DEPARTMENT OF HEALTH

How to Generate Reports in Headmaster TMU

FOR NURSE AIDE TRAINING PROGRAMS

This document describes how nurse aide training programs can view reports of their students' training and testing in Headmaster's TMU software. This data allows programs to compile quality assurance data about their program so they can implement changes if needed.

Individual training programs will only have access to their program data and aggregated state data for comparison. The example data below is for demonstration only; programs will not have access to this data.

More information about nurse aide training and testing programs can be found on the <u>Nurse Aide Registry</u> website (https://www.health.state.mn.us/nar).

For a detailed explanation of the reports, visit the <u>D&SDT-Headmaster - Minnesota Nurse Aide website</u> (<u>https://hdmaster.com/testing/cnatesting/Minnesota/MN_CNA_Home.htm</u>) and select the link labeled **Understanding the Program Reports.**

Types of Reports

There are several types of reports that can be accessed in TMU after you log in and select reports.

To access the reports, log in to the <u>MN TMU website (https://mn.tmutest.com/)</u> and select the fifth option, **Reports** (outlined in red in the image below).



On the next screen, you will see the reports from that are available. Click on the purple **View** button on the right side of each column to view the associated report.

Attrition Rate Details about trainings and count of reasons for not completing them	VIEW
Knowledge Detail Pass rates per subject and list of most often missed vocabulary words	VIEW
Pass / Fail Details test results of students and where they trained	VIEW
Retake Summary Details pass rates for an exam on a given try (1,2,3, etc)	VIEW
Skill Detail Pass rates for skill tasks and individual steps in those tasks	VIEW
Testing Trends Totals and pass rates per month for trainings and exams	VIEW

Attrition Rate Report

Select the Attrition Rate report by clicking the purple **View** button on the right side of the column.

Attrition Rate VIEW Details about trainings and count of reasons for not completing them Knowledge Detail VIEW Pass rates per subject and list of most often missed vocabulary words Pass / Fail VIEW Details test results of students and where they trained Retake Summary VIEW Details pass rates for an exam on a given try (1,2,3, etc...) Skill Detail VIEW Pass rates for skill tasks and individual steps in those tasks Testing Trends VIEW Totals and pass rates per month for trainings and exams

In the next screen, all fields that have a red asterisk (*) must be filled. Choose the training program and all instructors or a specific instructor.

TRAINING	
Nursing Assistant	~
TRAINING PROGRAM *	
MINNESOTA DEPARTMENT OF	HEALTH CHALLENGE / V
INSTRUCTOR *	
All Instructors	~
START *	ND *
04/04/2022	05/04/2022

The report will generate and show a tally of students currently enrolled, detailing if they passed or failed.

Attrition Rate 🗋				
DATE RANGE 02/01/2022 - 05/13/2022	TRAINING PROGRAM	INSTRI 9	JCTORS	TRAINING Nursing Assistant
INSTRUCTORS	TOTAL	CURRENT	PASSED	FAILED
	53	5	48	-
	90	7	83	
	Totals: 143	12	131	0

Knowledge Detail Report

Select the Knowledge Detail report by clicking the purple **View** button on the right side of the column.

Summarize active certifications by type	VIEW
Certified Totals	1.00
Summarize total number of active certifications by month	VIEW
Certified In Range	1.000
Map of certified people in a given radius	VIEV
Attempts on Hold	MEN
Show a list of all knowledge or skill attempts currently on hold	11.1
Attempt Summary	100
Shows funding type for attempts with a status of Passed, Failed, and No Show	VIE
Attrition Rate	1.007
Details about trainings and count of reasons for not completing them	VIEW
Distance Traveled	1.000
Summary of how far people have to travel to test	VIE
Knowledge Detail	LUE .
Pass rates per subject and list of most often missed vocabulary words	VIET

The report will generate and show the pass percentage of particular subjects that were tested on, and percentage of vocabulary that was missed.

Knowledge I	Detail 🔒				
DATE RANGE 02/01/2022 -	05/13/2022	TRAINING PROGRAM		INSTRUCTOR	EXAM Certified Nurse Aide
PASSED	SUBJECT				
95%	Communication				
91%	Aging Process and Restorat	lve Care			
89%	Client Rights				
88%	Care Impaired				
85%	Safety				
85%	Basic Nursing Skills				
84%	Role / Responsibility				
82%	Personal Care				
81%	Data Collection				
81%	Mental Health				
75%	Disease Process				
74%	Infection Control				
MISSED	VOCAB				
100%	care planning (4), pressure	injury (1) , angina (3)			
86%	intake (7)				
80%	urinary system (5)				
67%	supplemental feedings (3),	dlabetes (3)			

If you want a plain text version that you can print, click on the icon next to the Knowledge Detail heading.

Home	>	Reports	>	Knowledge Detail	>	View
Know	lec	dge Deta	ail	a		

Pass/Fail Report

Generate a Pass/Fail Report by clicking the purple **View** button on the right side of the column.

acting appart can ingo and count of reasons to not completing citin	
Distance Traveled Summary of how far people have to travel to test	VIEW
Knowledge Detail Pass rates per subject and list of most often missed vocabulary words	VIEW
Misconduct Details View misconduct records by type or year	VIEW
Observer Instructor Correlation View correlations between observers and Instructors who trained students that took skill tests	VIEW
Dbserver Training Program Correlation View correlations between observers and training programs that trained students that took skill tests	VIEW
Pass / Fall Details test results of students and where they trained	VIEW
Program Results Shows tests taken and other metrics across all Training Programs	VIEW
Retake Summary Details pass rates for an exam on a given try (1,2,3, etc)	VIEW

Select the **Nurse Aide** option under Certification and an option from Training Program dropdowns. All fields that have a red asterisk (*) must be filled.

e S Reports S Pass Fail s Fail		
	CERTIFICATION *	
	Nurse Alde	~
	TRAINING PROGRAM *	
	All Training Programs	.lm ~
	INSTRUCTOR *	0
	All Instructors	~
	START *	
	02/10/2022 03/10/2022	
	VERSION	
	Normal	~
		Generate

In the Instructors dropdown box, you can select **All Instructors**, or choose a specific one.

Home > Reports > Pass Fail	
000101	
	CERTIFICATION *
	Nurse Alde V
	TRAINING PROGRAM *
	MINNESOTA DEPARTMENT OF HEALTH CHALLENGE
5	INSTRUCTOR *
	All Instructors
	All instructions CHAILENGE INSTRUCTOR, [22001ALEXANDRIA TECHRICAL COLLEGE CHAILENGE INSTRUCTOR, [22001ALEXANDRIA TECHRICAL COLLEGE (Anka) CHAILENGE INSTRUCTOR, [22001ANDXA TECHNICAL COLLEGE CHAILENGE INSTRUCTOR, [22000ENVICU COLLIGO CHAILENGE INSTRUCTOR, [22000ENVICU ENGE CHAILENGE INSTRUCTOR, [22000ENVICU ENGE CHAILENGE INSTRUCTOR, [22000ENVICU CHAILENGE INSTRUCTOR,
FAQ TERMS PRIVACY	CHALLENGE INSTRUCTOR, [24021MM STATE COMMUNTY & TECH COLLEGE Monifeed CHALLENGE INSTRUCTOR, (24023MM STATE COMMUNTY & TECH COLLEGE-Periori Laws CHALLENGE INSTRUCTOR, (24023MM STATE COMMUNTY & TECH COLLEGE-Fregue Fals

HOW TO GENERATE REPORTS IN TMU

Enter the start and end dates, then click on **Generate**.

0/2022
~

The report will show the number of student records and pass rates for both the knowledge and skills tests. Below the overall pass rates, you will see the listing of pass/fail for each individual student.

DATE RANGE 02/01/2022 - 0	5/13/2022	TRAININ	3 PROGRAM			INS	TRUCTOR	CERTIFICATIO Nurse Aide
CERTIFIED NURSI	E AIDE - KNOWLEDGE		CERTIFIED NURSE	AIDE - SKILL				
RECORDS	PASS	VARIANCE	RECORDS	PASS	VARIANCE	TOTAL STU	DENTS	OVERALL PASS
13	84.62%	12.30%	13	92.31%	17.23%	12		91.67%
2034	72.32%		1878	75.08%		1919		62.27%
NAME			CERTIFICATION	TRAINING COMPLETED		TEST DATE	STATUS	EXAM
			MNO	03/29/2022		03/31/2022	Passed	Skill Certified Nurse Aide
				03/29/2022		03/30/2022	Passed	Knowledge Certified Nurse Aide
			MNO	03/29/2022		03/31/2022	Passed	Skill Contilled Nurse Aide
				03/29/2022		03/30/2022	Passed	Knowledge Certified Nurse Aide
			MND	03/29/2022		03/31/2022	Passed	Skill Certified Nurse Aide
				03/29/2022		03/30/2022	Passed	Knowledge Certified Nurse Aide
				05/04/2022		05/06/2022	Passed	Skill

If you want a plain text version that you can print, click on the icon next to the Pass Fail heading.



Retake Summary

Select Retake Summary by clicking the purple **View** button on the right side of the column.

Pass / Fail	
Details test results of students and where they trained	VIEW
Retake Summary	MEM
Details pass rates for an exam on a given try (1,2,3, etc)	VIEW
Skill Detail	VIEW
Pass rates for skill tasks and individual steps in those tasks	VIEW

On the next screen, all fields that have a red asterisk (*) must be filled. Choose the option for the **Knowledge** or **Skills** exam, select a training program, and select **All Instructors** or a choose specific instructor.

EXAM *	
Certified Nurse Aide	e - Knowledge 🗸 🗸
TRAINING PROGRAM *	
	~
INSTRUCTOR *	
All Instructors	~
En en el	
START *	
02/01/2022	05/13/2022

The report will generate and show the percentage of trained students that passed either the knowledge or skills exam on the first attempt, second attempt or third attempt by instructor.

IRST	PASS %				
		SECOND	PASS %	THIRD	PASS %
-	2	2	2	4	2
38	89.47%	1	100.00%		
-		-	~		12
58	87.93%	3	33.33%		
-		-			
	- 38 - - 58		· · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · ·	· · · · · · · 38 89.47% 1 109.60% · · · · · · · · · · · · · · · · · · · · 58 87.93% 3 33.33%	· · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · ·

Skill Detail Report

Select the Skill Detail Report by clicking on clicking the purple **View** button on the right side of the column.

Attrition Rate	VIE
Details about trainings and count of reasons for not completing them	
Knowledge Detail	
Pass rates per subject and list of most often missed vocabulary words	VIE
Pass / Fail	100
Details test results of students and where they trained	Æ
Retake Summary	VIE
Details pass rates for an exam on a given try (1,2,3, etc)	VIE
Skill Detail	
Pass rates for skill tasks and individual steps in those tasks	VIE
Testing Trends	
Transfer and a second second second by far and the second second	VIE

In the next screen, all fields that have a red asterisk (*) must be filled. Choose the training program and select **All Instructors** or a choose specific instructor.

I Detail			
		SKILLEXAM *	
		Certified Nurse Aide	~
		TRAINING PROGRAM *	
		All Training Programs	~
		INSTRUCTOR *	
		All Instructors	~
		START *	END *
		02/10/2022	03/10/2022
	Þ	INCLUDE STEPS	Generate

If you would like to identify the passing rate on each step of the skill tests, click the checkbox next to **Include Steps**.

Certified Nulse Alde	~
TRAINING PROGRAM *	
MINNESOTA DEPART	MENT OF HEALTH CHALLENGE V
INSTRUCTOR *	
All Instructors	~
START *	END *

The report will generate and show tasks that were tested on, how many students tested in each and the percentage of students who passed the test.

TMU 🖄 People 🗐 Facilities (Events Scoring 20 CReports	🕹 Exports 🛞 Settings		Q Sear	
Home > Reports > Skill Detail > View Skill Detail					
DATE RANGE 02/10/2022 - 03/10/2022	TRAINING PROGRAMS 515	INSTRUCTORS 307		SKILLEXAM Certified Nurse Aide	
TASK			TESTED	PASSING	VARIANCE
Applying an Anti-embolic Stocking			8 (8)	100.00% (100.00%)	0.00%
Denture Care - Cleaning Upper or Lower E		83 (83)	97.59% (97.59%)	0.00%	
Foot Care One Foot		45 (45)	95.56% (95.56%)	0.00%	
Dressing Resident w/an Affected (Weak) S	Dressing Resident w/an Affected (Weak) Side				
Range of Motion Exercise for One Shoulde	r		31 (31)	93.55% (93.55%)	0.00%
Range of Motion Exercise for Knee and An	kle		46 (46)	93.48% (93.48%)	0.00%
Donn Gown & Gloves, Empty Urinary Bag,	Record Output, Remove G&G and Hand Wa	shing	92 (92)	92.39% (02.39%)	0.00%
Assisting Resident w/Bedpan, Measure & I		89 (89)	92.13% (92.13%)	0.00%	
Perineal Care for a Female and Hand Wash	hing		24 (24)	91.67% (91.67%)	0.00%
Modified Bed Bath - Face and One Hand, a	Arm and Underarm		123 (123)	91.06% (91.06%)	0.00%
Catheter Care for a Female and Hand Was	hing		59 (59)	86.44% (06.44%)	0.00%

If you want a plain text version that you can print, click on the icon next to the Skill Detail heading.

Home	>	Rep	orts	>	Skill De	etail	>	View	
Skill [Det	ail	a						
DATE F	RAN	GE					TR/	AINING	PRO

If you checked "Include Steps," the steps of each of the skills will display, identifying the passing rate for each step toward the bottom of the page.

() Confident	① Confidential Information			
pplying an	Anti-embolic Stocking #2			
π ΚΕΥ	STEP	PASSING		
1	Performs hand hygiene. (Covers all surfaces of hands with hand sanitizer. Rubs hands together until hands are completely dry.)	100.00%		
2	Explains the procedure to the resident.	100.00%		
3	Raises bed height.	100.00%		
4	Provides for resident's privacy.	100.00%		
5	Provides for resident's privacy by only exposing one leg.	100.00%		
6	Rolls, gathers or turns stocking down inside out to at least the heel.	100.00%		
7	Places stocking over the resident's toes, foot, and heel.	100.00%		
8	Rolls OR pulls stocking up the leg.	100.00%		
9	Checks toes for possible pressure from stocking.	100.00%		
10	Adjusts stocking as needed.	100.00%		
11 0	Leaves resident with stocking that is smooth and wrinkle free.	100.00%		
12	Lowers bed, if it was raised.	100.00%		
13	Places call light or signal calling device within easy reach of the resident.	100.00%		
14	Maintains respectful, courteous interpersonal interactions at all times.	100.00%		

Testing Trends Report

Generate a Testing Trends report by clicking on clicking the purple **View** button on the right side of the column.

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Skill Detail Pass rates for skill tasks and individual steps in those tasks	VIEW
Testing Trends	VIEW

Select the **Nurse Aide** option under Certification and choose the training program from the dropdown list. You can select **All Instructors** or choose a specific instructor. Choose All fields that have a red asterisk (*) must be filled.

Home > Reports > Testing Trends	
Testing Trends	
	CERTIFICATION *
	Nurse Aide 🗸
	TRAINING PROGRAM *
	MINNESOTA DEPARTMENT OF HEALTH CHALLENGE / V
	INSTRUCTOR *
	All Instructors ~
	START * END *
	02/01/2022 05/04/2022
	Generate

The report will generate the number/percentage of students that passed, failed, and did not show for testing.

Testing Trends 🗋								
DATE RANGE 02/01/2022 - 04/30/2022		TRAINING PROGRAM	INSTF 9	INSTRUCTORS 9				
Certified Nurse Aide Knowl	edge							
MONTH	PASS	FAIL	NO SHOW	TOTAL				
Feb 2022	6 (85.71%)	1 (14.29%)	0 (0.00%)	7	Details			
Mar 2022	26 (83.87%)	3 (9.68%)	2 (6.45%)	31	Details			
Apr 2022	37 (77.08%)	7 (14.58%)	4 (8.33%)	48	Details			
Certified Nurse Aide Skill								
MONTH	PASS	FAIL	NO SHOW	TOTAL				
Feb 2022	5 (83.33%)	1 (16.67%)	0 (0.00%)	6	Details			
Mar 2022	28 (84.85%)	3 (9.09%)	2 (6.06%)	33	Details			
Apr 2022	29 (74.36%)	7 (17.95%)	3 (7.69%)	39	Details			

Minnesota Department of Health Health Regulation Division P.O. Box 64900 St. Paul, Minnesota 55164-0900 651-201-4200 health.nar.coord@state.mn.us www.health.state.mn.us/nar

08/29/22

To obtain this information in a different format, call: 651-201-4200.