



FOX PACIFIC
Academy

**HOME HEALTH
Aide Program**



**STUDENT HANDBOOK
2026**

5297 Aero Drive Santa Rosa, CA 95403



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Staff Contact Information

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3. Moe Evans- Student Case Manager (HCP Students):
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Classroom Locations

1. American Red Cross Building (Main Campus)
5297 Aero Drive Santa Rosa, Ca 95403
Office Phone Number: (707)292-0507
Website: www.foxpacificacademy.org
Mailing Address: PO Box 6505 Santa Rosa, Ca 95406
2. Petaluma Valley Hospital- Providence (Burns Hall)
400 N McDowell Blvd Petaluma, Ca 94954

Requirements

For the 120-hour home health aide course, the student must meet the following requirements:

Have a high school diploma or GED (from United States) or take the assessment test. Complete and submit the Initial Application (283D), obtain electronic fingerprints and submit the Live Scan form, government issued picture ID and submit to California Department of Public Health (CDPH) via OASYS at

<https://cna-hha-ctapplications.powerappsportals.us/>

Completed physical and 2-step PPD (must be within 90 days from the first day of clinical). Flu (September-May) and Covid vaccines or declinations required.

For the 40-hour home health aide course, all the above is required, with the exception that the student must be an active CNA, complete a CDPH approved Nurse Assistant Training (NAT) program, or pass the NAT state competency exam (both written and skills). NO California competency examination required to receive the home health aide certification. CDPH issues the home health aide certification. Fox Pacific Academy provides the certificate of completion after all theory and clinical hours are completed, then submits the CDPH 183 form to CDPH.

Attendance

Students are expected to be on time for class (theory and clinical). Tardiness or leaving early may result in dismissal from the program. Time will be measured by the classroom clock only during theory and the clinical site clock/ instructor watch during clinical. **If a student is more than 30 minutes tardy, they may be sent home and be required to make up the full day.** A maximum of 1 day, (120-hour Home Health Aide Training Program) of excused absence will be allowed for theory and a maximum of 1 day (120-hour Home Health Aide Training Program) of excused absence will be allowed for clinical. For the *40-hour Home Health Aide Training Program: students may need to transfer to a future course if they miss a day of theory or clinical, must complete day(s) missed. All excused absences must be completed on scheduled make-up days, unless other arrangements are made with the Program Director. Any incomplete hours will delay receiving your home health aide certification from California Department of Public Health (CDPH)

For theory, the student will need to be arranged with the Program Director. The theory make up will be supervised by an instructor, and the instructor will be available for questions and module/course exam administration. Any missed theory time must be made up before the student can attend the clinical portion of training. If this cannot be made up before clinical starts, the student will need to request a transfer to a future course, space permitted. A maximum of 1 make-up day will be allowed for theory training. The theory makeup will need to be arranged with the Program Director. It is a requirement to attend, if you miss any theory time. **There are no excused absences.**

For the clinical training, 1 make-up day (120-hour Home Health Aide Training Program) is included with each scheduled class and is part of the CDPH approved Fox Pacific Academy Schedule. This is the maximum clinical training hours allowed to miss, and the only time provided to make up clinical training.

If a student is tardy 3 times, they may be dismissed from the class/clinicals and may need to apply to restart the class and will be required to pay the full tuition. Students may not miss more than 1 day of theory or clinical (120-hour or 40-hour Home Health Aide Training Program).

Home Health Aide Training Programs hours vary depending on course taken

Students must call/text if they are going to be absent or late for class or clinicals. A phone number will be provided at the start of class and before clinicals to report an absence or tardiness for class. You may also call/text the Program Director at (707)791-0016. If a voice message/text is left, it must include the following:

- Student's full name
- Date and time of call
- Telephone number where the student can be contacted
- Reason for absence or tardiness
- Time student will arrive at class/clinical if returning
- Instructor's name and location of class/clinical site

Dress Code

The student dress code is designed to enable students to comply with principles of safety and infection control while also projecting a professional appearance. Students are required to adhere to the following program dress code while participating, royal blue scrub top and royal blue scrub bottom that fit appropriately and closed-toe and closed-back, white non-skid tennis/athletic shoes (No CROCS or backless shoes). **40-hour HHA program students may use any color uniform or shoes (No CROCS or backless shoes).**

Items not permitted include sandals (flip flops), coats (hoodies/jackets), hats, sunglasses, scarves, dangly jewelry, hair color beyond natural tone (depending on clinical site), extreme nail color (depending on clinical site), artificial/acrylic nails, and facial and tongue piercings (depending on clinical site). Nail length must be $\frac{1}{4}$ " or less from the tip. NO acrylic nails. Pierced ears with small studs are permitted, no dangling earrings. Loose hair must be pulled back, and tattoos must be covered during clinical training (depending on clinical site). Coats and jackets must be removed in the classroom and clinical settings; only royal blue scrub uniform jackets are permitted, or white, black, grey or blue long-sleeved shirts worn underneath the scrub top. Due to the sensitivity of residents, staff, and participants, perfume, scented lotions, and after-shave are prohibited. **American Red Cross building and ALL clinical sites are scent free facilities.**

Requests by students to cover their head or otherwise modify their attire due to religious or other reasons will be addressed on a case-by-case basis by the Program Director. The final decision will be based on the clinical site's dress code.

Exam and Final

For the home health aide program, there is a midterm and final exam. The course schedule shows when the midterm and final will be given. The midterm has 50 multiple-choice questions. Students must score 70% or higher to pass. if you fail the midterm, you will be dropped from the course and unable to attend clinical.

The final has 100 multiple-choice questions and is comprehensive. Students must score 70% or higher to pass the final. if you fail the final, you will be dropped from the course and unable to attend clinical.

The exam and final are offered as written versions. Any student that would like to take these as an oral version needs to submit a request, along with the justification (IEP), to the Program Director.

Skills Proficiency Requirements

The student must demonstrate proficiency in all skills.

In the Lab

- Skill demonstrated by the instructor. • Students provided with time to practice the skill and ask questions. • Students must be able to demonstrate the skill without missing any critical elements.
- Students are given a minimum of 3 opportunities to complete the skill satisfactorily.
- Students must pass all skills in the lab to go to clinical training.
- Students will work with other students or mannequins to practice skills.

At the Clinical Site

- The instructor will supervise the student the first time a skill is performed in the clinical area.
 - Students must be able to safely perform skills to provide care to their assigned residents.
 - Students must be observed by the instructor to be signed off any skills, not facility staff.
- The student will typically provide at minimum the following skills during **each** clinical shift:
- 2 transfer skills
 - 2 hygiene skills
 - 2 grooming skills
 - 1 measuring skill
 - Feeding/ Nutrition
 - Communication
 - Infection Control
- All students must always adhere to the 6 Principles of Care.
 - If skill(s) are not performed at an acceptable level, an At-Risk form will be given, and the student will be tutored by the instructor. Then given the opportunity to re-demonstrate the skill. All skills must be demonstrated at satisfactory level to pass the clinical portion of the course.
 - If a student is unable to perform skills at a safe and acceptable level, he/she will not complete the program and will be counseled by the Program Director.

Students at Risk

A “Student at Risk” form signifies that the student has been advised of deficiencies and needs to show improvement to continue with the course. This form may be given to a student for academic, attendance, or conduct reasons.

The instructor will sign the form and submit it to the Program Director. Students are required to sign the form indicating they received it, otherwise this is considered insubordination and subject to dismissal from the course. The appropriate refund amount will be issued to the student depending on when in the class the student is terminated from the class. (\$100.00 is non-refundable). A copy of the form will be given to the student, and the original will be placed in their permanent record.

Actions that can put a student “at risk” include:

- Failing the exam or final, with a score of less than 70%
- Having problems with demonstrating skills in the lab or clinical setting.
- Being late or leaving early from class or clinical (excused and non-excused) more than 3X.
- Being absent from class or clinical (excused and non-excused) more than 1 day.
- Using a cell phone or other technological device, including cameras, tablets, laptops, smart watches, etc. during class, lab, or at the clinical site. This does not include devices used as part of accommodation for a student or instructor use of devices.
- Use of profanity or inappropriate language in classroom, clinical sites, parking lot, or other areas associated with the training site.

Immediate Dismissal

There are some behaviors that are serious enough to cause a student to be immediately dismissed from the program. They include:

- Any physical or verbal threats or attacks on another student, Fox Pacific Academy staff, clinical staff, or resident.
- Persistent argumentative or disruptive behavior with any staff member or clinical site.
- Attendance: late more than 3 times or no call or no show (X1).
- Illegal drug use or alcohol use prior to or during class or clinicals.
- Working on the clinical floor with no instructor present.
- Cheating, lying, or falsifying information.
- Theft.
- Insubordination – failure to follow a directive given by instructor or other authorized personnel, including refusal to sign an “At Risk” form.
- Causing a disturbance (e.g., causing problems in lunchroom, parking lot, nursing home, classroom, etc.)
- Violation of resident confidentiality/privacy (HIPAA violation).
- Failing midterm or final with less than 70%.

While the instructor may send a student home from class, the decision to formally dismiss a student is determined by the Program Director. If re-admitted, the student will be asked to re-enroll in a future class and pay tuition for that class. Students will only be allowed to re-enroll in a future class if Fox Pacific Academy has reason to believe that they will be successful, or have space permitted in the class. If they re-enroll, they will be required to pay the full tuition.

Non-Discrimination Guidelines

Fox Pacific Academy fosters equal opportunity for all applicants without regard to race, color, sex, religion, national origin, age, handicap, or veteran status except when, with reasonable accommodations, age or handicap substantially limits ability to meet or perform legitimate service standards or poses a safety hazard.

Complaints and Concerns

Fox Pacific Academy is responsible for taking all practical measures to ensure courses and issuing certificates meet all requirements in the program materials. If a participant has concerns regarding the training program, the student should discuss concerns with the instructor in the classroom first. If it is not resolved, send an email to the Program Director.

Fox Pacific Academy is committed to providing a work and study environment that is safe, fair, and free from discrimination for all members of the community. An essential part of developing that environment is ensuring that students are encouraged to come forward with their grievances in the knowledge that the staff responsible will take prompt and effective action to address complaints of discrimination and harassment. Grievances not addressed can grow into major problems that can cause tension, low morale, and reduced learning and academic achievement.

The rules apply to all enrolled students and cover all student grievances of unlawful discrimination or harassment. Unlawful harassment is unwelcome, and offensive and intimidating behavior, comments, or images based on any of these grounds. The grievance may be against another student(s) or staff member(s).

Grievances should be treated seriously and sensitively, considering procedural fairness, confidentiality, and privacy. Requirements relating to confidentiality and privacy extend to the use and storage of any information and records related to a grievance. A grievance should be handled quickly and as close to the event as possible. This may be modified by the nature of grievance and the student's wishes. Students should raise concerns as early as possible after the incident(s) occurred.

Whenever possible, grievances should be resolved by a process of discussion, cooperation, and conciliation. The aim is to reach an acceptable outcome that minimizes any potential detriment to ongoing relationships. Both the person raising the grievance (the complainant) and the person against whom the grievance is made (the respondent) will receive appropriate information, support, and assistance in resolving the grievance.

No person should be victimized because they raise a complaint or are associated with grievance. Students should not investigate grievances that are frivolous or malicious. All students are expected to participate in the grievance resolution process in good faith.

Procedure Details for Complaints and Concerns

Talk to the Instructor and/or Program Director: The student should not take matters into their own hands. They should take matters up with the instructor. If the instructor does not quickly resolve it, or if the grievance involves the instructor, the student should send an email to the Program Director.

Fox Pacific Academy will address the grievance to resolve it quickly, normally within 2 business days of receiving the complaint. This would involve the student meeting with the Program Director, who will:

1. Listen carefully to the students' concerns and their desired outcomes.
2. Explain the grievance procedures and the range of options open to them.
3. Keep all of those involved informed about the progress of the matter; and
4. Monitor the situation during and after the resolution process.

At the end of their direct involvement with the matter, the Fox Pacific Academy staff involved will make appropriate file notes on the grievance resolution process and outcomes, which will be stored in a separate grievance file.

Fire Evacuation Plan

Please ask your instructor for specific emergency evacuation plans for your building.

Disasters can happen anywhere and at any time. As a prepared individual – be prepared – be ready – it may save your life.

- Remain calm.
- Evacuate the building immediately. DO NOT check to see if it is a real emergency before evacuating – JUST GO!
- DO NOT attempt to collect items to take with you except your coat or purse IF THEY ARE WITH YOU.
- Follow the predetermined path your building has sent for emergencies. Do not go wanderin around or in directions you JUST THINK is the best route.
- Feel any doors, including the stairway exit doors, before you open them. If hot, use another Exit. If not hot, open the door slowly and check for smoke and fire before evacuating. If smoke-filled, use another exit.
- SHUT all doors as you evacuate the building.
- Walk – don't run. If smoke is present, stay low and/or crawl to the exit.
- DO NOT use the elevators.
- STAY OUT OF DRIVEWAYS, stay on sidewalks well away from buildings.
- Report immediately to a designated meeting place so everyone can be accounted for.
- Re-enter the building ONLY after the all-clear signal has been given by the Fire Department, Program Director, or designee.
- If you are on another floor or in another area of the time of the evacuation, please follow the direction of the designated person in that area.

Student Ground Rules

- Students are expected to actively participate in class discussions and activities. Students will not be allowed to sleep or lay their head on the table. OK to stand up in classroom.
- Students need to be signed off all skills in the lab/classroom and clinical setting.
- Students will sign in and out of the building at the designated location upon arrival at clinical and will also sign in and out as required in the classroom during theory.
- **Use of cell phones, pagers, and other electronic devices – including tablets, iPad, iPod, smart watches, etc. – are prohibited and must be stored away.** Cell phones must be turned off or set to silence, and messages are to be answered at breaks or lunch time only. If expecting important call, notify instructor or Program Director. **Cell phones are to be used only in designated areas, part of clinical site documentation, or instructor provided permission.**
- If a student is tardy 3 times, they may be dismissed from the class/clinical and will need to apply to restart the class and will be required to pay the full tuition. Students may not miss more than 1 day of theory or clinical (Home Health Aide Program).
- Storage areas are not to be accessed during class time, only during lunch or break time.
- The student is expected to be on time for clinical assignments. Clinicals are mandatory. The need for make-up will be individually. If any clinical time is missed, the student will not be permitted to graduate with their class unless that time is made up before graduation.
- The student will also keep resident information confidential. **No electronic devices are allowed on or visible at the clinical site.** Unless part of clinical documentation process. Students found using a cell phone in patient care areas or hallways at the clinical site will be given an at-risk form or sent home immediately. Students are never permitted to post clinical or resident information or pictures on social media sites. This is a violation of HIPPA.
- Students are expected to listen to different opinions and treat others with respect. Argumentative or disruptive behaviors are prohibited and may result in dismissal. Physical/verbal threatening or provoking behavior towards any student, Fox Pacific Academy staff, or clinical facility staff will not be tolerated for any reason and will be grounds for immediate termination. Students must report this behavior to the instructor or other Fox Pacific Academy staff immediately. Illegal drug use and/or consumption of alcohol prior to or during classroom or clinical experience are prohibited and will result in immediate dismissal from the program.
- Cheating, lying, falsifying information, and/or stealing will result in immediate dismissal from the program.
- The student dress code is designed to enable students to comply with principles of safety and infection control while also projecting a professional appearance and must be followed during class and clinical.
- Name tags and uniforms must be always worn and visible when in the building and at clinicals. Notify Program Coordinator if name tag is lost.
- Review Class is part of the curriculum and student attendance is mandatory. Students are expected to be present for the entire class, unless other arrangements provided by Program Director. See schedule for dates, time, and location.

- Breaks will be taken at assigned times only. Breaks taken outside of assigned times will be counted as missed time from class, counted toward hours missed, and subject to make up.
- Please clean up any food or drinks, place it in a proper receptacle.
- Smoking is prohibited in the building and on the premises, including inside vehicles in the Fox Pacific Academy/ American Red Cross parking lot.
- Children and other student guests are not permitted in the building, classroom, clinical setting, Review Class, or during lunch or other breaks. There is no visitor rule.
- Students will handle classroom supplies, books, and medical equipment in an appropriate manner. Students' space and classrooms must be left neat and clean.
- If weather conditions are poor and the city schools are delayed or closed where the classroom is located, class will be delayed or canceled, and time made up as directed by the Program Director.

Clinical Guidelines

1. Everyone meets by the security desk/lobby or classroom and must sign in. REMEMBER – YOU MUST BE ON TIME FOR CLINICALS. Clinical times begin promptly at _____ and conclude at _____ for the Home Health Aide Program. This includes leaving and coming back in time for breaks.
2. Everyone must do hand hygiene upon arrival and leaving the facility. Face masks must be worn by all students and instructors during direct patient care.
3. Name tabs must be always worn while in the facility. Proper attire is royal blue scrub top, royal blue scrub bottoms, and white non-skid, closed-toed and closed-back (tennis/athletic) shoes (No CROCS). You may wear a white, black, grey, or blue long-sleeved shirt underneath the scrub top. No dangling earrings, facial piercings, long nails, dark shoes, etc. If you are not appropriately dressed, you may be sent home to change, and you will need to make up any time missed.
4. 40-Hour HHA course, students may wear any color scrubs or shoes, but NO CROCS or backless shoes.
5. Do not take personal items on the floor because there is no place to keep them. Including water bottles.
6. Your instructor will inform you if there's refrigerators and microwave ovens available for student use during lunch breaks.
7. Students and instructors will have a designated meeting place in the Long-Term Care Facility (LTCF) before entering the unit. On the first day of clinicals, the instructor or clinical site employee will give students a tour of the facility. Upon entering the unit, the instructor will make the students' assignments.
8. All Fox Pacific Academy Staff/Instructors and students are Mandated Reporters and must report any type of abuse to the Abuse Coordinator of the facility and the instructor/Program Director.

9. The instructor will review with students their individual assignments and disease processes associated with residents and their care. The students and instructors will find residents and introduce themselves to residents. The students will ask the residents for permission to care for them. Students will then assume care for residents under the guidance of their instructor. The instructor will be present for initial care of residents to demonstrate their abilities in infection control, especially hand washing, safety, communication, dignity, privacy, and independence. When the instructor is satisfied that each student is thoroughly evaluated and competent in these areas, he/she may allow the student to work independently.

This includes placing and positioning the lift pad. Anyone under 18 must have second person that is at least 18 years old.

10. Also remember:

- a. Do not transfer alone, always with a partner (another student, instructor, or staff) and always use a gait belt. You may be sent home if you violate this safety policy and have to make up the day.
- b. You cannot leave the floor without the instructor's permission.
- c. You must tell the nurse and the instructor before you take a resident off the floor.
- d. We are guests at the facility and should act accordingly.

11. Students will have a meeting place with their instructor before re-entering the unit after lunch breaks. It is important to take breaks and lunch on time when possible. Student break time 15 minutes within the facility. Lunch is 30 minutes. Students must make sure that residents are clean, dry, and safe before leaving the unit. Students need to sign a resident out when taking them off the unit and ask permission of the supervising nurse first. Lunch and break times are assigned at the discretion of the Fox Pacific Academy clinical instructor. Students and their instructors will go to lunch and breaks together and return to the floor together. **No student is to be on the resident floor without an instructor present.**

12. When the shift is ending, there should be a report given on each resident to the Nurse Assistant who is placing information on the residents in the computer.

13. Post conference should take place ½ hour before leaving the unit at the end of the shift. This is a review of the day and an update on residents' status. At this time, the instructor will update each student's clinical record with the skills done and the student's progress.

14. Students should not shadow Nurse Assistants; instead, they should perform care under the supervisor of their instructor. Assign residents to students, not CNAs.

15. Instructors and students will follow current COVID guidelines per CDPH and facility policies and procedures. Will need to wear a mask (surgical mask, KN95, N95) while inside the clinical site and during direct patient care. The mask MUST fit over the nose and tight against the face.

16. Students and instructors may need to perform a weekly Rapid Antigen Covid test.

17. If a student is positive with Covid, they must notify the instructor and Program Director. Students must remain home for 5 days. Before a student can return, they must submit a negative Rapid Antigen Covid test via text or email to the Program Director. Upon returning to clinical, students must wear an N95 mask for five days. Students may change to surgical masks after the sixth day. Makeup days for missed days will be arranged by the Program Director and instructor. If unable to make up for missed days, students may need to transfer to a future course.

Addendum: Students and instructors will be on time for clinicals. If a student is more than 30 minutes late for clinicals, they may be sent home, and the entire day will have to be made up on the clinical make-up day. If a student arrives 30 minutes or less after the start of clinicals, they may stay, but the time will be made up on makeup day. The attendance policy will remain unchanged when at clinicals. If a student is tardy 3 times, they may be dismissed from the class/clinicals and will need to apply to restart the class, space permitting.

18. When using the walkie talkies, observe HIPAA. For example, call the instructor by only using the room number, not the name of the resident or naming the skill.

19. If you are unsure how to take care of the resident, stop and let the resident know you are going to get a staff member. Go get your instructor or CNA assigned to the resident. Ask for help.

20. No showering residents alone, always with a partner (another student, instructor or staff). You may be sent home if you violate this safety policy and have to make up the day.

21. Be aware of the use of foreign language in front of the residents that don't speak the language, you may be violating their Resident's Rights. You may receive a written warning with an At Risk.

22. If you are not sure or uncomfortable of any situation at any point of the day during clinical, call or go immediately to your instructor and ask for support. That's what the instructor is there for.

Title 22

[https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I4CBE8CB0D4BC11DE8879F88E8B0DAAAE&originationContext=documenttoc&transitionType=Default&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I4CBE8CB0D4BC11DE8879F88E8B0DAAAE&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default))

22 CCR § 71801 – Agency

22 CCR § 71803 – Clinical Training

22 CCR § 71805 – Continuing Education

22 CCR § 71807 – Core Curriculum

22 CCR § 71809 – Director of Staff Development (DSD)

22 CCR § 71811 – Gross Negligence

22 CCR § 71813 – Hour

22 CCR § 71815 – Immediate Supervision

22 CCR § 71819 – In-Service Training Program

22 CCR § 71821 – Instructor

22 CCR § 71823 – Nursing Facility

22 CCR § 71825 – Public Educational Institution

22 CCR § 71827 – Student Performance Standard

22 CCR § 71828 – Administrative Policies and Procedures

22 CCR § 71829 – Director of Staff Development or Instructor

22 CCR § 71831 – Program Flexibility

22 CCR § 71833 – Orientation Program

22 CCR § 71835 – Certification Training and Competency Evaluation Program

22 CCR § 71837 – Issuance of Certificate

22 CCR § 71839 – Renewal of Unexpired Certificates

22 CCR § 71841 – Fees and Penalties

22 CCR § 71843 – Provider Identification Training Number

22 CCR § 71845 – Continuing Education

22 CCR § 71847 – In-Service Training Program

22 CCR § 71849 – In-Service Training Program and Continuing Education Course Record of Attendance

22 CCR § 71851 – Disciplinary Actions and Appeals

22 CCR § 71853 – Program Site Visits

Health Insurance Portability and Accountability Act (HIPAA)

The Health Insurance Portability and Accountability ACT (HIPAA) was passed in 1996 and includes provisions aimed at simplifying the administration of health care. The HIPAA Administrative Simplification Provisions seek to create an efficient transfer of medical information between different healthcare providers and to create national healthcare data standards. HIPAA raised concerns about the impact new national standards would have on the privacy of personal health information. HIPAA recognizes that privacy is a fundamental right.

The Privacy Rule

The HIPAA Privacy Rule:

Applies to Covered Entities. The privacy rules limit the way that health plans, pharmacies, hospitals, doctors, nurses, and others use patients' personal medical information. Covered entities subject to HIPAA include:

- Healthcare providers who transmit healthcare information electronically in connection with certain healthcare transactions
- Healthcare clearinghouses
- Health plans

Applies to Protected Health Information. Protected health information includes medical records and all individually identifiable information, whether on paper, in the computer, communicated orally or in any form that is created or received by a healthcare provider, health plan, healthcare clearinghouse, or employer and relates to the past, present, or future physical or mental health or condition of an individual or the provision or payment for healthcare for an individual. Examples of protected health information include:

- Social Security Number
 - Name
 - Birth date
 - Address (even place of birth)
 - Any piece of information that will allow someone to determine who the person is
- Provides that covered entities may not use or disclose protected health information unless HIPAA requires or permits the use or disclosure.

- Required disclosures under HIPAA include:
 - Individual requests for their own information
 - Individual inspection and copying of own records
 - Certain inquiries by the Department of Health and Human Services

- Permitted uses and disclosures under HIPAA include:
 - Treatment, payment, and healthcare operations
 - As required by law
 - Upon authorization of an individual
 - Health information in de-identified form
- Sets boundaries on the use and disclosure of health records.
- Allows people who think a covered entity is not complying with HIPAA the right to file a complaint for a privacy violation.
- Holds violators accountable with civil and criminal penalties if a patient's rights are violated.
- States that no retaliation can be made against an individual who exercises rights regarding protected health information.
- Encourages covered entities to implement safeguards to protect the privacy of personal health information, including policies against leaving documents containing health information in accessible areas, maintaining records securely, and restricting access to patient records.
- Limits the release of protected health information to the minimum amount required for disclosure.
- Gives patients control over their health information, including the right to examine and copy their own health records and request corrections to the records.
- Empowers individuals to control certain uses and disclosures of their health information.
- Requires that people receive written notice of policies and procedures regarding the privacy of and access to protected health information.

HIPAA as Law

The Office of Civil Rights, under the department of Health and Human Services, oversees and enforces the HIPAA privacy regulations. There are civil penalties up to \$250,000 for violating HIPAA and misusing protected health information.

Healthcare facilities and providers who are covered entities must explain their privacy practices in writing to patients, clients, and employees and must set up agreements with business partners before sharing any information.

This law is not intended to adversely affect the way you care for your patient. It is intended to protect the privacy of your patient's personal health information.

HIPAA, Nurse Assistants and Home Health Aides

So, how does this affect you as a caregiver?

Everyone who works in healthcare, either as part of a care team or in any other capacity, is responsible for learning, understanding, and practicing the privacy requirements of HIPAA.

The law is intended to prevent a patient's personal health information from getting into the hands of someone who may have the ability to deny healthcare. It will prohibit a person's medical history from being shared without permission, except in the limited situations of treating the individual, payment for services, or operating a health plan. Importantly, healthcare providers cannot share personal health information of an individual with that individual's employer or any other person without the individual's authorization. (Would you want your employer to find out your medical history without your permission?)

How Can HIPAA Influence Your Work?

1. Restricted access to records.
2. Locked information.
3. Destruction (shredding) of records.
4. Limited computer access.
5. Information supplied to a person only if they are authorized to receive this information or have a “need to know.”
6. Confidential information is discussed only in a private setting.
7. Faxing is done with caution.
8. Sharing of computer passwords is prohibited.
9. Computers must be logged off when you leave the work area.
10. Information on computer terminals should not be visible to others.
11. Patient charts and forms should not be visible to others.
12. Patient information should NEVER be discussed with anyone in a social conversation.
13. During telephone conversations concerning a patient, avoid excessive use of the patient’s name.
14. Make a habit of speaking to the patient in a private area only.
15. Maintain confidentiality when disposing of patient information.
16. Information may be shared with business associates to conduct business only after an agreement about its use has been signed by both parties (billing, lab outsourcing, etc.).
17. A signed “release of information” form must be obtained from the patient before any information may be shared.
18. Assignment lists, notes taken at change of shift, unused labels, and all paper that can be a source of violation of patient privacy need to be shredded.
19. Avoid unintentional disclosure of information (no talking in public areas, elevators, lunchroom, lobby, etc.) about your patients.
20. A provider (hospital, emergency room, urgent care) should verify if a person is in the facility only if the caller asks for the patient by name. Only minimal information is given to callers, and without authorization from the patient, the caller should be directed to contact family members for more information.

Everyone is Responsible

- » For knowing what data is considered protected health information and to treat that information confidentially.
- » For understanding HIPAA policies and procedures and confidentiality practices.
- » For complying with HIPAA policies and procedures and confidentiality practices.
- » For reporting suspected or known breaches of privacy to the HIPAA Privacy Officer immediately..

Permission for Release of Student Information to Clinical Site

I grant permission to Fox Pacific Academy to share the following information with the authorized administrator(s) (or designees) of the clinical site(s) where I have been assigned as a Fox Pacific Academy Home Health Aide Program:

- Copy of criminal background check report(s) obtained by Livescan
- Copy of TB tests results: TB Skin Tests (PPD), TB Blood Test, and/or Chest X-ray
- Copy of physical examination
- Copy of immunization record

Printed name _____

Signature _____

Date _____

Media/Photo Information Release

I give to Fox Pacific Academy, its designees, agents, and assigns unlimited permission to use, publish, and republish in any form or media information about me and reproductions of my likeness (photographic or otherwise) and my voice, with or without identification of me by name.

Printed name of person photographed, recored or interviewed	Age (if minor)
Email address / Telephone number	
Signature	Date

Printed Name / Relationship	
Signature	Date

For Office Use Only	
Producer, writer, or photographer	
Event / Location	Image number
Caption Information / Description of Photo	

Acknowledgment of Understanding of Patient's Rights

Upon successful completion of the theory module of the Fox Pacific Academy Home Health Aide Program, candidates are required to acknowledge an understanding of the following components taught in the coursework.

Please initial your acknowledgment on each line below.

(40 Hour Course) The Home Health Aide Handbook 6th Edition (120 Hour Course) Providing Home Care A Textbook for Home Health Aides 6th Edition

The Rights of People Receiving Healthcare _____

Advocating Patient's Rights _____

Protecting Patient's Health Information _____

Ethical Decisions and the Nurse Assistant _____

Abuse, Neglect, and Exploitation _____

Legal Decision and the Nurse Assistant _____

Fox Pacific Academy Home Health Aide Training Supplement

"Your Legal Duty" Reporting Elder and Dependent Adult Abuse Video _____

"Your Legal Duty" Pre and Post Test _____

Fox Pacific Academy Student Handbook

Received, reviewed, and acknowledge the Student Handbook

Printed student's name _____

Signature _____

Date _____

Printed instructor's name _____

Signature _____

Date _____

Start Date of the course

Date: _____

End Date of the course

Date: _____