

**Annual Progress Report – October 2011**  
Agreement F10-0062  
Affordable Care Act – Personal and Home Care Aide State Training Program  
Associated to HRSA -10-REC- 06

To: Chancellor's Office Project Monitor  
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**Statement of Progress:**

- **Mapped Existing Curricula:** CA PHCAST curriculum team conducted a thorough review and comparison of three existing curricula confirming the inclusion of training material addressing all 10 core competencies identified in original grant RFP. The resulting gap analysis confirmed that all core competencies were addressed. Additionally the grant team compared the curricula against recommended competencies identified by the Department of Labor and identified 2 additional competencies recommended to successfully train a home care worker for employment in a home or assisted living facility.
- **Developed Model Curriculum:** CA PHCAST adopted a 25 module model curriculum for Personal and Home Care Aides encompassing approximately 80 hours of classroom training and 20 hours of labs and demonstrations. All modules (including lesson plans and assessments) were completed and the first pilot training was conducted at North Orange County Community College District beginning September 12, 2011. In addition to the classroom curriculum, the CA PHCAST team developed a recommended orientation program to be used by all training sites. Prior to training, a candidate must attend the orientation program that includes a reading comprehension assessment (CASAS), personal interview, verification of citizenship status, overview of the course requirements and expectations, and information relating to job outlook and pay.
- **Implementation** NOCCCD is was the initial pilot training site offering the PHCAST training program on September 12, 2011. Mission college offered the second pilot session beginning September 28<sup>th</sup>. TAPCA is slated to switch to the new curriculum on October 3, 2011 and Mt. San Antonio will be the fourth site with a class beginning October 31<sup>st</sup>.
- **Certification vs. Competency Testing:** Phone meeting with CA Department of Public Health Licensing & Certification representative, Evon Redding (on our advisory board), clarified need for legislative action and authority in order to establish a state certification program for Personal Care Aides. Though there is pending legislation related to Personal Care aides in the home, the current proposed bills focus on agencies providing workers to the general public not the

workers themselves. The timing required to get legislative support and action to set up a state certification program put this level of certification outside the grant period of 3 years. Additionally HRSA made adjustments to the certification requirement and indicated that state grantees are only required under the grant to provide both written and hands-on components in the exam. According to the grant guidance, the states must provide a means of testing whether student has ownership of competencies. There does not need to be a “formal” certification process but there does need to be a test. States cannot just train workers and not test them. To this end, the sub grantees (working through TAPCA) contracted with PHI to develop assessments and scoring protocol for the portion of the curriculum that is based on PHI training. The assessments were completed September 14<sup>th</sup>, in time for NOCCCD to use them in the pilot training. These will be reviewed as part of the pilot and refined as they become more widely employed.

- **On-Line Training** – The CA PHCAST will include a hybrid approach offering on-line training in addition to classroom training. Soua Vang of CAHSAH is taking a leadership role in the development of on-line training. Questions and challenges related to an on-line format include:
  - Will the training be synchronous or independent study?
  - Will a facilitator be required?
  - How will skill demonstrations be handled?
- **Established Advisory Committee:** During our first year, an advisory committee was selected with representation from the California Department of Social Services, the California Department of Public Health, SCAN Foundation, PHI, Direct Care Alliance, labor, and non-profit and for-profit organizations and long term care employers. In the first year we hosted 2 advisory committee meetings on April 6<sup>th</sup> and June 22<sup>nd</sup>. The project advisory group was formed to review and evaluate the program’s stated objectives, assist with strategic planning and provide input and direction.
- **Update with HRSA:** The CA PHCAST team submitted a Non-competing Continuance Report to HRSA on June 8<sup>th</sup>. We were not required to submit an annual report or report on performance measures. The narrative portion of the NCCR was approved but the financial report was considered incomplete and required correction. As a result, our year 2 funding was approved with conditions and we have until October 20<sup>th</sup> to comply or we will lose our funding. HRSA staffing change included a switch in Project Officer from Renata Thompson to Dr. Janice Young.

HRSA has not yet assigned national evaluators but told grantees that the national evaluation will be focus on the following items

- Efficacy or effectiveness of training for the core competencies for home care aides
- Methods used to train the core competencies – length of training; trainer/student ratio; instruction time spent in classroom vs. demonstrations or labs;
- Content in hands-on and written certification exams

- What did we hope to achieve with our program? What was our progress toward that achievement?
  - Process – how did our program work; did it work according to plan
  - Outcomes – what were expected results; what were actual results
- **HRSA Electronic Handbook:** Grant documentation in the HRSA Electronic Handbook was updated to confirm Barbara Freund as Project Director and Jose Millan as replacement for Stephanie Leach. Additionally Mary Adney and David Lawrence were added as authorized users. With changes in personnel at the California Chancellor's Office, the CA team must again update the list of authorized users and participants in the Handbook. It is imperative that we have a new Authorizing Official assigned.
  - **Conduct Weekly Grant Participant Meetings:** All grant participants attend a weekly update meeting to confirm that all objectives are being assigned, worked and implemented according to the Work Plan in the grant response.
  - **Attendance at Bi-Weekly Evaluation calls:** Members of the UCSF evaluation team and the project coordinator attended bi-weekly evaluation phone calls hosted by JBS and attended by all 6 grant states and HRSA. Discussions center on evaluation criteria and project measurements. The JBS contract with HRSA was up on September 28, 2011 so the Evaluation Calls were suspended.

### **Interim Findings:**

- Though the stated length of the training is 100 hours, the CA PHCAST team discovered that the length of the training is dependent on the size of the class. Because the class is largely interactive and there are many group activities and skill demonstrations, a larger number of students has a great impact on time. In order to institutionalize the training in community colleges, we must be respectful of the colleges' need to run the classes with up to 40 students. In the coming grant year, the CA PHCAST team will develop a formula that equates number of participants with number of hours so colleges can plan appropriately.
- Because the CA community colleges are open access, the grant team cannot use CASAS assessments or interviews as a means of denying admission to the PCA class. These tools are to be used to advise students and help them select a program that will prove to be most suited to their skills and experience.
- In the original grant response the CA PHCAST team mentioned externships but discovered challenges associated with timing and liability that could not be resolved in a way that made financial sense for the grant. As a result, we eliminated the extern element of the program.

### **Financial:**

- Pasadena CCD, a subcontractor, under the HRSA PHCAST grant, was initially assumed to be a training location for the newly developed PCA training. Pasadena is no longer a training site. In the course of the year, however, Pasadena City College assumed financial responsibility for hiring a consultant to author the

Career Development module. Our budget was also adjusted by \$6515 to allow for transfer of funds to TAPCA to create a computer lab to use in their career development module.

- Additionally, Pasadena CCD requested the purchase of Microsoft Project (\$300) to support the position of Project Coordinator who is responsible for managing activities of all 5 grant participants. Because no software or hardware budgets were allocated, PCC will include these expenses in Supplies. This was approved by the Chancellor's office.