



**Long-Term Care Foundation**

of Washington State

## Adult Family Home Training Network Orientation FAQ

**Q: What is the AFH Administrator training for?**

**A:** The adult family home administrator training is a 54-hour training on topics related to the licensing and management of AFHs.

**Q: How many times do I have to attend the AFHTN mandatory orientation?**

**A:** We only require you to attend the AFHTN orientation once, but welcome you to attend anytime you need a refresher or have questions.

**Q: Can I submit an online application after I have attended the AFHTN orientation at least once?**

**A:** Yes, before we process any online submitted applications, we will verify the provider or designated contact has attended at least 30 minutes of the orientation.

**Q: How many individuals can I sponsor through the AFHTN?**

**A:** Currently, there is no limit to how many individuals you can sponsor, but please note this may change in the future.

**Q: I have a caregiver who has failed the Prometric exam three times and is required to retake the core basic. Can I use this program to help pay for my caregivers training?**

**A:** The home can apply using our online application portal link, once received, we can review.

**Q: Does the Home Care Aide training include Nurse Delegation and Diabetes?**

**A:** No, typically the Home Care Aide training consists of Orientation and Safety, Core Basic, and Population Specific Training (Mental Health and Dementia).

**Q: How can we get support for our sponsored individuals that are struggling with the training and certification process?**

**A:** The Long-Term Care Foundation is here to help support you and your sponsored individuals. We have resources designed to help and advocate for the sponsored individuals when interacting with training schools, DOH (Department of Health), Prometric, and Credentia.



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**Q: Are the individuals hired between 2011 and 2012 required to take the 75-hour training?**

**A:** Long-term care workers that were employed between 1/1/2011 and 1/6/2012 in Washington state and completed all basic training requirements at that time are exempt from basic training and certification requirements.

**Q: Can the sponsored individual continue with the training if they are no longer employed with the AFH.**

**A:** This depends on when the LTCF was notified because we may be able to request a refund or at least a partial refund from the training school if we are able to notify the training school within a certain time frame. This would also depend on the training school's refund policy. If we are at the point where we are unable to request a refund, we will allow the sponsored individual to continue training after they are no longer employed because we won't be able to get any funds back.

**Q: Can you provide the DOH online application link for HCA and CNA?**

**A:** <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/onlinelicensing>

**Q: How does the stipend process work for homes that qualify?**

**A:** If you are an AFH that has enrolled a sponsored individual in our Training Network, you may qualify for a stipend if that individual was enrolled in and completed either HCA or CNA training. The AFH can pay the sponsored individual while they are actively in training for **course hours only**. The **stipend** can be in the form of a **reimbursement** for you if you have been paying the sponsored individual for their hours spent in training or a **bonus** for the sponsored individual once they have completed the training.

If the AFH is unable to pay the sponsored individual while they are actively in training, the **stipend** received from the AFHTN can be paid to the sponsored individual as a **bonus once they have completed the training**. In this case, the stipend must go through proper payroll deductions before being given to the sponsored individual.

The AFHTN **stipend** provides reimbursement to the Adult Family Home for the training hours completed by the sponsored individual, which includes course hours for Home Care Aides (HCA) or Certified Nursing Assistant (CNA). The stipend also covers any applicable application and testing fees incurred during the certification process.

**Q: What are the benefits of being eligible for a stipend and what information is required to receive or request a stipend?**



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### **A: AFHTN Stipend Benefits**

- The stipend is at a rate of \$24 per hour for each hour of successfully completed training (HCA or CNA)
- The stipend also covers the cost of application and testing fees to start the certification process for either HCA or CNA
- The stipend covers cost of initial CPR/First Aid if sponsored individual was enrolled in either an HCA or CNA training program

### **Required Items for Stipend**

- Certificate of completion for the eligible training program (HCA or CNA)
- Proof of submission of the Department of Health (DOH) application
- For CNA, proof/confirmation of registration with Credentia and a scheduled exam date if possible

### **Q: Do I qualify for a stipend if my sponsored individual finished the HCA to CNA Bridge program?**

**A:** No, the only trainings we provide the funds for that are eligible for a stipend would be HCA or CNA only.

### **Q: What is the difference between the CNA training and the HCA to CNA Bridge?**

**A:** The bridge program is a way for certified Home Care Aides to become CNA's. This training bridges the gap of knowledge between what an HCA is taught and what a CNA needs to know.

CNA training is typically for an individual that is not certified. The CNA training consists of both classroom and clinical practice and helps prepare students for the certification exam to become a Certified Nursing Assistant.

### **Q: What is a W9 form and why is it needed as part of the stipend process?**

**A:** A W-9 form is an Internal Revenue Service (IRS) tax form that is used to confirm a person's name, address, taxpayer identification number (TIN) for employment or other income-generating purposes.

### **Q: If I sponsor an individual and give them the stipend, can I require that they fill out the W9?**

**A:** No, the W9 must be filled out by the sponsoring AFH as the funds will need to go to a Medicaid contracted home. It is up to the home to distribute the funds properly.

### **Q: Are providers able to participate in the Training Network and be eligible to take part in the training as well?**

**A:** Yes, as a provider you can participate in the Training Network and take part in the training. Please note that if you are a provider/owner you yourself would not be eligible for a stipend.



**Q: What is Adult Education?**

**A:** Adult Education is a 4-hour course required for long-term care worker community instructors who want to teach Department of Health & Social Services (DSHS) Dementia and Mental Health Specialty classes. This class is an inclusive approach for individuals who will educate adults. This course includes information on adult learning theory, facilitation strategy, learner-centered orientation, and assessment. The AFHTN does not provide the funds for this course.

**Q: What happens if my sponsored individual decides not to finish the training and is no longer employed at my AFH?**

**A:** We ask that you notify us as soon as possible so we may be able to update our records and contact the training school to let them know the student is no longer interested in the training. The sooner you notify us the better. Please note that the provider does not owe us any money if the sponsored individual stops training, all we ask is to be updated about your sponsored individual's status. If you paid your sponsored individual for a portion of their completion of course hours, please let us know you may qualify for a partial stipend.

**Q: If I have already paid for training for my new or existing caregiver, can I apply to the Training Network and get reimbursed?**

**A:** No, we are unable to provide reimbursement for previously paid training. All applications must be approved by Long-Term Care Foundation staff before the individual starts training. It's important to follow all eligibility requirements and guidelines to ensure a smooth process for those enrolled, as well as for the training schools we partner with.