mn DEPARTMENT OF HEALTH

Nurse Aide Training Program and Test Site Informational Call

Nurse Aide Registry
February 12, 2024

- **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.**

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- 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.

- As a reminder, please keep your cameras off to ensure adequate bandwidth.

- Knowledge exam
  - Time frame
- Skills update
  - Modified bed bath-face and one arm, hand and underarm
  - Candidate handbook/mock skill update
- Questions from January call

- Survey findings
  - Supervised Practical Training (SPT) documentation
  - Tuberculosis (TB) testing for SPT
  - Curriculum completion hours documentation

- Test site map
- Quarterly testing data (skills and knowledge)
- NAR Modernization
  - Search for nurse aide
  - Update registry status
  - Printing of nurse aide certificate
  - Adding new provider users

- MN State Curriculum Transfer
  - 1/22/24: Minnesota State Nurse Aide Curriculum information session recording available
- Resources

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Two-hour completion time continues for nurse aide candidates to complete Knowledge Test

Nurse Aide Knowledge Test remains at two hours

MDH is committed to maintaining a high standard for nurse aide training and competency, while also ensuring that candidates with diverse backgrounds and learning styles are supported as they work towards becoming certified nurse aides.

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Knowledge Exam to Remain Two Hours

- October 2022, MDH increased time allowed to complete the **Nurse Aide Knowledge Test** to two hours

- October 2023, MDH reviewed the data/conversations with partners and MDH leadership

- Plan to continue with the **two-hour timeframe** to ensure all candidates can be successful

- Training programs or test sites:

    - Ensure reference materials used by candidates or proctors reflect the two-hour completion time

    - If accommodation for a disability or limitation is needed, please refer to [MN Nursing Assistant Candidate Handbook.](#)

Modified Bed Bath Skill- Previously

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

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

Updated in MN Candidate Handbook, Version 6, effective 12/11/23

8. Fill basin with comfortably warm water.

9. Put on gloves BEFORE washing resident.

10. Beginning with the eyes, wash resident's eyes WITHOUT SOAP.
    a. **Wash from inner aspect to outer aspect of each eye.**
    b. **Use a clean portion of the washcloth for each stroke.**

11. Wash face WITHOUT SOAP.

12. Pats dry face.

13. Place towel under arm, exposing one arm.

14. Wash arm with soap.

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

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Beginning with the eyes, wash the resident's eyes WITHOUT SOAP.
  a. Wash from inner aspect to outer aspect of each eye.
  b. Use a clean portion of the washcloth for each stroke.	

Wash face WITHOUT SOAP.	

Headmaster Website

D&S - Minnesota Nurse Aide (hdmaster.com)

D&S Diversified Technologies LLP
D&S Diversified Technologies LLP - Headmaster LLP

Innovative, quality technology solutions throughout the United States since 1985.

Minnesota Nurse Aide Testing Services

Headmaster is honored to be approved by the Minnesota Department of Health to offer Certified Nurse Aide Testing Services to the Minnesota Health Care Community.

We look forward to working with everyone involved with Certified Nurse Aide Training and Testing in Minnesota!

Update to the MN Nurse Aide Candidate Handbook, Effective December 11, 2023:

Candidates	Training Programs - Test Sites	Test Observers	Contacts
TestMaster Universe (TMU©)	Minnesota Recording Form	All Test Observer Independent Contractor Forms for HEADMASTER MN RN Testors	Please feel free to contact us if you have questions, concerns, or suggestions about our service. We value the feedback we receive from everyone involved in the Minnesota Nurse Aide training, testing, and certification process.
MN State Login TMU©	Minnesota Mock Skills		
	Minnesota Mock Skills Without Edits Effective 12-11-2023	RN Observer Equipment List and Affidavit Form 1503MN (Print and keep a copy for your records.)	**D&S Diversified Technologies - HEADMASTER**
In-Facility TMU© Login			PO Box 6609 Helena, MT 59604
	Minnesota Mock Skills 12-11-23		TMU (Software) Questions Toll Free Phone: 888-401-0462 Fax: 406-442-3357
Minnesota Candidate Handbook Version 5.1 Update	Test Site Agreement Form 1502MN: Fill online and SUBMIT		MN Registry Questions Phone MDH: 651-215-8705
Minnesota Candidate Handbook Effective December 11, 2023	Test Site Equipment List Form 1503MN: Fill online and SUBMIT		Testing Questions: Check with your selected Test Site
	Large Lab Waiver Submission Tips and Attachments		minnesota@hdmaster.com
Practice Tests - Click Here - Then Look at the Left Column.	Test Site Instructions How To Change Number of Seats and Reschedule a Candidate.		
MN State Challenge Test Sites	UNDERSTANDING THE PROGRAM REPORTS		
Infacility Challenge Application			
Find a Test Site Near You. Asterisk * indicates the program is a Test Site	Please see the Fluid Intake Cup order form on our main page under Nurse Aide.		
Text Version of the Knowledge Test Instructions			
Text Version of the VIRTUAL Knowledge Test Instructions	**Test Master Universe TMU© How To Guides**		

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Q: Can you tell us why the feeding skill is on hold?

A: There are some internal processes MDH needs to review. Please continue to train candidates for food and fluid intake/consumption.

We also received some questions regarding the new registry process. We will address that later in the call with updates on the process.

Supervised Practical Training (SPT) Documentation

- Documentation of SPT hours

    - Programs that complete SPT in the lab, found to combine lab and SPT hours together

        - Be mindful about the separation of lab practice and SPT

    - SPT documentation must identify location, dates and hours completed

    - SPT must be at least 16 hours

- Prior to direct resident contact, programs must complete tuberculosis screening and testing Regulations for TB Control in Minnesota Health Care Settings - MN Dept. of Health (state.mn.us)

- TB screening process includes:

  - Baseline individual TB risk assessment,

  - TB symptom evaluation

  - TB test (e.g., TB blood test or a TB skin test)

  - Additional evaluation for TB disease as needed

- Not required if completing SPT in the lab setting

Documentation of Curriculum Completion

- 75 clock hour minimum required

- Minimum of 16 hours for SPT

- TP's have the option to increase SPT hours within the required 75 hour minimum

Reminder to test sites and training programs to encourage candidates to complete the exit survey in their TMU account when they receive their test results

Test Site Map

MN NAR Website

- MN State and In Facility Test Sites
  - Pin colors

- Include Satellite locations

- Find location feature

- Contact information- Test Site
  - Email address
  - Phone number

24
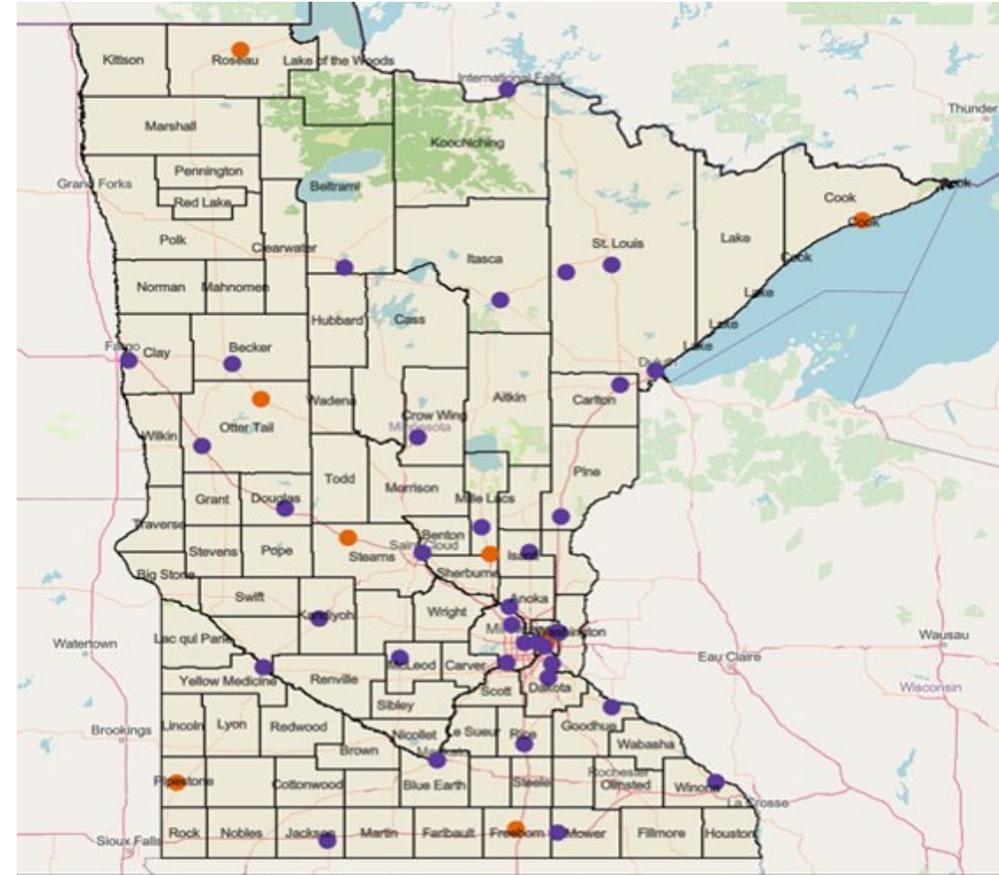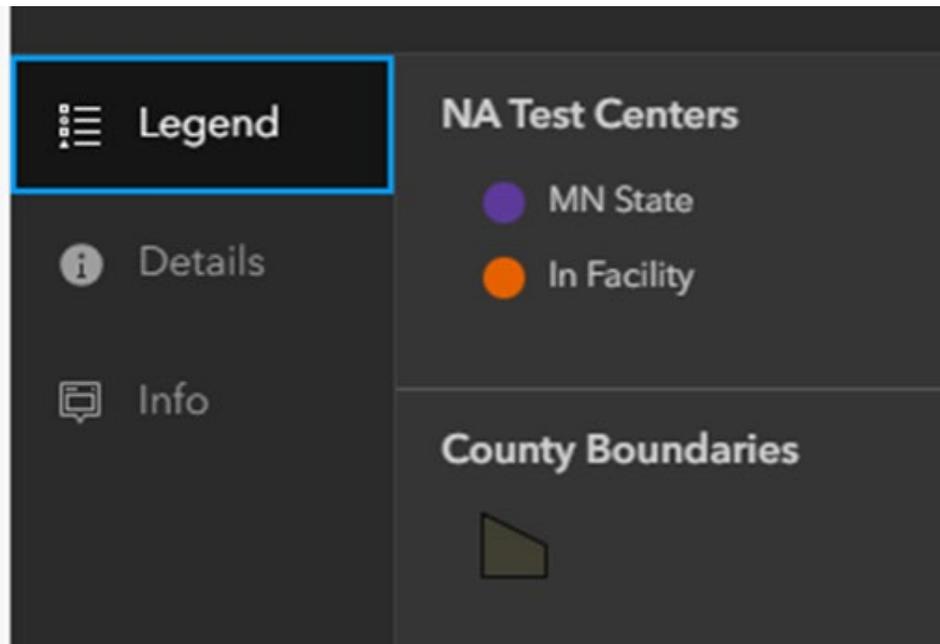
The map provides the location of Nurse Aide (NA) test centers across the state. Only physical testing centers are mapped. There are two types of facilities within the testing center:

1. **MN State** (Red): Test Sites operated by MN State Colleges and Universities
2. **In Facility** (Blue): Test Site located in a Nursing Home (NH), Assisted Living or NH Corporation that provides testing for Federal Certified Nursing Homes.

The data has been obtained from the MDH database and is updated on an monthly basis (second week). For any further information regarding NA testing please visit.

https://www.health.state.mn.us/facilities/provid

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- Place address or city

- **Feedback**

  - Adding a message-
    - NA to check with training program BEFORE scheduling a test

  - Unable add currently:
    - Website links
    - Type of testing offered:
      - Virtual knowledge
      - In person knowledge
      - Skills

- **Message**

  - Directing students

    - Contact training program before scheduling a test

    - Must click, ok before opening test location map

Nursing Aide Test Centers Location

Students please contact your training program before scheduling a test.

Okay
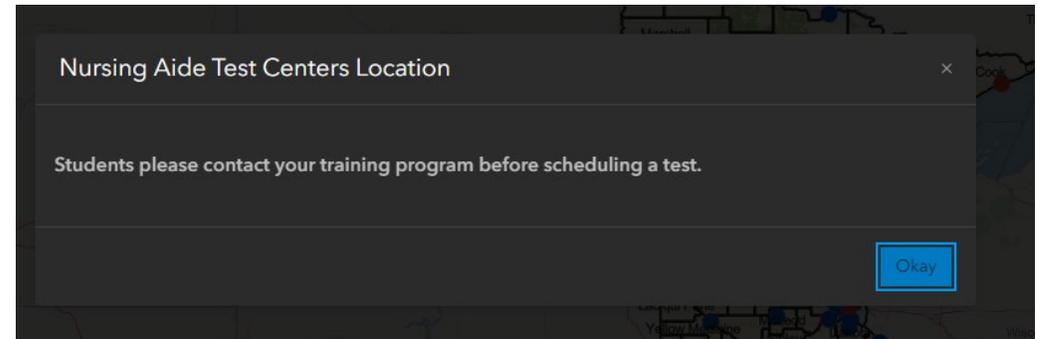
Training Program Test Data

- Fourth quarter and 2023 year end test data available

- [Training Program Test Data - MN Dept. of Health (state.mn.us)](#)
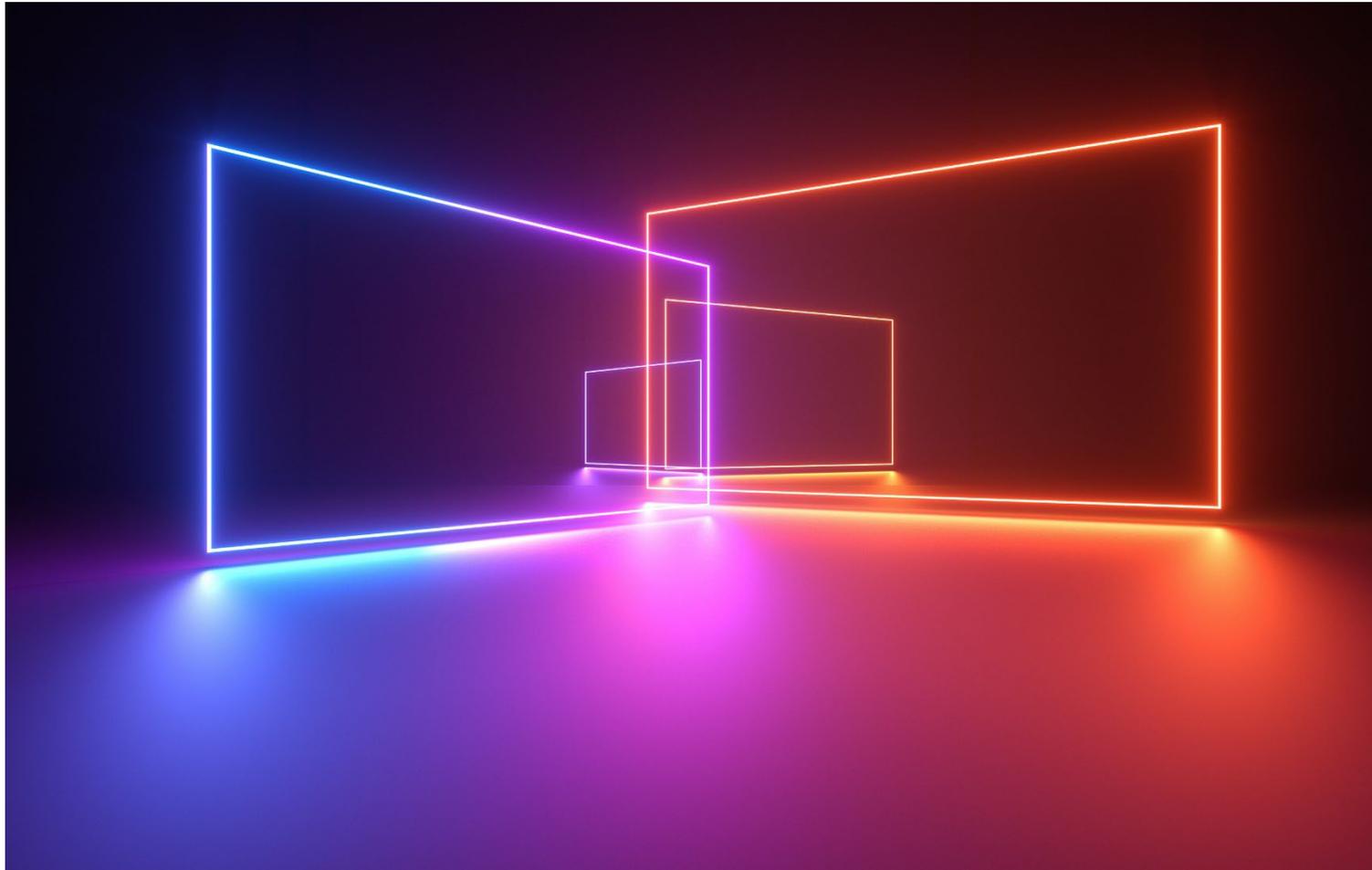
New and Improved Nurse Aide Registry

Kia | Federal Licensing, Certification and Registration (LCR) Supervisor

Nurse Aide Registry system!

- As of early January 2024, the Minnesota Nurse Aide Registry is now a 100% digital thanks to a new, safe, and mobile-optimized system.

- Active nurse aides will be able to:

  - Update their contact information

  - Update their employer information

  - Renew their certificate

  - View employment and testing history, and

  - Print their certificate

What does this mean?

MINNESOTA NURSE AIDE REGISTRY

Sign in to your account

Email

Password

Forgot Password?

Sign In

New user? Register

- Active nurse aides must register to create an account to access their information and perform tasks, such as submitting their renewals.

- Nursing and Certified Boarding Care Home facilities must register an account to update staff reports real-time.

- Nurse aides endorsing from another state must create an account, upload supporting documents and submit their application online.

- To begin, select "Register" at the bottom of the login screen.

1. Enter first name and last name
   - For nursing home facilities, the Administrator/Authorized Agent must register using work email (not a personal email).

2. Enter email to be used for login into the registry.

3. Enter and confirm your password.

4. Select "Register".

■ Select the appropriate category (Provider) to access the registry.

Register Provider Account

This page is for registering provider administrator accounts, limit 1 per facility. To register a provider user account (e.g. for HR staff to do Semi-Annuals), please contact your facility administrator.

Please enter the following information.

Information

HFID   REQUIRED

[Search]

Confirm facility:

HFID	Name	Provider Type
▉	▉	SNFNF

Street Address	City	State	Zip Code
▉	▉	MN	▉

[Yes] [No]

- Enter and search for your facility's Health Facility Identification (HFID) number

- Select "Yes" to confirm the facility
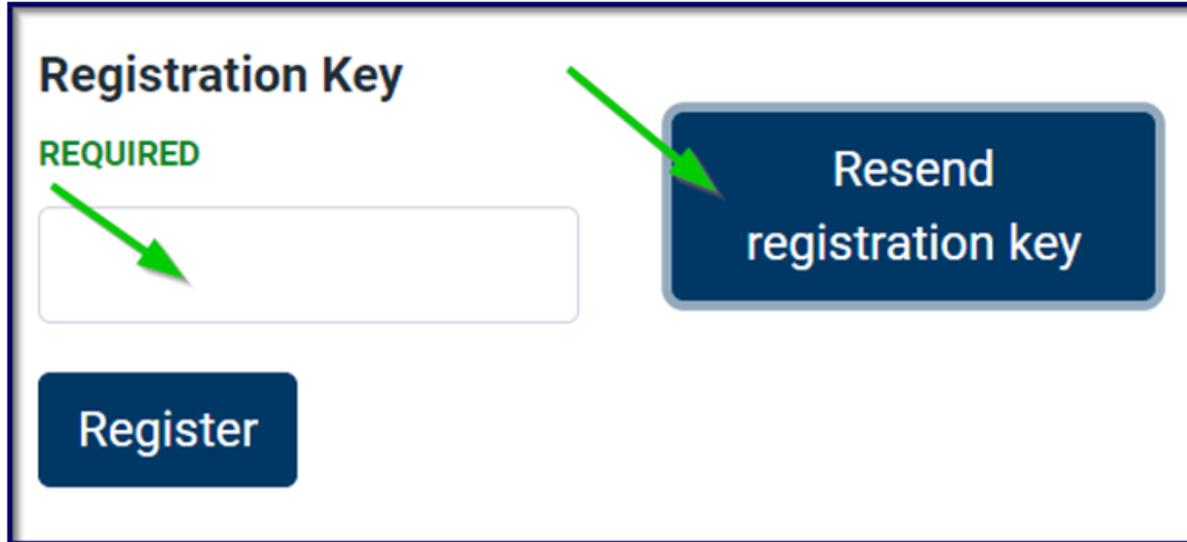
Registration Key

REQUIRED

[input field]

Register

Resend registration key

Resend verification code?

Click confirm to resend the registration code for ▬▬▬▬
CENTER to the email on file, or click cancel to go back.

If you have questions please contact support at health.fpc-nar@state.mn.us.

Confirm   **Cancel**

- Enter Registration Key into the space provided.

- To retrieve the key again, click on "Resend registration key".

- Select "Confirm".

- A message will state "Registration email resent to facility's account on file".

Facility's Dashboard

Provider User's Dashboard

Currently verified and employed CNAs

Active on registry:

Last Name	First Name	SSN	Status	Last Worked Date	Actions
No CNAs listed.					

Inactive on registry:

Nurse Aides with an inactive registry status cannot be employed as nurse aides until their status is updated to active. Please communicate directly with the nurse aide to resolve their status. Instructions can be found at Nursing Aide Resources.

Last Name	First Name	SSN	Status	Last Worked Date	Actions
No CNAs listed.					

[Add CNA]

[View previously employed CNAs]

[Submit Facility Nursing Aide Staff Report] [View Facility Nursing Aide Staff Reports]

Self-reported CNAs

These are the CNAs that self-reported having worked at your facility which you haven't verified yet.

Last Name	First Name	SSN	Status	Last Worked Date	Actions
No CNAs listed.					

[View rejected CNAs]

The facility' dashboard is divided into three sections:

- Active on registry – nurse aides who were previously reported by your facility
- Inactive on registry – nurse aides with expired certificates previously reported by your facility
- Self-reported CNAs – nurse aides who have identified and self-reported themselves as currently working at your facility

Currently verified and employed CNAs

Active on registry:

Last Name	▲ First Name	⇕ SSN	⇕ Status	⇕ Last Worked Date	⇕ Actions
███████████████			Current	N/A	Change Status

Inactive on registry:

Nurse Aides with an inactive registry status cannot be employed as nurse aides until their status is updated to active. Please communicate directly with the nurse aide to resolve their status. Instructions can be found at Nursing Aide Resources.

Last Name	▲ First Name	⇕ SSN	⇕ Status	⇕ Last Worked Date	⇕ Actions
No CNAs listed.					

Review each sections.

- Select each nurse aide's " Change Status" button under each "Actions" column.
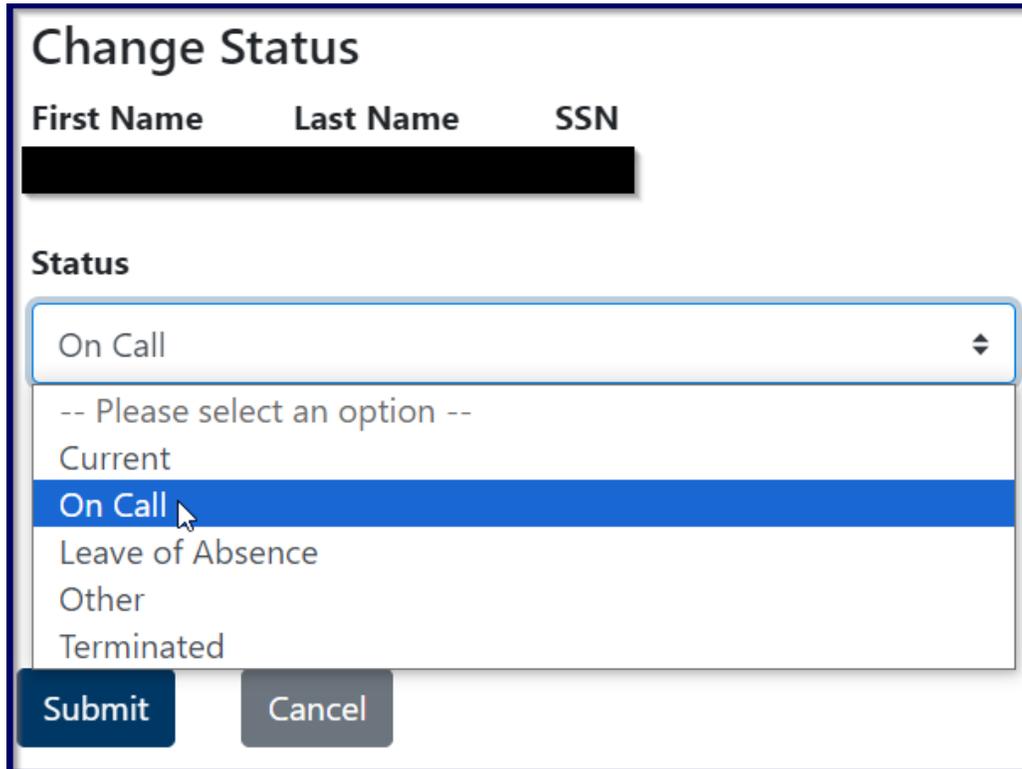
- Select from the drop-down menu the status for the nurse aide.
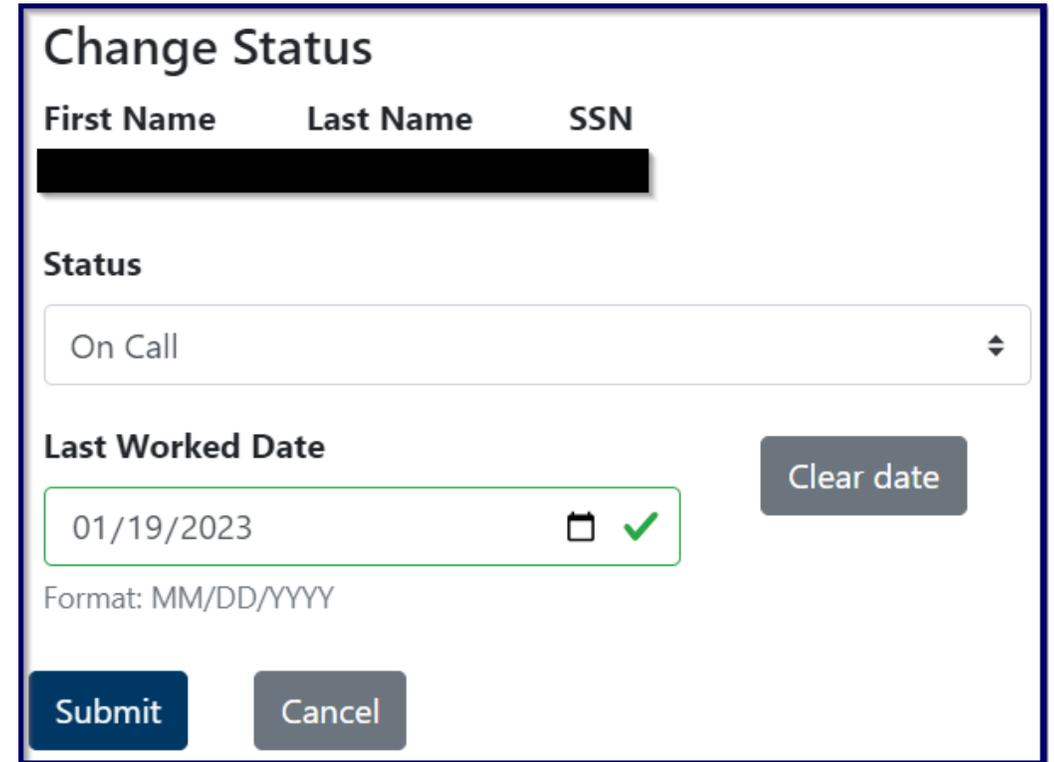
- Select "Last Worked Date" from the calendar. This will extend the nurse aide's certificate for the next 24 months.

- Click "Submit"

Self-reported CNAs

These are the CNAs that self-reported having worked at your facility which you haven't verified yet.

Last Name ⬍	First Name ⬍	SSN ⬍	Status ⬍	Last Worked Date ⬍	Actions ⬍
████████████			Current	03/03/2023	Verification
████████████			Current	03/03/2023	Verification

- Nurse aides are encouraged to update their employment and may have identified or self-reported as working at your facility.

- Click on "Verification"

Verify CNA

First Name   **Last Name**   **SSN**

[REDACTED]

Has this CNA worked at your facility?

● Yes   ○ No

If information provided is inaccurate you will be able to correct it here.

Status

| Current | ⇕ |

-- Please select an option --
Current
On Call
Leave of Absence
Other
Terminated

- If a nurse aide is working at your facility, select the "Yes" node and the status as "Current".

- Once the list is refreshed, the nurse aide will now appear in your upper portion of the dashboard.

- If facility indicates "other" and never worked here, the record will come back to MDH.

- Select "Other" for individuals whose primary roles are non-nurse aides but may pick up nurse aide shift/duties as a secondary role.

- Requirement to free text what the reason in the "Other status". See example for text.

- Enter "Last Worked Date as a Nurse Aide"

Adding a New Nurse Aide to Staff Report
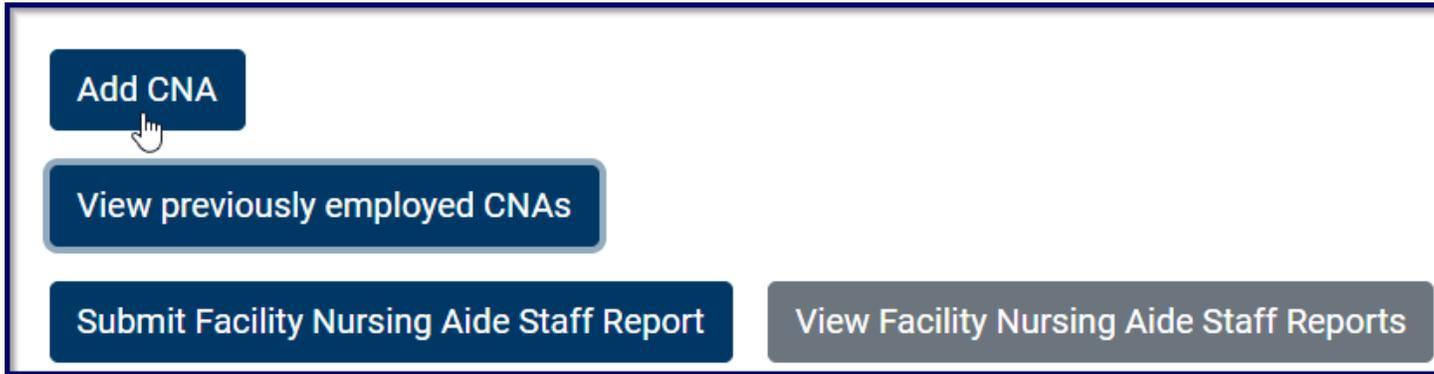
Add CNA

View previously employed CNAs

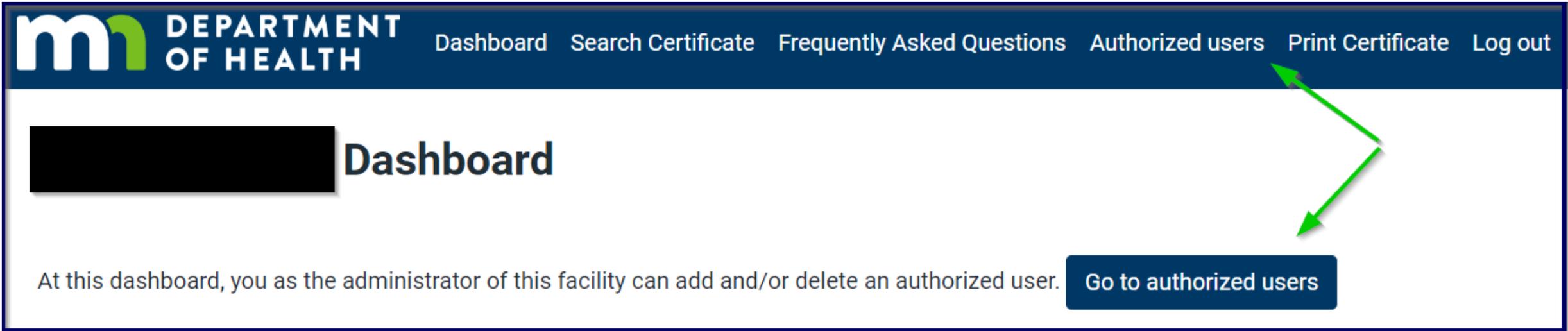**Submit Facility Nursing Aide Staff Report**   **View Facility Nursing Aide Staff Reports**
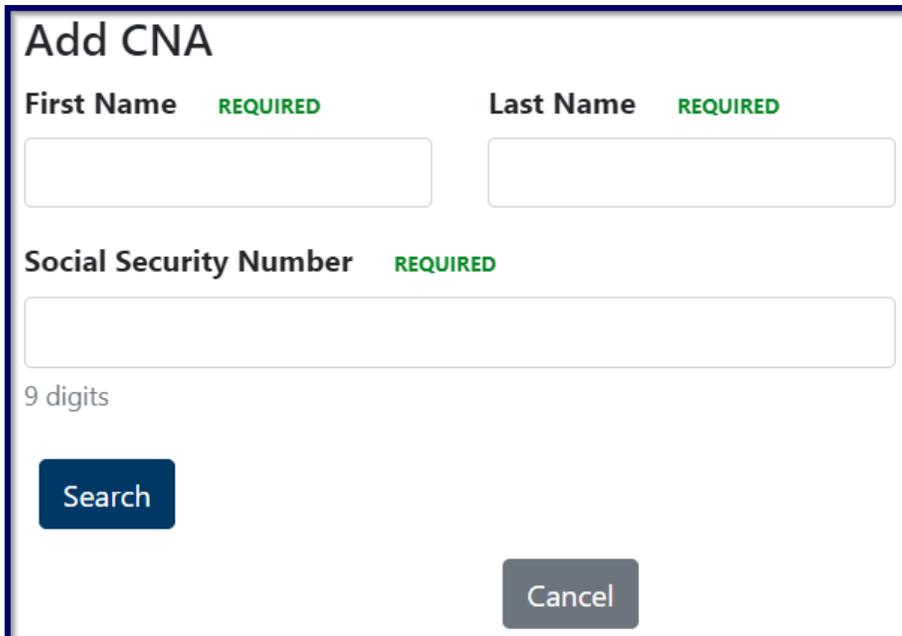
Add CNA

First Name REQUIRED   **Last Name** REQUIRED

Social Security Number REQUIRED

9 digits

Search

Cancel

- Click Add CNA

- Enter the nurse aide's first name, last name and social security number. These items must match the registry's record to be added to your staff report.

- If the facility receives an error, verify and confirm with the nurse aide the spelling of their name and social security number as it appears on file with the registry, then resubmit.
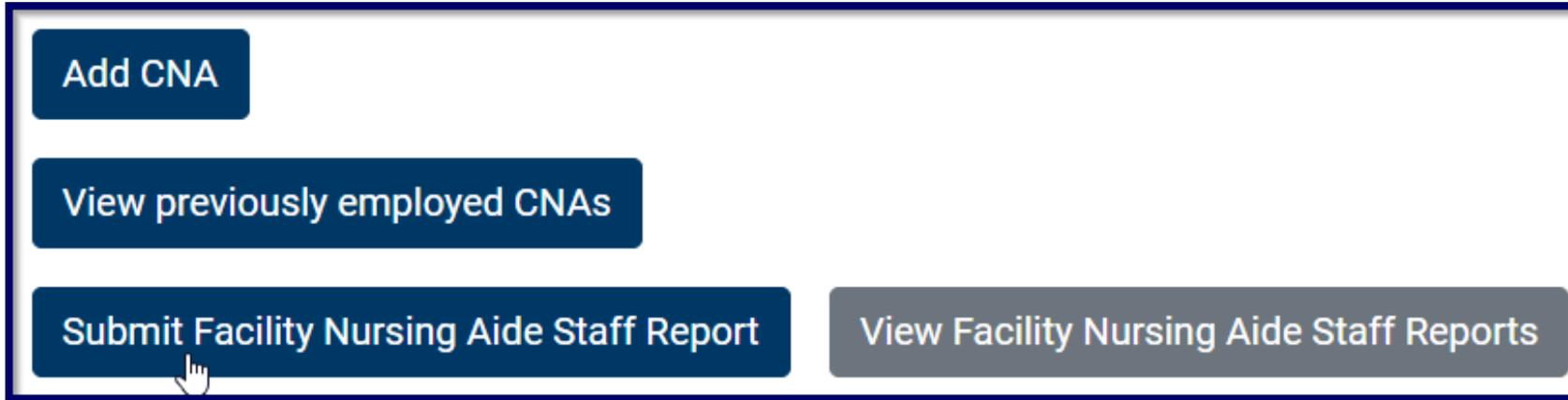
- Once staff report is updated, select "Submit Facility Nursing Aide Staff Report".

- Click "Submit" to affirm.

- A successful acknowledgement message will appear.

- Select the "View Facility Nurse Aide Staff Reports" to view up to five (5) past submissions and print reports.

- Adding authorized users may be visible on the Dashboard, or

- "Authorized users" to menu/toolbar

- Click on "Add new user"

- Enter new user's email, first and last name (case sensitive), then click on "Add user"

Add new authorized user?

You are about to add new user Provider HR with email address providerhr@test.test to the list of authorized users of this facility.

Press confirm to add the user or cancel to return.

[Confirm] [Cancel]

- Confirm the new authorized user

- The new user will receive an email from MDH to create a new password

- A successful acknowledgement will appear

- To remove a user, click on "Change status"

- Select "Make Inactive"

- Headmaster automatically imports data into the NAR system

- Turnaround time 7 to 10 business days

- Nurse Aide will receive an email from MDH to register and print certificate

Searching the Registry

- Select Search Certificate

- Enter the nurse aide's first name, last name and last four digits of social security number, **or**

- Search by certificate number

- Select Search

- New release will allow search by First and Last Name only and real-time date and time stamp of search

Facilities can update nurse aides' statuses real-time and are encouraged to do so on a regular basis (e.g., weekly, monthly, quarterly).

If a nurse aide needs a correction to a name change/social security number/DOB, please instruct nurse aides to log in to the registry to submit a change request accompany by supporting legal documents. The request will be reviewed by MDH Staff for approval and communicated back to the nurse aide.

It is important to update staff reports so information for all active nurse aides within the new Nurse Aide Registry are accurate.

Facilities can extend the expiration date of a nurse aide's certificate based on Last Worked Date. Please note that nurse aides who meet the requirement under 42 CFR 483.156(c) and 42 CFR 483.35 (d) can only renew their certificate. Non-relating nursing services does not meet the requirement to renew.

Registration Key is sent to the email address MDH have on file for the facility. Staff cannot change email to another staff's email to receive the key as this affects the facility (e.g., licensing, background study, etc.). Please submit Change of Administrator form to Federal LCR team at health.hrd-fedlcr@state.mn.us.

Only the Administrator/Authorized Agent for the facility can make the initial registration with the Registration key. The Administrator/Authorized Agent can add users thereafter.

If you need help identifying the HFID, contact MDH or use MDH Health Care Provider Directory to search.

Thank You!

Nurse Aide Registry Credentialing Team

Health.FPC-NAR@state.mn.us

651-201-4200, Monday to Friday: 8 AM to 4 PM

Minnesota State (MN) Curriculum Transfer

Access to the Minnesota State Long-Term Care Nursing Assistant and Home Health Aide Curriculum will be managed by Minnesota State, effective Jan. 1, 2024

Nurse Aide training programs who use this curriculum should plan to transition to the new version or notify MDH that they will be choosing an alternative.

- Starting July 1, 2024, current users of the **Minnesota State Long-Term Care Nursing Assistant and Home Health Aide Curriculum** will not be able to access the current curriculum and will no longer be approved for use

- **Minnesota State Health Care Core Curriculum/Nursing Assistant (HCCC/NA)** curriculum is also being discontinued as of **July 1, 2024**, and will be removed from the list of Minnesota-approved curricula

- If programs choose the new version, portions of the old curriculum may not be combined with the 2024 edition

- Training programs that have declared Minnesota State Long-Term Care Nursing Assistant and Home Health Aide curriculum, have until **June 30, 2024**, to decide whether they will transition to the **Minnesota Nurse Aide Curriculum 2024 Edition**

- Training programs may choose another approved curriculum as identified on the [MDH approved training curricula page](#)

- Six-month transition period allows programs to decide what is best for their budget and schedule

- Training programs choosing to use a different curriculum must notify MDH which curriculum they intend to use by emailing health.nar.coord@state.mn.us

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Informational Webinar Recording Available

For more information regarding the **Minnesota State Nurse Aide Curriculum 2024 Edition**, a webinar was held and recorded in January.

To watch on-demand, register at this link:
https://minnstate.zoom.us/webinar/register/WN_TdODgl5PSZK005dLkoQLiA

Training programs can utilize the MN State website to purchase the revised curriculum using the Minnesota State Nurse Aide Curriculum page

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NAR Home Page Revision

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

Locate NATCEP Resource

For Nurse Aides

Training and Testing

How to Get on the Nurse Aide Registry

How to Stay on the Nurse Aide Registry

How to change information on the registry

Forms

For Employers

Who can work as a nurse aide?

Searching the Registry

Semi-Annual Updates for Nursing & Boarding Care Homes
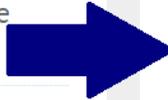
For Training and Testing Programs

Training Program & Test Site Calls

Testing Information

➡️ How to start a Nurse Aide Training Competency Evaluation Program (NATCEP)

Minnesota-Approved Training Curricula

Training Program Testing Data

NATCEP Survey Worksheet (PDF)

Nurse Aide Competency Test Site Survey Form (PDF)

General Information

Filing a complaint

Contact Information

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NURSING ASSISTANT REGISTRY

NAR Home

In-Facility Testing

Nurse Aide Registry Search

Nurse Aide Resources

Nurse Aide Testing

Training Program and Test Site Calls

Training Program Test Data

Contact Us

RELATED SITES

Health Care Facilities, Providers and Insurance

Health Regulation Division

SPOTLIGHT

Nursing Assistant Training and Testing Sites

Minnesota Nurse Aide Testing:

How to Start a Nurse Aide Training Competency Evaluation Program (NATCEP)

1. Application packet for approval of a nurse aide training program is a fillable form and available online: Nurse Aide Training and Competency Evaluation Program (NATCEP) Provisional Application Form (PDF).

2. An approved nurse aide training and competency evaluation program must be at least 75 clock hours in length. Training includes 16 hours of supervised practical training with a live person in a laboratory or other setting and curriculum instruction/skills totaling 75 hours. Location of or method of curriculum instruction and supervised practical training identified in application packet. A list of suggested equipment is available here: Nurse Aide Training Equipment (PDF)

3. Select a curriculum from our list of approved Minnesota nurse aide training curriculums. See Minnesota-Approved Nurse Aide and Training Curriculum.

4. Federal and state regulations and program requirements included in the Federal NATCEP Resource. Nurse aide training program applicants declare in initial application to read and implement Federal of NATCEP Resource requirements. Federal Nurse Aide Training and Competency Evaluation Program Resource (PDF)

5. See Frequently Asked Questions about Nurse Aide Training and Competency Evaluation Program (PDF).

6. Qualifications for staff submitted with application for approval.

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NATCEP Survey Worksheet (state.mn.us)

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

- ✓ Knowledge test time frame

- ✓ Skills update

- ✓ Questions from January call

- ✓ Survey findings

- ✓ Skill exam reminders

- ✓ Test site map

- ✓ Fourth quarter and year end test data available

- ✓ NAR Modernization

- ✓ MN State curriculum transfer

  - ✓ Recording available

- ✓ Resources

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- Next call March 11, 2024

- Check the NAR Calls website for call details and GovDelivery

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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