

## Children's Waiver Staff Compliance Tracker Reminder

January 12, 2026

**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)

The New York State Department of Health (the Department) reminds HCBS providers, HHSCs, HHCMs, and C-YES Human Resources/Personnel Staff that the Staff Compliance Tracker is accessible year-round through the Incident Reporting and Management System (IRAMS) within the Health Commerce System (HCS). Users are required to enter information as agency staffing changes and trainings occur in accordance with Children's Waiver requirements. *HCBS providers, HHSCs, HHCMs, and C-YES should ensure that all staffing changes and trainings entries are reviewed and completed for 2025 as soon as possible and the following requirements are met.*

HHSCs, HHCMs, HCBS Providers, and C-YES must adhere to the following to ensure ongoing compliance and meet reporting obligations to the Centers for Medicare and Medicaid Services (CMS), under the terms of the 1915(c) Children's Waiver:

- 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**.
- New staff hire trainings, and staff annual re-trainings should be added to the Staff Compliance Tracker within **30 days of training completion**.

IRAMS allows system users to generate Staff Compliance reports to assist in monitoring staff compliance activities. Information on the Staff Compliance Extract report can be found in the following:

- IRAMS: Staff Compliance Updates - ([Web](#)) - ([PDF](#)) - December 11, 2025
- Staff Compliance Extract Definition Document - ([Web](#)) - ([PDF](#)) - December 9, 2025

Please refer to the following resources for information on the Staff Compliance Tracker:

- Staff Compliance User Guide - ([PDF](#)) - August 2025
- Children's Staff Compliance Tracker Reporting - ([PDF](#)) - July 14, 2025
- Children's Waiver Staff Compliance Tracker Updates for Waiver Year 2024-2025 - ([Web](#)) - ([PDF](#)) - May 09, 2025

Questions related to this topic can be sent to [BH.Transition@health.ny.gov](mailto:BH.Transition@health.ny.gov).