

A MESSAGE TO EMPLOYERS FROM THE PCA WORKFORCE COUNCIL ABOUT THE PCA ORIENTATION PROGRAM

June 3, 2016

Dear Employer,

The PCA Workforce Council supports your role as a PCA employer, including your right and responsibility to train and supervise your PCA. We want to inform you about the rollout of a new PCA Orientation Program established by the collective bargaining agreement between the Workforce Council and the union that represents your PCA, which is mandatory for all PCAs hired on or after January 1, 2015. The program curriculum is available at <http://portal.ct.gov/pcaworkforcecouncil/> and was developed in partnership with the Departments of Social Services and Developmental Services and SEIU 1199-NE, the union that represents your PCA.


Throughout the course of the orientation, the term “PCA” will be used to describe individuals employed by a consumer-employer in various DSS and DDS programs, including: Individual Home Support, Individual Day Support, Personal Support, Personal Care Attendant, Adult Companion, and Respite. As an employer, you may choose to ask your PCA to attend a group orientation session or to provide the orientation yourself using the approved curriculum. Group sessions will begin July 5, 2016. Details about orientation locations and how to register will be provided in the coming weeks to PCAs. Materials necessary to exercise your option to provide the orientation yourself will be distributed the week of June 21.

The orientation requirement will not change your role as employer and supervisor. During Orientation, your PCA will **not** be trained on how to assist you, because this is your right and responsibility. However, the new orientation will instruct new PCAs about:

- Operating Procedures with Fiscal Intermediaries, including timesheets
- Identifying and Reporting Fraud and Abuse
- Independent Living Principles
- Workers’ Rights and Responsibilities
- Available resources to support the Consumer and PCA

Additionally, your PCA will receive information on the role of the 1199-NE SEIU, the PCA Workforce Council, the Rewarding Work website and other key resources.

Sincerely,



Susan Weisselberg
Chair, PCA Workforce Council

6/3/2016