-person at the discretion of the RN overseeing the organizations HHA program. All participants must be on camera and unmuted for the full 16 hours. Daily attendance will be recorded and participants must attend the full 16 hours for successful completion.

Step 6: Once participants have completed the 16 hours of live training, OCHCH highly recommends administering the proctored written competency exam the following morning. This written competency exam must be done in-person and proctored by the RN overseeing the HHA program or a designated RN within the organization. The proctored written competency exam and answer key will be included in your resource documents and should not be shared to insure integrity of the exam.

Step 7: The next step is the completion of supervised practical training and the return demonstration of skills checklist (16 hours). During this time you should also be orientating your new HHA's into your organization.

Supervised practical training should include:

1. Agency orientation
2. Hands on skills training of demonstration checklist
3. Successful return demonstration of skills checklist (16 hours)



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Step 8: Compile all documentation of completion for the participants employee file and issue a copy of the Full Course Completion Checklist (included in your program resource documents) to employee.

As a reminder, your organization is responsible for certifying the HHA has completed and passed all needed sections of this program.

If you would like a template for a certificate of completion, please reach out to Ryan Crawford at ryan@ochch.org.