

## HOME CARE SERVICES (AHCS) IMPORTANT NOTES FOR STUDENTS AND FACULTY

1. **All the Allina Health Onboarding standards do apply.**
2. **ONLY MN DHS** background checks are acceptable. Unless clinical hours with preceptor are in WI, then a WI DHS background check is required.
3. If you are completing a clinical at Home Care Services and elsewhere within the system (concurrent), you must complete the on-boarding process for both. If your clinical expands over two semesters, you must on-board for both. Onboarding once for the semester for the entire system is not an option. If the experiences are concurrent, please notify the academic coordinator.
4. No matter who assists you with the on-boarding process, the Allina HCS Academic Coordinator needs a copy of the Home Care Services Roster.
5. **Students are not allowed to ride with the mentor for clinical experiences.** Students are required to provide their own transportation to and from patient visits. Students must protect HIPAA information, which means that they may ***not*** have someone else drive them to a patient's home. Due to the high risk and liability, students who do not follow these expectations may have their clinical experience terminated.
6. **Documentation and HIPAA requirements.**
  - a. All students must comply with HIPAA Standards.
  - b. All students will be expected to complete a web-based training for Excellian access and HCS Laptop Basics (required for reviewing or documenting in the patient's records).
  - c. Not all students will need to document in the patient's records. If you have questions about documentation expectations, please contact your faculty or preceptor.
  - d. NP and Rehab students at HCS are often issued a loaner laptop, please contact the hosting department operations contact if you have questions.
  - e. If documentation is necessary when Excellian Access is not expected, you will use paper downtime forms.
    - i. Students cannot take the forms with them to use as notes for their clinical experience. This would be a HIPAA violation.
    - ii. If you wish to see a sample of the downtime form or have questions about documentation, please discuss this with your preceptor.
7. Since most of our staff work out in the field or remotely, it is important that you know exactly where to meet your preceptor/mentor and how to contact them for last minute changes. Please discuss this in advance.

We trust you will find your experience rewarding and hope that you will consider Home Care Services in your future. Thank you.

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