



Department  
of Health

Medicaid

## Children's Waiver Staff Compliance Tracker Updates for Waiver Year 2024-2025

May 09, 2025

To: Health Homes Serving Children (HHSC), Children's Health Home Care Management Agencies (CMAs), Children's Waiver Home and Community Based Service (HCBS) Providers, and Children and Youth Evaluation Services (C-YES)

All Human Resources/Personnel Staff of HCBS providers, HHCMs, and C-YES must verify that information related to staff qualifications, training, and background checks for any staff who provided services to youth from April 1, 2024- March 30, 2025 is added into the Staff Compliance Tracker **no later than June 2, 2025**.

The New York State Department of Health (the Department) is required to verify provider qualifications, training, and staffing requirements (i.e., background checks) annually and report this information to the Centers for Medicare and Medicaid Services (CMS), under the terms of the 1915(c) Children's Waiver. All Human Resources / Personnel Staff of HCBS providers, HHCMs, and C-YES who provide HCBS or care management to Children's Waiver participants are required to report this information to the Department electronically through the Incident Reporting and Management System (IRAMS), via the Health Commerce System (HCS), and enter/review staff compliance information.

The Department is currently working on enhancements to IRAMS features and will be announcing information about future related webinars shortly.

Please refer to the following resources for information on accessing/utilizing the Children's Services Staff Compliance Tracker:

- Children's Staff Compliance Tracker Updates for Waiver Year 2023-2024 - ([Web](#)) - ([PDF](#)) - May 24, 2024
- Children's Waiver Qualification and Training Tracker Webinar (Now called Staff Compliance Tracker) - ([PDF](#)) | [Recording](#) (YouTube) - June 28, 2023
- Staff Qualification Webinar Q&A - ([Web](#)) - ([PDF](#)) - June 28, 2023
- Staff Compliance User Guide - ([PDF](#)) - August 2024

The Staff Compliance Tracker includes requirements for HHCMAs, C-YES, and HCBS providers. Agencies must provide information applicable to their provider type which may include, but is not limited to, dates of completion for the following requirements:

<ul style="list-style-type: none"> <li>• <b>CHRC Criminal Background Check</b> (CMA/HCBS Providers)</li> <li>• <b>SCR Eligibility Verification</b> (CMA/HCBS Providers)</li> <li>• <b>Staff Exclusion List (SEL) Check</b> (CMA/HCBS Providers)</li> <li>• <b>Mandated Reporting Training</b> (CMA/HCBS Providers)</li> <li>• <b>Personal Safety/Safety in the Community Training</b> (CMA/HCBS Providers)</li> <li>• <b>Trauma-Informed Care Training</b> (CMA/HCBS Providers)</li> <li>• <b>Engagement &amp; Outreach Training</b> (CMA)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Person-Centered Learning Training</b> (CMA)</li> <li>• <b>LGBTQ Issues Training</b> (CMA)</li> <li>• <b>Cultural Competency/Awareness Training</b> (CMA)</li> <li>• <b>Meeting Facilitation Training</b> (CMA)</li> <li>• <b>Plan of Care (POC) Training</b> (CMA)</li> <li>• <b>CANS-NY Training/Certification</b> (CMA)</li> <li>• <b>Suicide Prevention Training</b> (HCBS providers)</li> <li>• <b>Domestic Violence Signs and Basic Interventions Training</b> (HCBS Providers)</li> <li>• <b>Strength-Based Approaches Training</b> (HCBS Providers)</li> </ul>
---	---

The Staff Compliance Tracker is available throughout the year to Human Resources/Personnel Staff to enter information as agency staffing changes and trainings occur. New employees should be added to the Staff Compliance Tracker within 30 days of hire date or CHRC verification, whichever comes later. Employees that leave employment should be ended in the Staff Compliance Tracker within 30 days of employment end date. Annual re-trainings should be added to the Staff Compliance Tracker within 30 days of training completion.

**All Human Resources/Personnel Staff of HCBS providers, HHCMs, and C-YES must verify that information related to staff qualifications, training, and background checks for any staff who provided services to youth from April 1, 2024- March 30, 2025 is added into the Staff Compliance Tracker no later than June 2, 2025.**

Please reach out to [BH.Transition@health.ny.gov](mailto:BH.Transition@health.ny.gov) with questions or if assistance is needed.