

interChange Provider Important Message

TO: Home and Community Based Service (HCBS) Providers and Homemaker and Companion Agencies

RE: Required Personal Care Attendant (PCA) Training

The purpose of this Important Message is to serve as a reminder that the Department of Social Services (DSS) Community Options Unit requires all HCBS providers that employ PCAs and Companion and Homemaker Agencies ensure agency-based PCA staff take the free Standardized PCA Training Modules. The test requires a passing score of 70% and must be completed within ninety (90) days at the onboarding of new employees and existing employees are expected to complete the training within a year. The test and score should be kept in the employee personnel records as evidence that training modules have been completed and will be verified upon provider audits.

The free standardized PCA training Modules are available to download from the Connecticut Medical Assistance Program (CMAP) web site or you may click on this [link](#).

To access the training from the CMAP web site please go to www.ctdssmap.com. Click on Provider. Click on Provider Services. Scroll down to Provider Training and click on “here”. Under “Materials” you will find the PCA Service Provider Workshops and click on PCA Training Modules. You will find the PCA Certification Test and answer key in this section. You will also find the PCA Certification Certificate of Completion.

Please contact Hope Mitchell-Williams at (860) 706-3290 if you have questions.