



COLORADO REGULATIONS FOR CAREGIVER TRAINING IN HOME CARE, HOME HEALTH, HOSPICE, & ASSISTED LIVING



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IMPORTANT:

The clinical team at In the Know strives to provide accurate information about training requirements. However, state regulations can change frequently, and the exact information is often difficult to find and decipher. To complicate matters, each state surveyor may interpret regulations differently, making satisfactory implementation challenging. Please use this guide as an informal tool to help you maintain compliance. It is not a substitute for official communication or publication by your state licensing department or your accrediting agency.

Training requirements for: HOME CARE WORKERS

COLORADO REGULATION:

<https://www.sos.state.co.us/CCR/GenerateRulePdf.do?ruleVersionId=7003&fileName=6%20CCR%201011-1%20Chapter%2026>

ORIENTATION:

All personal care staff members must **participate in orientation before providing care**. Orientation needs to include the following 9 topics:

COLORADO REQUIREMENT	IN THE KNOW EQUIVALENT RECOMMENDATIONS
<ul style="list-style-type: none"> Employee duties and responsibilities 	<ul style="list-style-type: none"> To be provided by the agency.
<ul style="list-style-type: none"> A description of the services provided by the agency 	<ul style="list-style-type: none"> To be provided by the agency.
<ul style="list-style-type: none"> The differences in personal care, nurse aide care and health care in the home including limiting factors for the provision of personal care 	<ul style="list-style-type: none"> The Role of the Caregiver
<ul style="list-style-type: none"> Consumer rights including freedom from abuse or neglect, and confidentiality of consumer records, personal, financial and health information 	<ul style="list-style-type: none"> Bill of Rights
<ul style="list-style-type: none"> Hand washing and infection control 	<ul style="list-style-type: none"> An Infection Control Update
<ul style="list-style-type: none"> Assignment and supervision of services 	<ul style="list-style-type: none"> To be provided by the agency.
<ul style="list-style-type: none"> Observation, reporting and documentation of consumer status and the service furnished 	<ul style="list-style-type: none"> Reporting & Documenting Client Care
<ul style="list-style-type: none"> Emergency response policies and emergency contact numbers for the agency and for the individual consumer assigned 	<ul style="list-style-type: none"> To be provided by the agency.
<ul style="list-style-type: none"> Training and competency evaluation of appropriate and safe techniques in all personal care tasks for each assigned task to be conducted before completion of initial training 	<ul style="list-style-type: none"> Activities of Daily Living

INITIAL TRAINING:

In addition to orientation, the employee must receive **initial training within the first 45 days of being employed** (6 CCR 1011-1 Chap 26 Section 8.6 (B)). The training must include these 6 topics:

COLORADO REQUIREMENT	IN THE KNOW EQUIVALENT RECOMMENDATIONS
<ul style="list-style-type: none"> Communication skills with consumers such as those who have a hearing deficit, dementia, or other special needs 	<ul style="list-style-type: none"> Special Communication Needs
<ul style="list-style-type: none"> Appropriate training in accordance with the needs of special needs populations served by the agency 	<ul style="list-style-type: none"> This requirements is based on population served. Course needed to be determined by agency.
<ul style="list-style-type: none"> The role of, and coordination with, other community service providers 	<ul style="list-style-type: none"> Working with a Team

Training requirements for:

HOME CARE WORKERS — CONT.

INITIAL TRAINING — CONTINUED:

COLORADO REQUIREMENT	IN THE KNOW EQUIVALENT RECOMMENDATIONS
<ul style="list-style-type: none"> Appropriate and safe techniques in personal care tasks prior to assignment. Areas include bathing, skin care, hair care, nail care, mouth care, shaving, dressing, feeding, assistance with ambulation, exercises and transfers, positioning, bladder care, bowel care, medication reminding, homemaking tasks, and protective oversight 	<ul style="list-style-type: none"> Bathing Tips Skin Care in the Elderly Performing Mouth Care Dressing & Grooming Tips Feeding Your Clients Helping Clients with Mobility Passive and Active Range of Motion Handling Incontinence of the Bowel and Bladder Understanding Common Medications Housekeeping Basics Home Care Safety Tips
<ul style="list-style-type: none"> Recognizing emergencies and knowledge of emergency procedures including basic first aid, home and fire safety 	<ul style="list-style-type: none"> Basic First Aid Tips Fire Prevention & Safety
<ul style="list-style-type: none"> Maintenance of a clean, safe and healthy environment, including appropriate cleaning techniques and sanitary meal preparation. 	<ul style="list-style-type: none"> Keeping Kitchens Clean and Food Safe

PROOF OF COMPETENCY:

The employee needs to pass a “proof of competency evaluation” conducted by the agency manager or supervisor (6 CCR 1011-1 Chap 26 Section 8.6 (D)). The evaluation will involve these tasks, along with any other tasks that require specific hands-on application:

- | | | |
|---|--|--|
| <ul style="list-style-type: none"> Bathing Skin care Hair care Nail care Mouth care Shaving | <ul style="list-style-type: none"> Dressing Feeding Assistance with ambulation Exercise and transfers Positioning Bladder and bowel care | <ul style="list-style-type: none"> Medication reminding Performance of the ability to assist in the use of specific adaptive equipment if the worker will be assisting consumers who use the device. |
|---|--|--|

ONGOING TRAINING:

Direct care staff members must complete ongoing training that includes **6 topics every 12 months** (6 CCR 1011-1 Chap 26 Section 8.6 (E)). These topics must be included in the training:

COLORADO REQUIREMENT	IN THE KNOW EQUIVALENT RECOMMENDATIONS
<ul style="list-style-type: none"> Behavior management techniques and the promotion of consumer dignity, independence, self-determination, privacy, choice and rights 	<ul style="list-style-type: none"> Bill of Rights Client-Centered Care
<ul style="list-style-type: none"> Disaster and emergency procedures. 	<ul style="list-style-type: none"> Disaster Planning
<ul style="list-style-type: none"> Infection control using universal precautions. 	<ul style="list-style-type: none"> Standard Precautions
<ul style="list-style-type: none"> Basic first aid and home safety. 	<ul style="list-style-type: none"> Basic First Aide

Training requirements for:

HOME AND COMMUNITY BASED SERVICES (MEDICAID WAIVER)

COLORADO REGULATION:

<https://www.sos.state.co.us/CCR/GenerateRulePdf.do?ruleVersionId=6419&fileName=10%20CCR%202505-10%208.400>

INITIAL TRAINING:

Personal Care Provider Agencies must meet all personal care certification requirements to maintain participation in Colorado Medicaid (10 CCR 2505-10 8.489.42). All personal care staff must receive **20 hours of training or pass a skills validation test before providing services** (except for the topics that can be trained in a client's home by a supervisor). The training or skills validation must cover:

COLORADO REQUIREMENT	IN THE KNOW EQUIVALENT RECOMMENDATIONS
<ul style="list-style-type: none">Bathing	<ul style="list-style-type: none">Bathing Tips
<ul style="list-style-type: none">Skin care	<ul style="list-style-type: none">Skin Care in the Elderly
<ul style="list-style-type: none">Hair care	<ul style="list-style-type: none">Dressing and Grooming
<ul style="list-style-type: none">Nail care	<ul style="list-style-type: none">Bathing Tips
<ul style="list-style-type: none">Mouth care	<ul style="list-style-type: none">Performing Mouth Care
<ul style="list-style-type: none">Shaving	<ul style="list-style-type: none">Dressing and Grooming
<ul style="list-style-type: none">Dressing	<ul style="list-style-type: none">Dressing and Grooming
<ul style="list-style-type: none">Feeding	<ul style="list-style-type: none">Feeding Your Clients
<ul style="list-style-type: none">Assistance with ambulation	<ul style="list-style-type: none">Helping Clients with Mobility
<ul style="list-style-type: none">Exercises and transfers	<ul style="list-style-type: none">Passive & Active Range of MotionPerforming Safe Transfers
<ul style="list-style-type: none">Positioning	<ul style="list-style-type: none">Preventing Pressure Ulcers
<ul style="list-style-type: none">Bladder care	<ul style="list-style-type: none">Handling Incontinence of the Bowel & Bladder
<ul style="list-style-type: none">Bowel care	<ul style="list-style-type: none">Handling Incontinence of the Bowel & Bladder
<ul style="list-style-type: none">Medication reminding	<ul style="list-style-type: none">Understanding Common Medications
<ul style="list-style-type: none">Homemaking	<ul style="list-style-type: none">Housekeeping Basics
<ul style="list-style-type: none">Protective oversight	<ul style="list-style-type: none">Home Care Safety Tips
<ul style="list-style-type: none">Basic first aid	<ul style="list-style-type: none">Basic First Aid
<ul style="list-style-type: none">Training in infection control techniques, including universal precautions	<ul style="list-style-type: none">Standard PrecautionsHandwashing

ONGOING TRAINING:

There are no ongoing training requirements at this time.

Training requirements for:

HOME HEALTH AIDE WORKERS

COLORADO REGULATION:

<https://www.sos.state.co.us/CCR/10%20CCR%202505-10%208.500.pdf?ruleVersionId=6265&fileName=10%20CCR%202505-10%208.500>

INITIAL TRAINING:

Home health aide services include skilled personal care, unskilled personal care, and homemaking. Skilled personal care includes tasks performed by certified nurse aides. Before providing services, home health aides must be **trained and certified according to federal regulations and regulations governing nurse aide certification** (10 CCR 2505-10 8.525.11).

A Home Care Agency (HCA) Class A needs to ensure that each nurse aide it employs is certified by the Colorado Department of Regulatory Agencies within four months of starting employment and that the certification remains current (6 CCR 1011-1 Chap 26 Section 7.15). When assigned a new consumer care situation or as part of their annual performance review, a nurse aide must demonstrate to the HCA the skills they will be using. The HCA must develop a process for observation and evaluation of nurse aide competency in the following areas: (6 CCR 1011-1 Chap 26 Section 7.16)

CERTIFIED NURSE AIDE LICENSURE:

Nurse Aide applicants can apply for certification either through Examination or Endorsement. If they apply by endorsement. If they apply by endorsement, they need to meet the requirements of the occupational credential portability program. If they apply by examination, they must successfully complete a board approved education program and pass a clinical competency evaluation.

- **Apply for certification here:** <https://dpo.colorado.gov/Nursing/CNAApplications>
- **Nurse Practice Act:** <https://drive.google.com/file/d/0B-K5DhxXxJZbOHRFaGVIV0xVSEk/view>

ONGOING TRAINING:

CMS GUIDELINES: [§484.80 Condition of participation: Home health aide services.](#)

A home health aide must receive **at least 12 hours of in-service training during each 12-month period**. In-service training may occur while an aide is furnishing care to a patient.

- (1) In-service training may be offered by any organization and must be supervised by a registered nurse.
- (2) The HHA must maintain documentation that demonstrates the requirements of this standard have been met.

IN THE KNOW RECOMMENDATIONS INCLUDE BUT ARE NOT LIMITED TO:

• Recognizing & Reporting Abnormal Observations	• How Wounds Heal and How You Can Help
• Reducing and Preventing Readmissions	• Taking Care of Your Back
• Transportation Safety	• Oxygen Safety for Caregivers
• Helping Clients who have Chronic Pain	• Discover Your Flair for Excellent Care
• Grieving with and for Your Clients	• The Attitudes and Behaviors of Being a Professional
• Working with Non-Compliant Clients	• Building Trust and Confidence

Training requirements for:
HOSPICE AIDE WORKERS

COLORADO REGULATION:

<https://www.sos.state.co.us/CCR/GenerateRulePdf.do?ruleVersionId=5316&fileName=6%20CCR%201011-1%20Chap%2021>

ORIENTATION:

The hospice must verify with the Colorado Department of Regulatory Agencies whether a license, registration or certification exists and is in good standing, before an individual begins employment (6 CCR 1011-1 Chap 21 Section 7.5). Each employee must have **an initial orientation that includes** (6 CCR 1011-1 Chap 21 Section 7.6):

COLORADO REQUIREMENT	IN THE KNOW EQUIVALENT RECOMMENDATIONS
• History, philosophy and structure of the hospice concept	• Understanding Hospice
• The interdisciplinary approach	• Working with a Team
• Communication skills	• Special Communication Needs
• Hospice services offered	• Aide Services in Home Care and Hospice - Caregiver Inservice
• Agency organizational structure	• To be provided by agency.
• Access to agency policies and procedures	• To be provided by agency.
• Personnel policies	• To be provided by agency.
• Continuing educational requirements	• To be provided by agency.
• Infection control	• Infection Control in Home Care and Hospice

ASSESSMENT OF COMPETENCY:

The hospice will need to conduct **an assessment of competency** of some kind with each employee before they begin providing care (6 CCR 1011-1 Chap 21 Section 7.7). The assessment must include the following tasks:

- Bathing
- Skin care
- Hair care
- Nail care
- Mouth care
- Shaving
- Dressing
- Feeding
- Assistance with ambulation
- Exercise and transfers
- Positioning
- Bladder and bowel care
- Medication reminding
- The use of adaptive equipment

ONGOING TRAINING:

All employees providing direct patient care must receive **at least 20 hours of continuing education every year** (6 CCR 1011-1 Chap 21 Section 7.9).

Training requirements for:

ASSISTED LIVING AIDE WORKERS

COLORADO REGULATION:

<https://www.sos.state.co.us/CCR/GenerateRulePdf.do?ruleVersionId=7606>

ORIENTATION:

Each staff member and volunteer must complete **an initial orientation before providing services to a resident**. The orientation must include (at least):

- Assignment of duties and responsibilities
- Assisted living residence policies and procedures
- Occurrence reporting
- Recognizing behavioral expression and management techniques
- How to effectively communicate with residents that have hearing loss, limited English proficiency, dementia, or other conditions that impair communication
- Emergency procedures including fire response, basic first aid, automated external defibrillator (AED) use.
- The role of and communication with external service providers
- Fall prevention and safety with mobility
- Where to immediately locate a resident's advance directive,
- Maintenance of a clean, safe and healthy environment including appropriate cleaning techniques
- End of life care including hospice and palliative care
- Lift assistance, accompaniment and transport of residents
- Food safety

SAFETY TRAINING: The staff member must also be trained on **policies and procedures specific to the secure environment resident care, services and protections**. This training must include information regarding:

- The secure environment that identifies and describes the areas where residents have free passage, where passage may be restricted and where passage is prohibited.
- The current mobility status of all residents.
- The location of the storage area which is not accessible to residents including a description of what items or contents are required to be kept in the storage area.
- The equipment and devices used to secure the environment including how to override or disarm such devices, along with expectations for response if staff are alerted to an alarm.

ALZHEIMER'S & DEMENTIA TRAINING: The staff member must also receive **8 hours of training on the provision of care and services for residents with dementia/cognitive impairment**. This training can be taken through formalized classes, correspondence courses, competency-based computer courses, training videos or distance learning programs. The content must be recognized by an academic institution, a recognized state or national organization or association, or an independent contractor or group that emphasizes dementia/cognitive impairment care. It must include:

- Information on disease processes associated with dementia and cognitive impairment including progression of the diseases, types and stages of memory loss, family dynamics, behavioral symptoms and limitations to normal activities of daily living.
- Information on non-pharmacological techniques and approaches used to guide and support residents with dementia/cognitive impairment, wandering and socially challenging behavioral expressions of need or distress.
- Information on communication techniques that facilitate supportive and interactive staff-resident relations.
- Positive therapeutic approaches and activities such as exercise, sensory stimulation, activities of daily living and social, recreation and rehabilitative activities.
- Information on recognizing physical symptoms that may cause a change in dementia/cognitive impairment such as dehydration, infection, and swallowing difficulty; along with individualized approaches to assist or address associated symptoms such as pain, decreased appetite and fluid intake and/or isolation.
- Benefits and importance of person-centered care planning and collaborative approaches to delivery of care.

Training requirements for:

ASSISTED LIVING AIDE WORKERS—CONT.

ONGOING TRAINING:

Each staff member must complete **8 hours of continuing education annually**. The content of the continuing education must include topics covered in the initial training and may include additional topics that are relevant to the services needed from the individuals being cared for (6 CCR 1011-1 Chapter 7 Section 25.15).

INFECTION CONTROL: The assisted living residence must have an infection control program that includes an initial and annual training on infection prevention and control. The following topics should be included in the training:

- Modes of infection transmission
- The importance of hand washing and proper techniques
- Use of personal protective equipment including proper use of disposable gloves
- Cleaning and disinfection techniques

The topic of communicable disease transmission must be covered in the policies and procedures along with the process of reporting diseases to the state and/or local health department. The criteria is:

- The method for monitoring and encouraging employee wellness
- The method for tracking infection patterns and trends and initiating a response
- The method for determining when to seek assistance from a medical professional and/or the local health department
- Isolation techniques
- Appropriate handling of linen and clothing of residents with communicable infections

Continuing Education requirements for:
CLINICIANS (RN, LPN)

COLORADO BOARD OF NURSING:

<https://dpo.colorado.gov/Nursing>

CONTINUING EDUCATION REQUIREMENTS

There are no continuing education requirements for clinicians in the state of Colorado.

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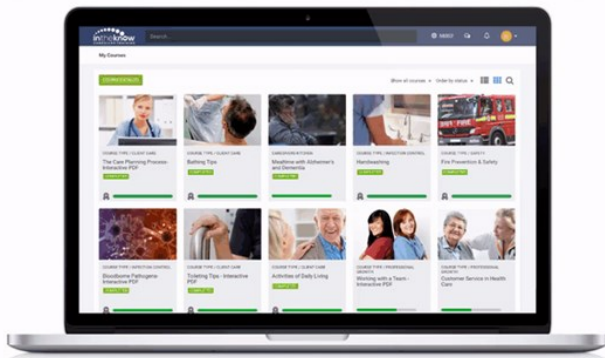
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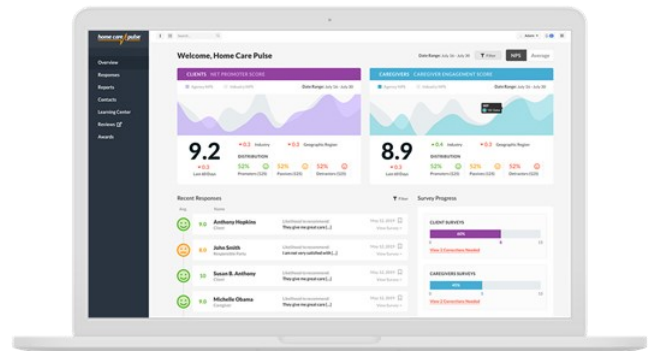
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