

**DATE:** January 3, 2024  
**TO:** Home and Community Based Alternatives Waiver Agencies  
**SUBJECT:** Home and Community Based Services Settings Final Rule Training

## PURPOSE

The purpose of this Policy Letter (PL) is to inform Home and Community Based Alternatives (HCBA) Waiver Agencies of a required annual Home and Community Based Settings (HCBS) Final Rule Training.

## BACKGROUND

Waiver Agencies are responsible for developing and implementing the Plan of Treatment (POT) to identify the participant's needs and the methodology to meet those needs while participating in the program. The POT must emphasize person-centeredness and reflect the HCBS Settings Final Rule requirements.

## POLICY

To fully meet HCBS individual's needs and create POTs that reflect the HCBS Settings Final Rule requirements, all Waiver Agency staff who develop and implement POTs are required to take a yearly HCBS Final Rule training.<sup>1</sup>

Effective immediately Waiver Agency staff who develop and implement POTs must complete the training within 90 days for existing staff and 60 days of hire for new hires. This training must be taken **annually**.

Waiver Agencies must maintain documentation of staff completion of the HCBS Final Rule Training and must be able to provide the training records to DHCS upon request for review.

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<sup>1</sup> [HCBS Final Rule Overview](#)

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Should you have any questions about the content of this PL, email [HCBAalternatives@dhcs.ca.gov](mailto:HCBAalternatives@dhcs.ca.gov).

Sincerely,

Original Signed By

Cortney Maslyn, Chief  
Integrated Systems of Care Division  
Department of Health Care Services