



Overview of Massachusetts Home Care Aide Career Ladder

	Tasks	Initial Training	In-service Training	Supervision	Background Checks	Liability
Homemaker	Shopping, menu planning, meal prep., laundry, light housekeeping	3 hour orientation followed by 37 hours of training within first 6 months of employment	6 hours for full-time employees; pro-rated for part-time	In-home supervision not less than once each quarter by a qualified supervisor	Mandated CORI check, DPH Patient Abuse Registry check, Immigration Verification, reference checks	Worker's Compensation Insurance, Taxes, and Professional/General Liability Bonding covered by home care agency
Personal Care Homemaker	Bathing, dressing, foot care, denture care, bedpan routines, eating, assistance with ambulation and transfers, medication reminders	40 hours of homemaker training plus 20 hours of personal care training by an RN, 3 hours of which is a practicum	6 hours for full-time employees; pro-rated for part-time	Introductory orientation visit by a nurse on first day of service and quarterly in-home supervision by a qualified nurse not less than once a quarter	Mandated CORI check, DPH Patient Abuse Registry check, Immigration Verification, reference checks	Worker's Compensation Insurance, Taxes, and Professional/General Liability Bonding covered by home care agency
Home Health Aide	Personal care, simple procedures as an extension of nursing or therapy services as delegated by the nurse or therapist, assistance in ambulation or exercises, medication reminders	75 hours, including a practicum of 16 hours covering specific topics outlined in CoPs	12 hours per calendar year	If consumer is receiving skilled services, every 2 weeks by the appropriate clinician. If consumer is receiving non-skilled services, every 60 days	Mandated CORI check, DPH Patient Abuse Registry check, Immigration Verification, reference checks	Worker's Compensation Insurance, Taxes, and Professional/General Liability Bonding covered by home care agency

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Supportive Home Care Aide - Two Tracks: Mental Health SHCA and Alzheimer's SHCA	Homemaking, personal care homemaking, escort services, and socialization and emotional support to clients with emotional or behavioral problems	75-hour home health aide training plus an additional 12 hours. There are two SHCA training tracks- Mental Health SHCA and Alzheimer's SHCA.	Minimum of 12 hours per year	Weekly support by a qualified supervisor plus quarterly team meetings.	Mandated CORI check, DPH Patient Abuse Registry check, Immigration Verification, reference checks	Worker's Compensation Insurance, Taxes, and Professional/General Liability Bonding covered by home care agency
Hospice Aide	Personal care, simple procedures as an extension of nursing or therapy services as delegated by the nurse or therapist, assistance in ambulation or exercises, medication reminders, and additional Hospice related services	75 hours, including a practicum of 16 hours – including additional hospice topics identified in the Hospice CoPs	12 hours per calendar year	If consumer is receiving skilled services, every 14 days by the nurse. In addition, an annual visit by the nurse while the consumer is receiving care	Mandated CORI check, DPH Patient Abuse Registry check, Immigration Verification, reference checks	Worker's Compensation Insurance, Taxes, and Professional/General Liability Bonding covered by Hospice agency
Companion	Non-personal, non-nursing care to clients including socialization and recreation, assistance with preparation of light snacks, escort to appointments	None required- Council recommends a 3-hour orientation	None required- Council recommends offering in-service training based on policy	None required – Council recommends in-home supervision by qualified supervisor at least once every 6 months	Mandated CORI check, DPH Patient Abuse Registry check, Immigration Verification, reference checks	Worker's Compensation Insurance, Taxes, and Professional/General Liability Bonding covered by home care agency
Personal Care Attendant	Assistance with activities of daily living and instrumental activities of daily living as instructed by consumer or surrogate	No formal training – Training provided by consumer or surrogate	No formal training – Training provided by consumer or surrogate	No formal supervision – Supervised by consumer or surrogate	None required, but recommended by PCM	Fiscal Intermediary complies with tax regulations. Consumer is the “employer of record”.