

# 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.

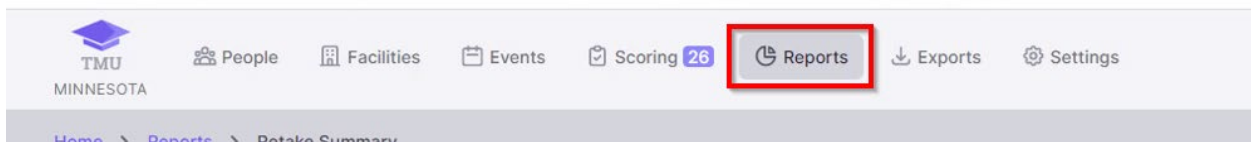
More information about nurse aide training and testing programs can be found on the [Nurse Aide Registry website \(https://www.health.state.mn.us/nar\)](https://www.health.state.mn.us/nar).

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

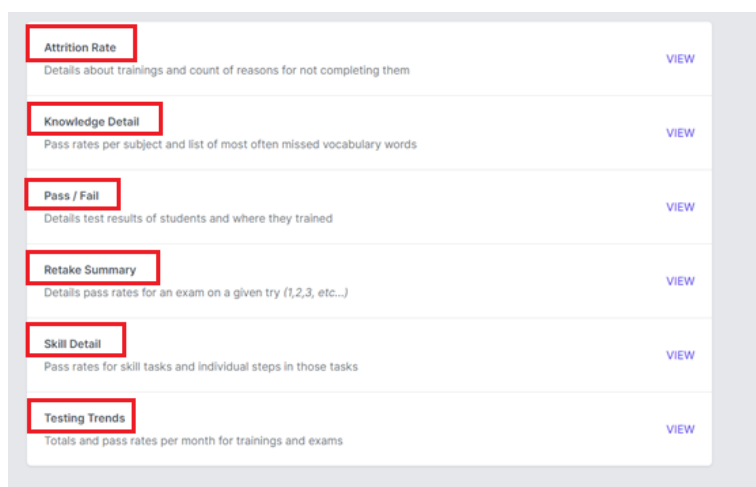
## Types of Reports

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 [MN TMU website \(https://mn.tmutest.com/\)](https://mn.tmutest.com/) and select the fifth option, **Reports** (outlined in red in the image below).

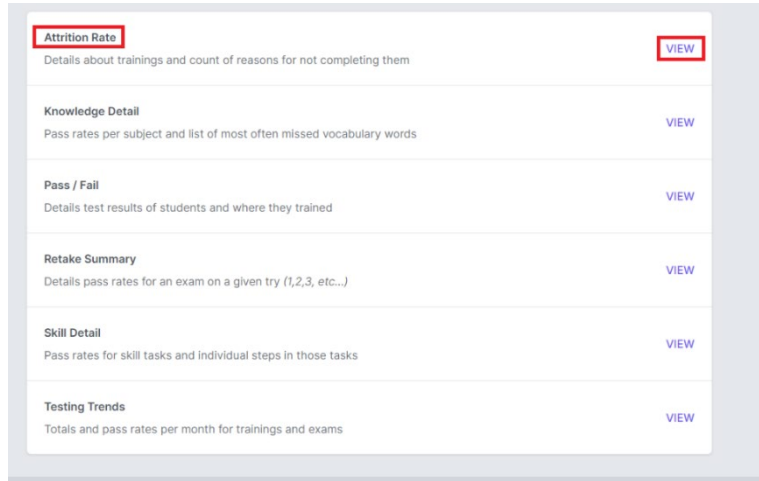


On the next screen, you will see the reports from that are available. Click on the purple **View** button on the right side of each column to view the associated report.

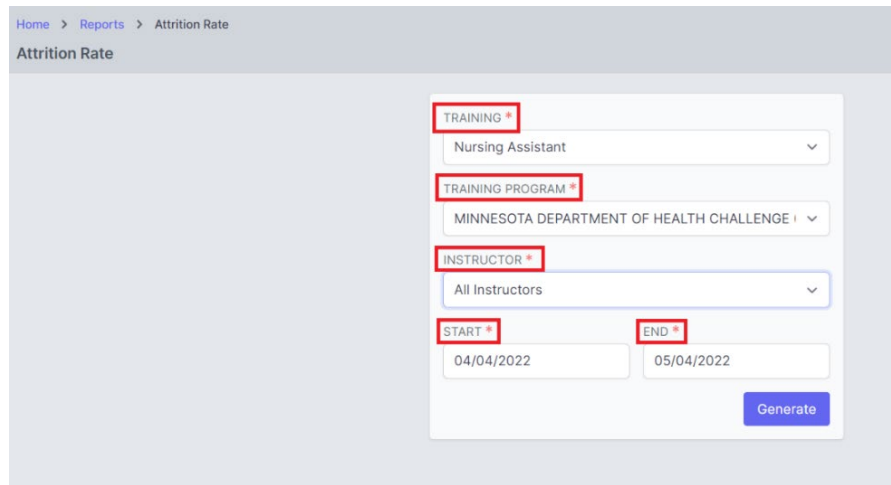


## Attrition Rate Report

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



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.

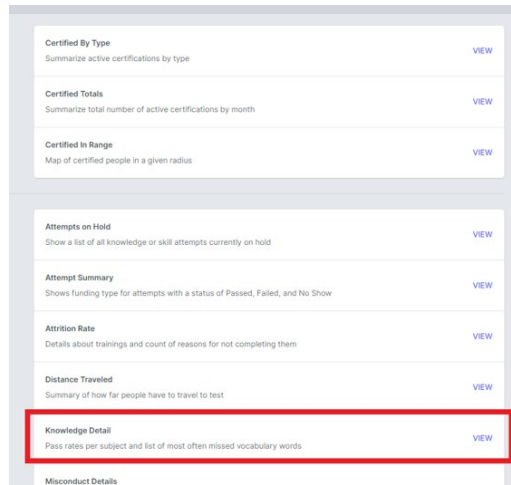


The report will generate and show a tally of students currently enrolled, detailing if they passed or failed.

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

## Knowledge Detail Report

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



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

Knowledge Detail

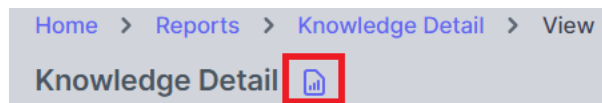
DATE RANGE: 02/01/2022 - 05/13/2022    TRAINING PROGRAM:     INSTRUCTOR:     EXAM: Certified Nurse Aide

PASSED	SUBJECT
93%	Communication
91%	Agling Process and Restorative Care
89%	Client Rights
88%	Care Impaired
85%	Safety
83%	Basic Nursing Skills
84%	Role / Responsibility
82%	Personal Care
81%	Data Collection
81%	Mental Health
75%	Disease Process
74%	Infection Control

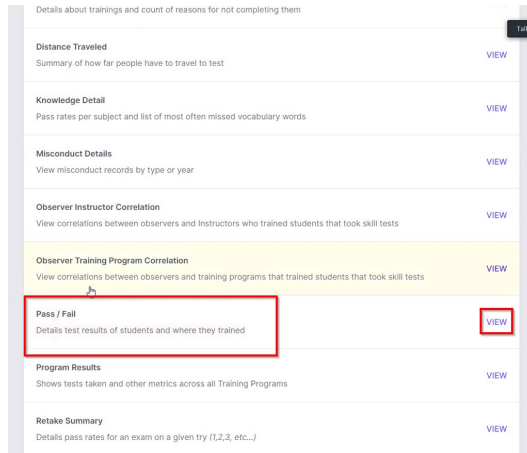
MISSED	VOCAB
100%	care planning (4) , pressure injury (1) , angina (3)
86%	intake (7)
88%	urinary system (3)
67%	supplemental feedings (3) , diabetes (3)

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

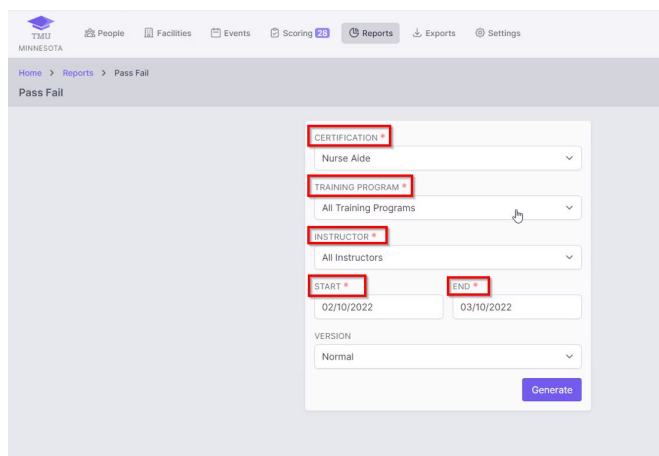


## Pass/Fail Report

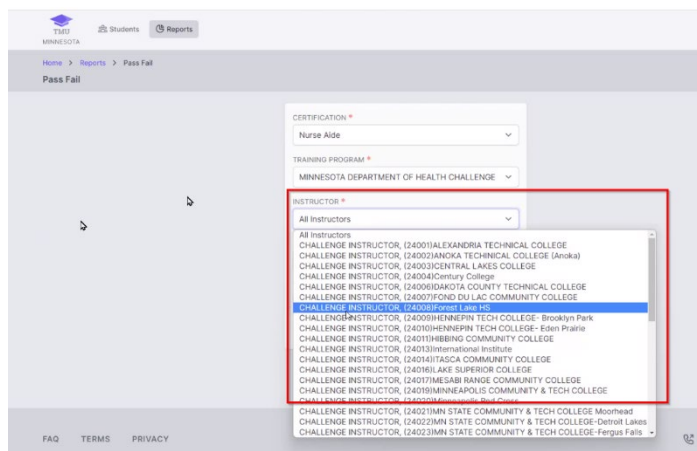
Generate a Pass/Fail Report by clicking the purple **View** button on the right side of the column.



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



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



## HOW TO GENERATE REPORTS IN TMU

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

START \*      END \*



02/10/2022      03/10/2022

VERSION

Normal

Generate

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.

Pass Fail  

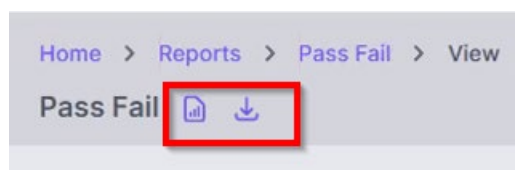
DATE RANGE: 02/01/2022 - 05/13/2022      TRAINING PROGRAM:      INSTRUCTOR:      CERTIFICATION: Nurse Aide

CERTIFIED NURSE AIDE - KNOWLEDGE			CERTIFIED NURSE AIDE - SKILL			TOTAL STUDENTS	OVERALL PASS
RECORDS	PASS	VARIANCE	RECORDS	PASS	VARIANCE		
13	84.62%	12.38%	13	92.31%	17.23%	12	91.67%
2034	72.32%		1878	75.08%		1919	62.27%

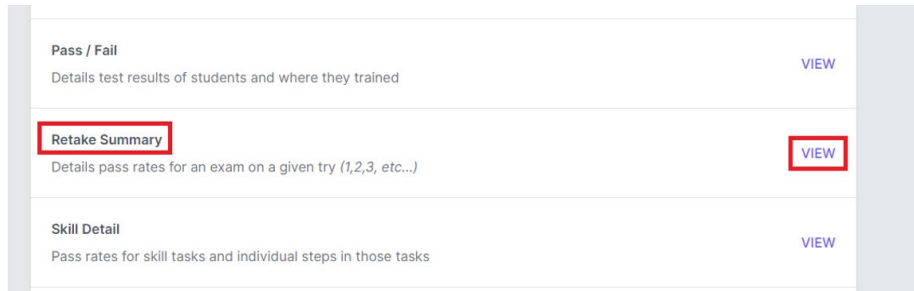
NAME	CERTIFICATION	TRAINING COMPLETED	TEST DATE	STATUS	EXAM
	PHD	03/29/2022	03/31/2022	Passed	SKR Certified Nurse Aide
		03/29/2022	03/30/2022	Passed	Knowledge Certified Nurse Aide
	PHD	03/29/2022	03/31/2022	Passed	SKR Certified Nurse Aide
		03/29/2022	03/30/2022	Passed	Knowledge Certified Nurse Aide
	PHD	03/29/2022	03/31/2022	Passed	SKR Certified Nurse Aide
		03/29/2022	03/30/2022	Passed	Knowledge Certified Nurse Aide
		05/04/2022	05/08/2022	Passed	SKR Certified Nurse Aide

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

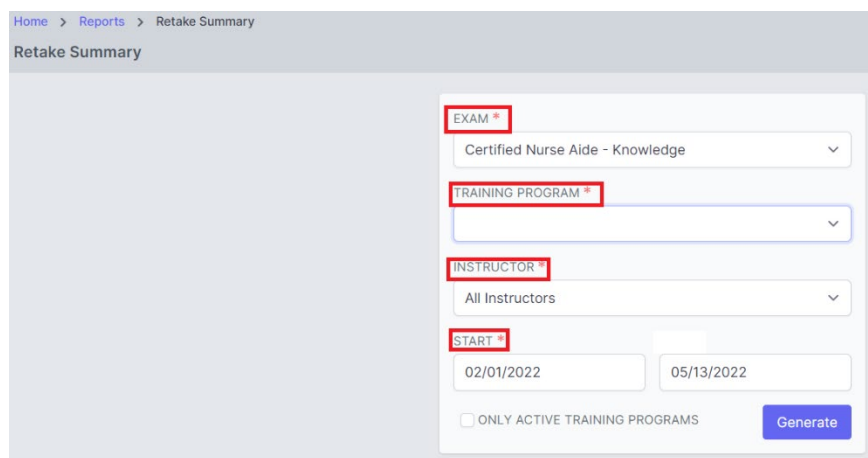


## Retake Summary

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



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.



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.

Home > Reports > Retake Summary > View

Retake Summary

DATE RANGE: 02/01/2022 - 05/13/2022

TRAINING PROGRAM: [Blank]

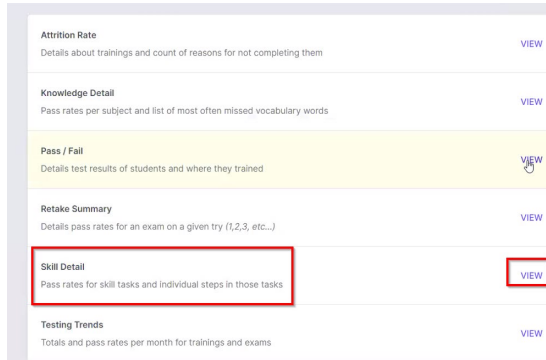
INSTRUCTORS: 9

EXAM: Certified Nurse Aide

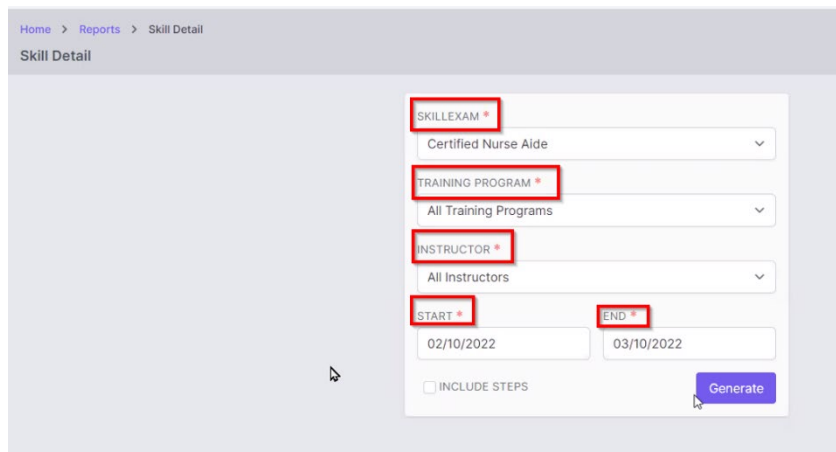
TRAINING PROGRAMS	FIRST	PASS %	SECOND	PASS %	THIRD	PASS %
[Blank]	-	-	-	-	-	-
[Blank]	-	-	-	-	-	-
[Blank]	-	-	-	-	-	-
[Blank]	38	89.47%	1	100.00%	-	-
[Blank]	-	-	-	-	-	-
[Blank]	-	-	-	-	-	-
[Blank]	-	-	-	-	-	-
[Blank]	58	87.93%	3	33.33%	-	-
[Blank]	-	-	-	-	-	-
<b>Totals</b>	<b>96</b>	<b>88.54%</b>	<b>4</b>	<b>50.00%</b>		

## Skill Detail Report

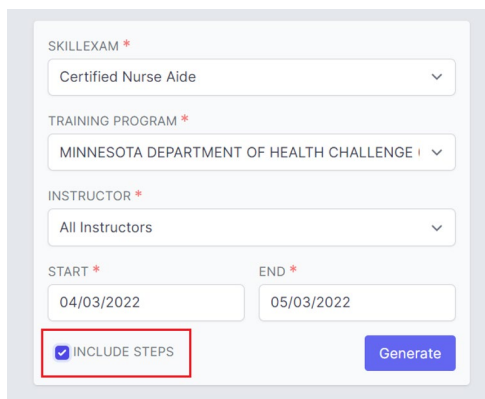
Select the Skill Detail Report by clicking on clicking the purple **View** button on the right side of the column.



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.



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

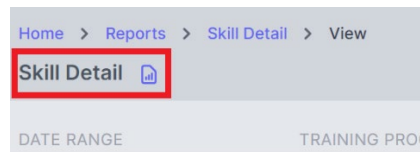


## HOW TO GENERATE REPORTS IN TMU

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.

TASK	TESTED	PASSING	VARIANCE
Applying an Anti-embolic Stocking	8 (8)	100.00% (8/8)	0.00%
Denture Care - Cleaning Upper or Lower Dentures	83 (83)	97.59% (81/83)	0.00%
Foot Care One Foot	45 (45)	95.56% (43/45)	0.00%
Dressing Resident w/an Affected (Weak) Side	22 (22)	95.45% (21/22)	0.00%
Range of Motion Exercise for One Shoulder	31 (31)	93.55% (29/31)	0.00%
Range of Motion Exercise for Knee and Ankle	46 (46)	93.48% (43/46)	0.00%
Donn Gown & Gloves, Empty Urinary Bag, Record Output, Remove G&G and Hand Washing	92 (92)	92.39% (85/92)	0.00%
Assisting Resident w/Bedpan, Measure & Record Output and Hand Washing	89 (89)	92.13% (82/89)	0.00%
Perineal Care for a Female and Hand Washing	24 (24)	91.67% (22/24)	0.00%
Modified Bed Bath - Face and One Hand, Arm and Underarm	123 (123)	91.06% (112/123)	0.00%
Catheter Care for a Female and Hand Washing	59 (59)	86.44% (51/59)	0.00%

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



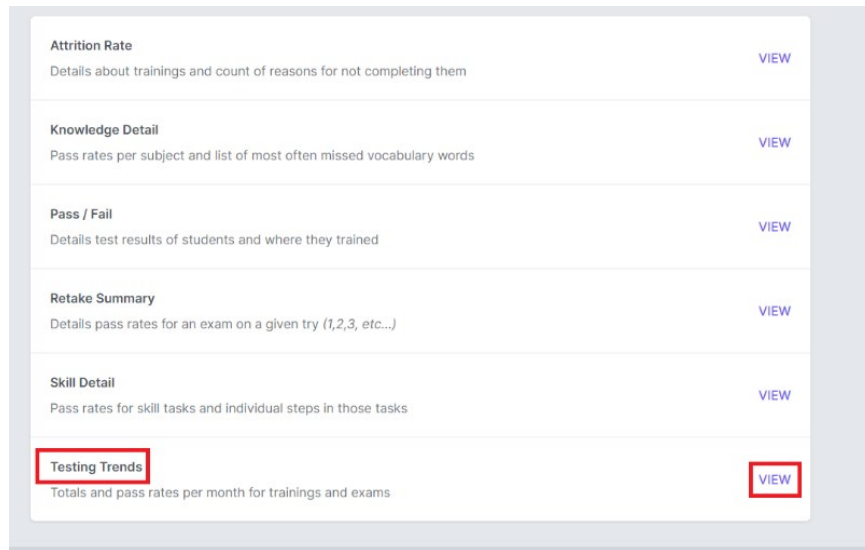
If you checked “Include Steps,” the steps of each of the skills will display, identifying the passing rate for each step toward the bottom of the page.

#	KEY	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		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%

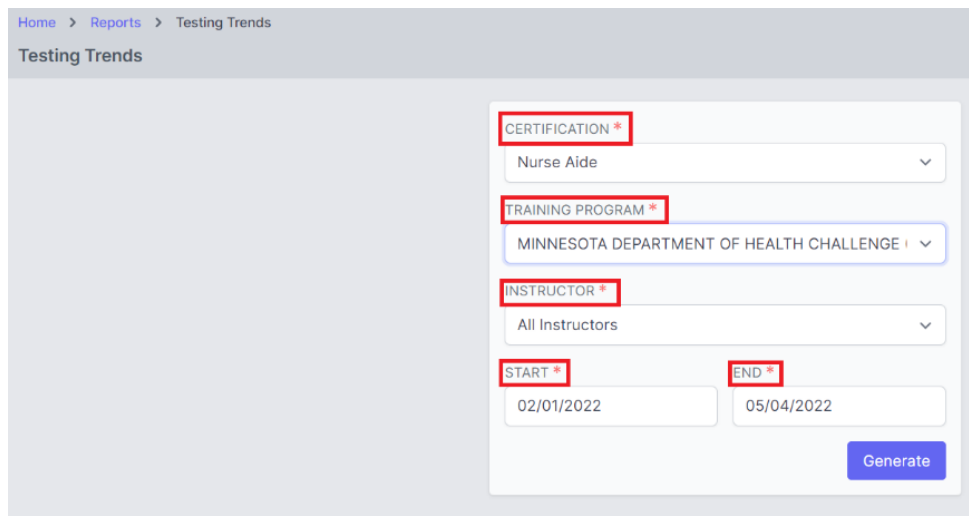


## Testing Trends Report

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



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.



## HOW TO GENERATE REPORTS IN TMU

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

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

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](mailto:health.nar.coord@state.mn.us)  
[www.health.state.mn.us/nar](http://www.health.state.mn.us/nar)

08/29/22

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