



Providing Licensing, Certification and Monitoring Compliance as the designee for the Department of Health (DOH), Office of Healthcare Assurance (OHCA)

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Aloha CMA and CCFFH Operators,

The information contained in this official newsletter has been reviewed and approved by DOH/OHCA. It is being distributed to all CMAs and CCFFHs.

Newsletter #121

March 7, 2024

As on February 1, 2024, CTA nurses will no longer be processing SCG applications during CTA visits or inspections. All SCG applications must go to Amber Byrd at the CTA office.

All caregivers, including all household members, who are providing any kind of care or being left alone with clients must be an approved SCG. Household members are not automatically approved to be an SCG. SCG Applications must be submitted for all household members that will be taking responsibility for the clients while the PCG is out of the home.

SCG's act as the PCG whenever the PCG is absent from the CCFFH. They are responsible for everything the PCG is when the PCG is absent including knowing where administrative and client records are stored and located, as well as being responsible to document in a client record any medication they give, progress or status updates, completing an adverse event if one occurs while they are on duty.

For 1 and 2 bed homes this includes those that work less than 3-hours in a 24-hour period. Less than 3-hour caregivers are **not** allowed in 3 bed certified home and all SCGs must be approved for a 3-bed CCFFH before working in one.

No CCFFH client can receive any kind of direct care from anyone who is not a CTA approved SCG unless it is an outside agency such as home health, hospice, etc. Direct care includes feeding, bathing, dressing, giving a drink of fluids to a client, assisting with ambulation or transfers, being alone with clients when no PCG is present inside the CCFFH. The only direct care does not include is cooking, laundry and cleaning for the CCFFH.

A PCG cannot act as a SCG at the same time they are providing care to their own clients.

Fax in applications and required documents to 808-234-5470. Please note, if documents are emailed, all documents must be received in PDF format. Photos of documents are not acceptable, and the application will be returned and declined upon receipt.

For questions regarding SCG requirements and application process, please visit our website and view the video on SCG Applications and Requirements.

Mahalo!



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