mn DEPARTMENT OF HEALTH

Nurse Aide Training Program and Test Site Informational Call

Nurse Aide Registry
August 14, 2023

- **The Minnesota Department of Health is hosting this informational call to inform nurse aide training programs and testing sites of processes and updates.**

- **Your comments, questions and image, which may be private data, may be visible during this event.** You are not required to provide this data, and there are no consequences for declining to do so.

- **The informational call may be accessible to anyone** who has a business or legal right to access it. By participating, you are authorizing the data collected during this presentation to be maintained by MDH. MDH will be posting this on YouTube with a nonpublic link. The posting will be available for 90 days.

- **To opt out of the presentation, please exit now.**

- Attendees are muted. During the Q&A portion, please raise your hand and we will unmute you.

- You can also submit comments or questions in the chat feature.

- Nurse aide testing final dates, 1135 waiver

- Test advisory panel (TAP) skills test update

- Implementation of skills: Mouth Care, Feeding, Modified Bed Bath

- Second quarter test data available

- Training program responsibilities

- Testing programs, skill order

- Follow up questions from June NAR call

- In-facility testing update

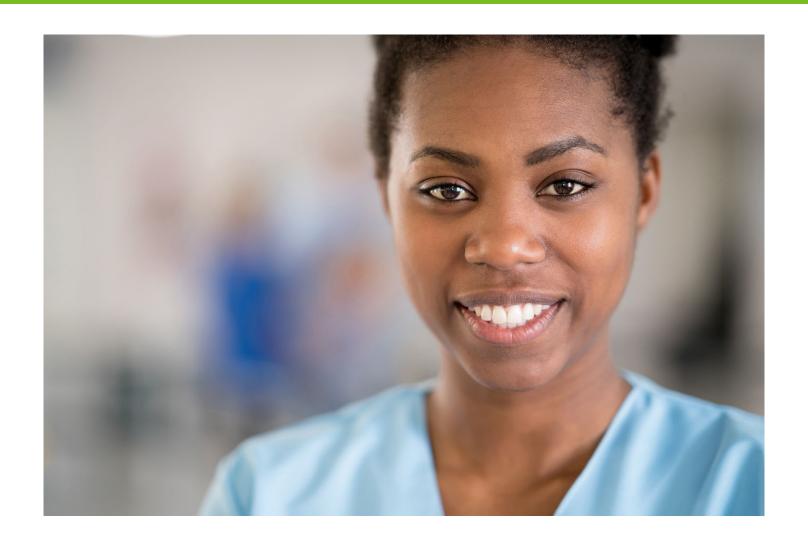- Nurse aide registry modernization, anticipated date Fall of 2023

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- The candidate handbook and mock skills will be updated to reflect changes to the nurse aide skills exam, as a result of the test advisory panel (TAP). In addition, skills that were suspended due to the public health emergency (PHE) will be added which include mouth care, feeding, and modified bed bath. After these changes are announced, please identify a timeframe that nurse aides would be ready to test for these skills?

1) 30 Days	2) 60 Days	3) 90 Days

- CMS 1135 Waiver expired as the PHE ended May 11, 2023, per Biden administration

- Nurse Aides who worked between March 2020- May 11, 2023

- Wish to continue working must pass the nurse aide exam; knowledge and skills by **September 10, 2023**

DEPARTMENT OF HEALTH & HUMAN SERVICES
Centers for Medicare & Medicaid Services
7500 Security Boulevard, Mail Stop C2-21-16
Baltimore, Maryland   21244-1850

CMS
CENTERS FOR MEDICARE & MEDICAID SERVICES

Center for Clinical Standards and Quality/Quality, Safety & Oversight Group

Ref: QSO-23-13-ALL

DATE: May 01, 2023

TO: State Survey Agency Directors

FROM: Directors, Quality, Safety & Oversight Group (QSOG) and Survey & Operations Group (SOG)

SUBJECT: Guidance for the Expiration of the COVID-19 Public Health Emergency (PHE)

Memorandum Summary

- Social Security Act Section 1135 emergency waivers for health care providers will terminate with the end of the COVID-19 Public Health Emergency (PHE) on May 11, 2023.
- Certain regulations or other policies included in Interim Final Rules with Comments (IFCs) will be modified with the ending the PHE. Certain policies, such as the Acute Hospital at Home initiative and telehealth flexibilities have been extended by Congress through December 31, 2024.
- Long Term Care and Acute and Continuing Care providers are expected to be in compliance with the requirements according to the timeframes listed below.

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Q: Employee hired January 2023. Went on LOA prior to May 11, 2023, will return on Sept 15. Has completed NATCEP, has not yet tested. How long will the employee have to get on the registry?

A: If the employee was hired during the waiver, they have until 9/10/23 to test and become active on the registry.

Q: Employee is hired after Sept 11, and completes NATCEP, after 2 months takes LOA. Upon returning to work how long do they have to get on the registry?

A: The PHE ended 5/11/23. Anyone hired after this date will fall under the "4-month rule." The process is returning to "Pre-Covid" guidelines. Refer to pages 8 and 9 of the [Federal Nurse Aide Training and Competency Evaluation Program Resource (state.mn.us)](state.mn.us)

- Skills TAP completed on Wednesday, July 19

- A total of 82 applicants

- 13 chosen
  - RN Test Observers
  - Nurse Aide Instructors
  - Education Specialist
  - ESL Instructor

- Minor changes made

- Follow infection control standards of practice

- Process completed in 3.5 hours

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Q: Can individuals taking a nurse aide course (I am in the high school setting) save receipts for items and testing fees, ask a facility to reimburse them once they are hired. These individuals. I believe this was a previous practice for someone who eventually works at a facility for at least 3 months? Look forward to your answer in August.

A: Yes, an individual should save their receipts for allowable expenses and submit them to the first facility where they are employed as an nurse aide. The facility has 90 days to reimburse the individual for allowable costs.

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Q: Should/or can a facility have a policy on how many times they will cover a state CNA exam costs for an employee?

A: The facility must cover the exam costs, regardless of the number of times the individual take the exam. All exam costs are reimbursed (if claimed) under the scholarship program.

However, if the individual failed to pass the exam after three attempts, they must retake the nurse aide training course (before they can retake the exam).

Subsequent exams (4th, etc. after retaking the course) would also be covered.

Q: Does the facility pay if the nurse aide does not pass the test?

A: Yes, the facility is still obligated to pay for the training program/exam, even if the individual fails.

- Mouth Care- Brushing Resident's Teeth

- Feeding a Dependent Resident

- Modified Bed Bath –Face and One Arm, Hand and Underarm
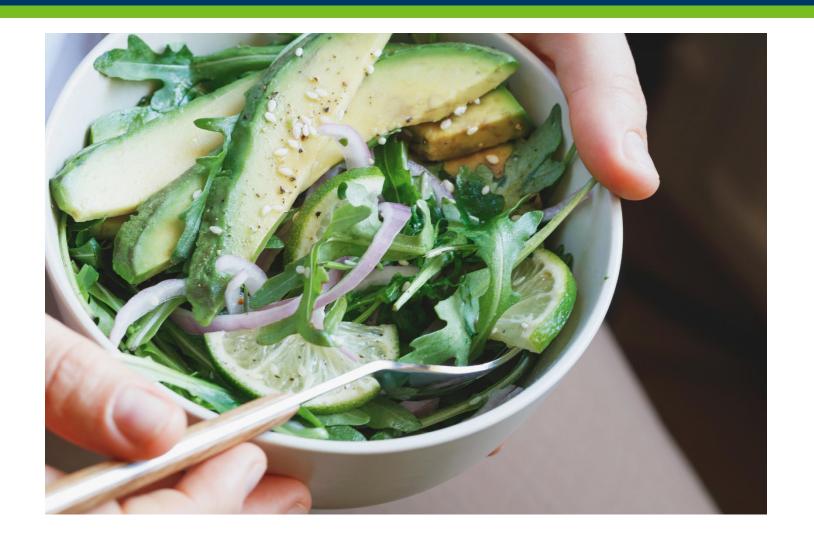
MOUTH CARE – BRUSHING RESIDENT'S TEETH

USING COVID PRECAUTIONS: THIS TASK IS NOT BEING TESTED AT THIS TIME.

	Perform hand hygiene.
	  a. Cover all surfaces of hands with hand sanitizer.
	  b. Rub hands together until hands are completely dry.	

	Explain the procedure to the resident. (Speak clearly, directly, maintaining face-to-face contact whenever possible.)	
	Provide for privacy.	
	Drape resident's chest with a towel to prevent soiling.	
	Put on gloves BEFORE cleaning resident's mouth.	
	Wet toothbrush and apply a small amount of toothpaste.	
	Gently brush the inner surfaces of resident's upper and lower teeth.	
	Gently brush the outer surfaces of resident's upper and lower teeth.	
	Gently brush the chewing surfaces of resident's upper and lower teeth.	
	Gently brush the resident's tongue.	
	Assist the resident in rinsing mouth.	
	Wipe resident's mouth.	
	Remove soiled linen.	
	Place soiled linen in the designated laundry hamper.	
	Empty container. *(Container may be an emesis basin or a disposable*	

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FEEDING A DEPENDENT RESIDENT

USING COVID PRECAUTIONS: THIS TASK IS NOT BEING TESTED AT THIS TIME.

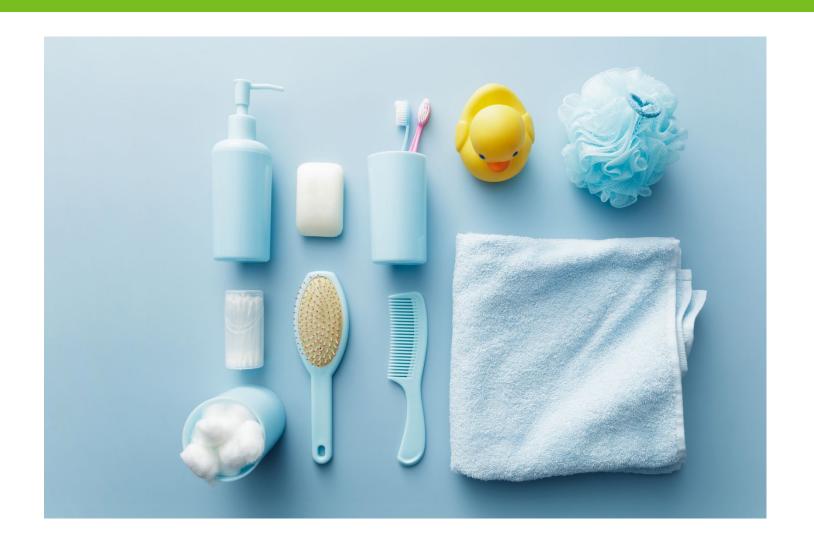|	
Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Rub hands together until hands are completely dry.	
Explain the procedure to the resident. (Speak clearly, directly, maintaining face-to-face contact whenever possible.)	
Ask resident to state name and verify name matches the name on the diet card.	
Position the resident in an upright, sitting position BEFORE feeding. At least 75-90 degrees.	
Offer napkin, clothing protector, or towel to protect clothing from soiling.	
Provide hand hygiene for the resident BEFORE feeding. *(Candidate may use a disposable wipe and dispose of in trash can –or- wash resident's hands with soap and a wet washcloth –or- they may rub hand sanitizer over all surfaces of the resident's hands until dry.)*	
Ensure resident's hands are dry BEFORE feeding. *(If a wet washcloth with soap was used, the candidate will need to dry the resident's hands. If a disposable wipe or hand sanitizer was used, must make sure hands are dry.)*	
Place soiled linen in designated laundry hamper, or dispose in	

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	Place soiled linen in designated laundry hamper, or dispose in appropriate container, if used.	
	Sit in a chair, facing the resident, while feeding the resident.	
	Describe the food and fluids being offered to the resident.	
	Offer each fluid frequently.	
	Offer small amounts of food at a reasonable rate.	
	Allow resident time to chew and swallow.	
	Wipe resident's hands and mouth AFTER the feeding demonstration.	
	Remove clothing protector or napkin and place in appropriate container, if used.	
	Leave resident sitting upright in bed with the head of the bed set up to at least 75-90 degrees.	
	Record intake as a percentage of total solid food eaten on the previously signed recording form.	
	Candidate's calculation must be within 25 percentage points of the RN Test Observer's.	
	Record estimated intake as the sum total fluid consumed in ml's on the previously signed recording form.	
	Candidate's calculation must be within 30ml's of the RN Test Observer's.	

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Modified Bed Bath–Face and One Arm, Hand and Underarm

MODIFIED BED BATH – FACE AND ONE ARM, HAND AND UNDERARM

Using COVID precautions – this task will be performed on a manikin.

Perform hand hygiene.
  a. Cover all surfaces of hands with hand sanitizer.
  b. Rub hands together until hands are completely dry.	

Explain the procedure to the resident/manikin. (Speak clearly, directly, maintaining face-to-face contact whenever possible.)	
Provide for privacy.	
Raise bed height.	
Cover resident/manikin with a bath blanket.	
Remove remaining top covers to bottom of bed or place aside.	
Remove resident/manikin's gown without exposing resident/manikin and place soiled gown in designated laundry hamper.	
Fill basin with comfortably warm water.	
Put on gloves BEFORE washing resident.	
Beginning with eyes, wash eyes WITHOUT SOAP using a clean portion of the washcloth for each stroke, washing inner aspect to outer aspect.	
Wash face WITHOUT SOAP.	
Pats dry face.	
Place towel under arm, exposing one arm.	

New & Improved Minnesota Nurse Aide Registry

Nurse Aides will be able to:

- Update their contact and employer information

- Renew their certificate

- Complete their Interstate Endorsement from another state registry

- Print their certificate

- Communicate directly with MDH staff supporting the registry

- Implementation date anticipated Fall of 2023

How Training and Testing Programs Can Help

- Programs encourage candidates to verify accuracy of name, date of birth, SSN, and <u>email</u>

- Remind the candidates to <u>wait</u> to create their account until they hear from MDH

- **Remind candidates they may update their employer information <u>after</u> they create their account**

- Second quarter test data available

- [Training Program Test Data - MN Dept. of Health (state.mn.us)](#)

- Enter students under correct training program code

- Enter students into correct server

- Provisional approvals complete class within six months

- Active NATCEP's complete one class every 24 months

Instructors to Enter Student under Correct Program Code

CHOOSE TRAINING PROGRAM *

✓ Choose Training Program

Super Minnesota College (12345) (TP)

Minnesota 1135 Waiver Option (8888) (TP)

Choose Instructor

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- Training program instructors must determine, along with the candidate, where they plan to test

- Instructor to enter candidate into the TMU server in which the candidate has chosen to test

- Candidates should only be entered in one server

- Candidates must exhaust **all testing opportunities** under the **same server**

- To receive full approval, the applicant must be in full operation and have conducted a NATCEP class **within 6 months**

- The initial class must consist of one or more students using the declared curriculum

- The program must be a minimum of 75 clock hours including at least 16 clock hours supervised practical training in a lab or other setting with a live person

- Programs must conduct a class within 6 months of provisional approval and at least every 24 months to maintain approval

ADA Request for Accommodation Form

D&S Diversified Technologies LLP
Headmaster LLP

D&S DIVERSIFIED TECHNOLOGIES (D&SDT), LLP - HEADMASTER, LLP
MT Office: P.O. Box 6609 | Helena, MT 59604-6609
OH Office: P.O. Box 418 | Findlay, OH 45839
(800)393-8664 | (877)851-2355 | (888)401-0462 | Fax: (406)442-3357
hdmaster@hdmaster.com | Website: www.hdmaster.com

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NURSE AIDE COMPETENCY EXAM
ADA REQUEST FOR ACCOMMODATIONS FORM 1404MN-ADA

In compliance with the Americans with Disabilities Act (ADA), the nurse aide testing program provides reasonable accommodations for applicants with disabilities that may affect their ability to take the Nurse Aide Competency Examination (NACE). Under the ADA, an individual with a disability is a person who has a physical or mental impairment that substantially limits a major life activity (including but not limited to seeing, hearing, learning, reading, concentrating, thinking, performing manual tasks, walking, sitting, standing, and lifting) or a major bodily function (such as the neurological, endocrine, respiratory, speech, or digestive systems). See 28 C.F.R. § 35.108 (https://www.ecfr.gov/current/title-28/chapter-I/part-35/subpart-A/section-35.108) for more information about the ADA definition of disability.

It is your responsibility to notify the nurse aide testing program of any necessary accommodations by completing and submitting Form 1404 with sufficient documentation. If you have a disability for which you wish to request an accommodation, please provide the following information and submit this form, attaching sufficient documentation to verify your disability. You may attach additional pages, if necessary, after submitting this form online by emailing the additional documentation to D&S Diversified Technologies (D&SDT)-Headmaster at minnesota@hdmaster.com. Accommodations will *NOT* be provided at the examination site—you must request an accommodation through Form 1404 and receive notice that the accommodation has been approved before you begin the examination. You *MUST* notify the testing staff if you are unable to take the examination on your scheduled date.

(Any specialized equipment required must be provided by the candidate.)

Start

E: Last Name	FIRST NAME: First Name	SOCIAL SECURITY #: SSN
ADDRESS: Address	CITY: City	STATE: MN ZIP: ZIP
E-MAIL: Email	PHONE #: Phone #	DATE OF BIRTH: DOB

Start

D&S Diversified Technologies LLP

Headmaster LLP

D&S DIVERSIFIED TECHNOLOGIES (D&SDT), LLP - HEADMASTER, LLP
MT Office: P.O. Box 6609 | Helena, MT 59604-6609
OH Office: P.O. Box 418 | Findlay, OH 45839
(800)393-8664 | (877)851-2355 | (888)401-0462 | Fax: (406)442-3357
hdmaster@hdmaster.com | Website: www.hdmaster.com

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⇒ Documentation supports the need for an accommodation.

⇒ Accommodation requested is reasonable and can be provided by D&SDT-HEADMASTER without:

- creating an undue financial or administrative burden;
- posing a direct threat to others; or
- fundamentally altering the purpose of the examination, which is intended to verify your training, competency, and hands-on skill in the mandatory nurse aide subject areas identified by law, including 42 CFR §§ 483.150 to 483.160.

Once D&SDT-HEADMASTER has reviewed your request and completed any necessary follow-up, D&SDT-HEADMASTER will notify you by email that your requested accommodation has been approved or denied. If your requested accommodation cannot be approved, D&SDT-HEADMASTER will contact you if one or more feasible alternative accommodations can be approved and discuss whether the suggested alternatives will meet your needs.

Please allow at least 10 business days for D&SDT-HEADMASTER to review your request and documentation. *This time frame may be longer if D&SDT-HEADMASTER has to reach out for more information, etc.*

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Test Site Responsibilities

- Candidates should only be entered in one server

- Candidates must exhaust **all testing opportunities** under the **same server**

- If challenge candidate, the test site must inform the candidate of this information
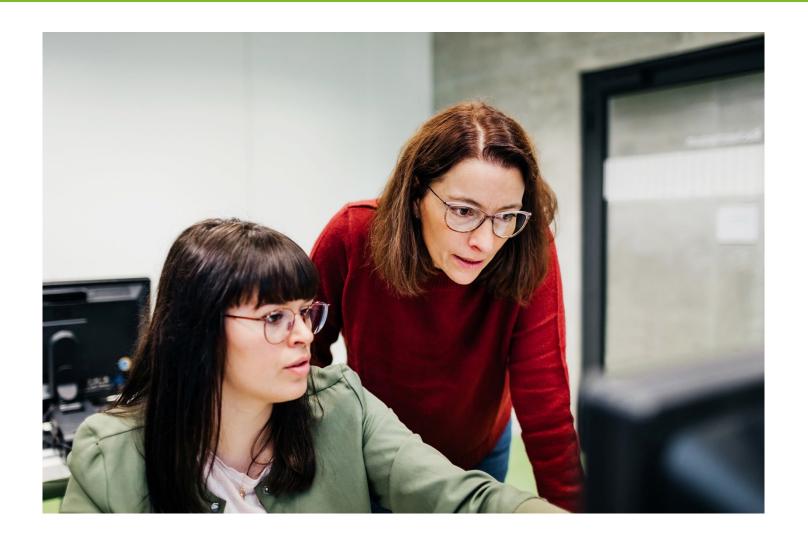
- Applications were accepted 7/10/23 through 7/31/23

- Good response for In Facility Test Site

- MDH reviewing these applications, process to be completed by 8/31/23

- Chosen applicants receive an email, identifying application been approved for In Facility Test site

- Additional instructions will be sent with email

Nursing Assistant Registry - MN Dept. of Health (state.mn.us)

MENU | I am looking for…

Home ▸ Health Care Facilities, Provide… ▸ Provider Certifications, Licens… ▸ Nursing Assistant Registry

NURSING ASSISTANT REGISTRY

NAR Home

Nurse Aide Registry Search

Nurse Aide Resources

Nurse Aide Testing

Training Program Calls

Training Program Test Data

Contact Us

Nursing Assistant Registry

The Nursing Assistant Registry lists nursing assistants who have met Minnesota training and/or testing standards to work in nursing homes and certified boarding care homes. The registry also has information about nursing assistants who have substantiated findings of abuse, neglect, and theft.

This is an online registry. Nursing assistants, employers, and others can check the registry

- NAR home page under employer and training program resources

- Use as reference tool

[Federal Nurse Aide Training and Competency Evaluation Program Resource (state.mn.us)](state.mn.us)

[NATCEP Survey Worksheet (state.mn.us)](state.mn.us)

[Nurse Aide Competency Test Site Survey Form (state.mn.us)](state.mn.us)

- ✓ Nurse aide testing final date

- ✓ Skills TAP completed

- ✓ Implementation of feeding, mouth care and bed bath

- ✓ Second quarter test data posted

- ✓ Training and test site responsibilities

- ✓ In-Facility update

- ✓ Follow up questions from June call

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- Next scheduled call is September 11

- Check the [NAR Calls website](#) for call details and GovDelivery

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Training Program Questions:
Health.NAR.coord@state.mn.us

Nursing Assistant Registry Questions:
Health.FPC-NAR@state.mn.us

NAR Home Page:
https://www.health.state.mn.us/nar

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