

## REGISTERED HOME CARE AIDE TRAINING LOG

**INSTRUCTIONS:** *This form is intended to provide Home Care Organizations with method to maintain a training verification log for each Affiliated Home Care Aide. Although maintenance of a Training Log is required per section 130067(d) of the Regulations, the use of this specific form is not required. Home Care Organizations have flexibility to document training requirements that best fit their business needs.*

**HOME CARE ORGANIZATION REQUIREMENTS:** The Home Care Organization licensee must maintain a verification log of training for each affiliated Home Care Aide which includes the information listed in sections 130067(d)(1)(A)-(K) of the Regulations. Documentation must be kept in personnel file for Department review.

Affiliated Home Care Aide, Last Name	First Name	Personnel ID (Optional)
Position Title	Hire Date	Registration Date

DATE TRAINING COMPLETED (MM/DD/YY)	TRAINING TITLE	BRIEF DESCRIPTION OF TOPICS COVERED	TRAINING ORGANIZATION NAME	INSTRUCTOR FIRST NAME & LAST NAME (If in-person training)	LOCATION OF TRAINING (If online, specify website)	TRAINING HOUR REQUIREMENTS (Enter hours in applicable column)	
						Entry Level	Annual
	INTRODUCTION TO HOMECARE	Describes skills & Behaviors that are necessary for job success.	ALLY HOME CARE HCO# 434-700-066	Genevieve Espiritu Registered Nurse	Ally Homecare & Medical Staffing 1400 Coleman Ave Ste.G25 Santa Clara, CA 95050		
	ROLES AND RESPONSIBILITIES	Explain the roles & responsibilities of an HCA. Teaches professionalism and communications.	ALLY HOME CARE HCO# 434-700-066	Genevieve Espiritu Registered Nurse	Ally Homecare & Medical Staffing 1400 Coleman Ave Ste.G25 Santa Clara, CA 95050		
	FALL PREVENTION	Teaches how to reduce the risk of falls while encouraging independence.	ALLY HOME CARE HCO# 434-700-066	Genevieve Espiritu Registered Nurse	Ally Homecare & Medical Staffing 1400 Coleman Ave Ste.G25 Santa Clara, CA 95050		
	MEDICAL EMERGENCY	Reviews effective ways for caregivers to respond during emergencies or disasters.	ALLY HOME CARE HCO# 434-700-066	Genevieve Espiritu Registered Nurse	Ally Homecare & Medical Staffing 1400 Coleman Ave Ste.G25 Santa Clara, CA 95050		

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	INFECTION CONTROL	Learn how to maintain healthy home conditions for both HCA and patient.	ALLY HOME CARE HCO# 434-700-066	Genevieve Espiritu Registered Nurse	Ally Homecare & Medical Staffing 1400 Coleman Ave Ste.G25 Santa Clara, CA 95050		