



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK ALBANY, NY 12234

OFFICE OF ADULT CAREER AND CONTINUING EDUCATION SERVICES

Curriculum Unit

New York State Education Department
Bureau of Proprietary School Supervision
89 Washington Avenue, Room 560 EBA
Albany, NY 12234

Tel: (518) 474-3969
Fax: (518) 473-3644
Email: BPSSCurriculum@nysed.gov
Web: www.acces.nysed.gov/bpss/

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MEMO TO THE FIELD

To: All School Directors with Personal Care Aide (PCA) and Home Health Aide (HHA) Training Programs

From: BPSS Curriculum Unit

RE: Health Commerce System Director/Coordinator reminder

The following guidance is for school Director/Coordinators assigned to the Home Care Registry through the Health Commerce System:

All school personnel must be kept up to date on both the HCS and the HCR

All BPSS HHA and PCA training programs must submit required information on trainees and aides to the Home Care Registry (HCR) through the Health Commerce System (HCS). Therefore, to use the HCR, these schools must have HCS accounts and a HCS Director/Coordinator, a minimum of one HCS Director/Coordinator must be active at all times. Contact BPSSCurriculum@nysed.gov to assign HCS Director/Coordinator.

The HCS Director/Coordinator must submit the name, position and contact information for each person assigned a role on the HCR through the training program's HCS account.

The active management of user roles at the school is the responsibility of the HCS Director/Coordinator. The HCS Director/Coordinator acts as the organization's proxy in this task by assigning designated staff to the HCR through the HCS. The HCS Director/Coordinator must ensure that the individuals in these roles have and maintain active HCS accounts. It is therefore essential that the role assignments are made according to the HCR user manual definitions for these roles and that the HCR and HCS user information are identical, accurate and current. It is essential that users (as defined by their roles in the HCR user manual) and coordinators notify CAMU (Commerce Account Management Unit) within 3 days of any change in employment or role status by emailing CAMU at camu@health.ny.gov.

Please see the HCR user manual found here for more detailed information regarding roles and responsibilities:

https://www.health.ny.gov/facilities/home_care/docs/registry_user_manual.pdf

See the *User Security and Use Policy* and *Organization Security and Use Policy* documents for details on how to request accounts, assign and update roles. These documents were emailed to active HCS Director/Coordinator upon initiation of their account.

There are no exceptions to the requirement for keeping the HCR and HCS up to date.

After receiving this memo, each BPSS school providing PCA/HHA programs must review the personnel on the HCR and contact BPSSCurriculum@nysed.gov immediately with changes to school directors and nurse instructors **only**. Examples of common changes are adding an instructor, removing an instructor no longer teaching for the program, or adding a school director.

[end]