



**STATE OF WASHINGTON**  
**DEPARTMENT OF SOCIAL AND HEALTH SERVICES**  
*Aging and Long-Term Support Administration*  
*PO Box 45600, Olympia, WA 98504-5600*

December 23, 2015

**AL TSA: AFH #2015-029**  
**SUPERVISION FOR NEWLY HIRED LONG TERM CARE (LTC) WORKERS**  
**WHO NEED SPECIALTY TRAINING**

Dear Adult Family Home Provider:

This letter is to inform providers, caregivers, or interested parties of an update regarding Long Term Care (LTC) workers who need Specialty Training.

Newly hired LTC workers who work in an Adult Family Home (AFH), have 90 days to obtain the appropriate specialty training certificate if a resident in the home has a diagnosis of mental health, developmental disability or dementia. Until the LTC worker has the appropriate specialty training, he/she cannot provide personal care to a resident with special needs without direct supervision.

The requirement for the LTC worker to have direct supervision during this period has created a strain on many providers for two reasons:

- There may not be a class for the specialty training in the home's local area within the 90 day period.
- Providers may need to increase the staffing level in order to provide direct supervision until the LTC worker has the specialty training.

Home and Community Services (HCS) is revising WAC 388-112-0165 to change the required supervision for some LTC workers. Effective this date, if a LTC worker:

- Is a Nursing Assistant Certified (NAC); or
- Home Care Aide (HCA) certified; or
- Licensed Practical Nurse (LPN); or
- Registered Nurse (RN); and
- Is required to have the specialty training; then
- The LTC worker may have indirect supervision during the 90 day period to complete the specialty training, because the LTC worker had some type of formal training regarding the specialties as part of obtaining his/her certification.

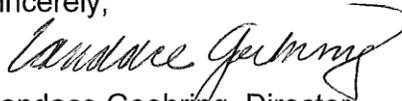
The provider must ensure there is a plan in place for indirect supervision to meet the above requirements.

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If a newly hired LTC worker is not a NAC, HCA LPN, or RN, then he/she must still have direct supervision until he/she obtains the specialty certificate. Additionally, if there are not any residents in the home with a special needs diagnosis, then the caregivers are not required to have the specialty training.

If you have any questions regarding specialty training documentation requirements, please contact your local field office.

Sincerely,



Candace Goehring, Director  
Residential Care Services

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