

ALABAMA DEPARTMENT OF PUBLIC HEALTH

HOME HEALTH AIDE ORIENTATION



Documentation of
Orientation

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Documenting the training and orientation an employee has received is an important part of the total process. Not only is it necessary for regulatory and legal requirements but the training is not complete without it.

Home Health Aide Orientation is documented on the following forms:

1. [Orientation HHA Checklist](#)
2. [Home Health Aide Orientation Hours and Skills Check-off](#)

The Home Health Aide Orientation Checklist is to be completed at the time the associated Section is completed. The Home Health Aide Verification of Orientation Hours and Skills Validation Checklist is to be completed over the course of the orientation. These orientation documentation forms are to be filed in the employee's personnel record and serve as a permanent record of information covered and skills validated in orientation.

UPON COMPLETION OF ALL SECTIONS

1. Verify the Home Health Aide Verification of Orientation Hours and Skills Validation Checklist has been completed correctly and all orientation hours recorded. Make a copy.
2. Give the original Home Health Aide Verification of Orientation Hours and Skills Validation Checklist, any additional documentation, and the completed Orientation Checklist to the Branch Clinical Manager/Supervisor to be placed in the employee's personnel file.
3. Send a copy in hand mail of the completed Home Health Aide Verification of Orientation Hours and Skills Validation Checklist, the numbered test and numbered answer sheet to:

**Administrative Support Assistant-Home Health Aides
Home Care Division
Bureau of Home & Community Services
RSA Tower, SUITE 1200
Montgomery**

Phone: 334-206-5341

4. When the completed paperwork is received, the State Certificate will be sent to the Branch Clinical Manager/Supervisor. The Home Health Aide can be honored at the next Branch staff meeting, when the certificate can be presented.