



Mike Braun, Governor
State of Indiana

Indiana Family and Social Services Administration
Division of Disability and Rehabilitative Services

402 W. WASHINGTON STREET, P.O. BOX 7083
INDIANAPOLIS, IN 46207-7083
800-545-7763

Home and Community Support Professional (HCSP) Training and Registry
General Information for those who Self-Direct

Created 11.24.2025

What is the Home and Community Support Professional (HCSP) Training and Registry?

The Home and Community Support Professional (HCSP) Training is a comprehensive minimum curriculum established under Indiana Code Section 12-11-16 that consists of general education and training in providing direct support to an older adult or a person with a disability. The HCSP will be issued a HCSP Certificate upon successful completion of the training and be listed as credentialed in the HCSP Registry. The HCSP Registry provides a public facing, web-based, searchable, database of the credentialed status of HCSPs to provide high quality home and community-based support. The registry allows for the verification of a HCSP's credential status. The goal for the training program and registry is to be portable across HCBS settings and employment arrangements to ensure high quality, reliable support and services, while increasing administrative efficiency.

What is the HCSP Certification?

This is the certification that a HCSP receives after successfully completing the HCSP training. The HCSP certificate will be in PDF format and be printable. The HCSP certification will be displayed in the public facing registry. While the HCSP credential status is public, a HCSP's contact information will not be public. The HCSP certification is portable, meaning it is recognized across all enrolled providers of CIH and FS waiver services. Individuals cannot directly hire HCSPs through the registry. All services must still be provided through enrolled provider entities or fiscal intermediaries.

What is a Home and Community Support Professional?

The term Home and Community Support Professional (HSCP) is utilized to denote a trained professional who supports and partners with an older adult or a person with a disability to provide person-centered support across a range of home and community-based settings. These supports may include but are not limited to facilitating personal and household daily living activities and accompaniment, as well as support to achieve individuals identified goals, such as independence and community integration. Please see applicable Indiana Code Section 12-11-16-1 for further clarification. An HCSP would include Direct Support Professionals (DSPs); Personal Care Assistants (PCAs), etc. A person's job title is not what is important, what matters is do they ever provide or are they going to provide the applicable services under the applicable



home and community supports waivers. If they are or will, then they must successfully complete the training and become certified.

What Home and Community-Based Support (HCBS) Waivers are impacted by this training?

The HCSPs **currently required** to complete this training and receive their HCSP certification are providing the applicable services under the following two HCBS waivers: Family Supports (FS) and Community Integration and Habilitation (CIH).

Does the HCSP Training and Registry apply if I Self Direct?

Yes. If an employee of a person who is self-directing is providing the applicable services under the CIH or FSW waiver, this employee must successfully complete the training and be certified on the HCSP Registry.

Does the HCSP training curricula meet current requirements for DSP training in 460 IAC 6?

Yes, it does. However, a HCSP will still need to be trained on their own agency's policies and procedures that could include additional, more specific guidance, as well as the individualized specific training they will receive as it relates to each individual they support. Ultimately, FSSA envisions all HCSPs who serve any population under a Home and Community-Based Services (HCBS) waiver have access to consistent core competency training.

What is the required curricula for the HCSP Training?

The first curriculum is titled Foundations. This curriculum category includes foundational principles that govern the delivery of home and community-based services. Foundations curriculum is delivered through web accessible e-learning modules, with HCSP's knowledge assessed through online competency exams. The objective of this curriculum is to provide HCSPs with a shared understanding of the values, principles, and thinking behind home and community-based support work. The second curriculum is called Fundamentals. This curriculum category addresses fundamental knowledge which provides HCSPs with skills to fulfill their regular responsibilities. Fundamentals curriculum shall be delivered through web accessible e-learning modules, with HCSP's knowledge assessed through online competency exams. The objective of this curriculum is skill building. The training is no more than 8 hours in Foundational and no more than 8 hours in Fundamental.

If I Self-Direct, how do I get started with ensuring the HCSPs I employ are successfully trained and certified on the HCSP Registry?

As a person who is self-directing services, you will be enrolled as an administrator in the HCSP Training Platform. To begin this process please complete this onboarding survey at <https://forms.office.com/r/NFGyV2fKLC> and then email hcsptesting@syracusehealth.com stating that you have completed the survey. This will allow our support team to set you up with the appropriate administrative access and share detailed instructions for getting your staff started with the training program.

Does every HCSP have to take this training initially, no matter how long they have been a HCSP?

Yes, every single HCSP providing the applicable services under one or both waivers is required to take the initial training, no matter how long they have been employed.

How long is the initial certification last?

The initial certification lasts one year.

How often do HCSPs need to be recertified?

After completing the initial HCSP certification, HCSPs will be required to complete periodic recertification training to maintain their certification status. After initial completion of the required curriculums, the following timing requirements apply: Between nine (9) months to one (1) year after the first initial completion of the required curriculums, in order to continue providing services, a HCSP is required to complete two (2) courses within the Foundations Curriculum, two (2) courses within the Fundamentals Curriculum, and all courses within the Specialized Medication Administration Curriculum, if applicable. Thereafter, every eighteen (18) months to two (2) years after the previous training completion, and throughout a DSP's employment, a DSP is required to complete two (2) courses within the Foundations Curriculum, two (2) courses with the Fundamentals Curriculum, and all courses with the Specialized Medication Administration Curriculum, if applicable, in order to continue providing services.

Can a HCSP provide the applicable services even if they do not successfully complete the training and do not receive the certificate?

No. They will not be able to provide services until they have successfully completed the HCSP Training and become certified.

What does successfully complete mean in order to receive your HCSP certification and how many attempts are allowed for module competency assessment?

To successfully complete the HCSP training, a HCSP must successfully pass each module with a pass rate of 80%. HCSPs have up to three (3) attempts per module assessment. If additional attempts are needed, the learner will work with their Provider Administrator who could reset test attempts.

When is Medication Administration Specific Training required?

The Medication Administration training is required if the HCSP will be administering medication as part of their role in supporting you.

Who can we contact with additional questions?

- Technical Support: support@yeslms.com
- General Program Questions: hcsptesting@syracusehealth.com
- State Policy Questions: BDS Help (bds.help@fssa.in.gov)

Is there a cost to HCSPs or Self-Directed Individuals for the HCSP Training and Registry?

There is not a cost to the HCSP or you as the person who self-directs if the employee is an HCSP providing one of the applicable services under the CIH and/or FS waiver.

Can I as someone who Self-Directs assign specific retraining to individual employees?

Yes. You, as an Administrator, can assign specific modules to an individual HCSP for remedial or refresher training.

What accessibility accommodations and language options are available for the HCSP Training?

The training platform includes built-in accessibility features such as screen reader compatibility, dyslexia support, ADHD assistance tools, and specialized profiles for HCSPs who are blind, color blind, visually impaired, or have cognitive disabilities. Text size, contrast, and other display settings can be customized to meet individual needs. Training is currently available in English and Spanish. For accommodations not covered by the standard accessibility features or other special needs, contact BDS Help (bds.help@fssa.in.gov) for individual review and support options.

Is this HCSP Training available to those providing the applicable services outside of the CIH and FS waiver?

Yes. Those providing services outside the applicable services who are not required to use the HCSP training will be able to take the training by paying a fee per interested learner. If interested, please contact hcspttraining@syrhealth.com.