



Facility Renewal for Staff Reporting

Minnesota Nurse Aide Registry Tutorial

<https://nar.web.health.state.mn.us/>

Login to the Nurse Aide Registry

MINNESOTA NURSE AIDE REGISTRY

Sign in to your account

Email

Password

[Forgot Password?](#)

Sign In

New user? [Register](#)

- Providers (e.g., Nursing and Certified Boarding Care Home facilities) must register an account to update staff reports.
- Providers login to the Minnesota Nurse Aide Registry using your email and password.
- Click “Register” if you have not created an account.

Registration

MINNESOTA NURSE AIDE REGISTRY

Register

First name

Last name

Email

Password

Confirm password

[« Back to Login](#)

1. The Administrator/Authorized Agent of the facility enters their first name and last name (case sensitive).
2. Enter email to be used for login into the registry. Should not be a personal email.
3. Enter and confirm your password.
4. Select “Register”.

Registrant Type

The screenshot shows the top navigation bar of the Department of Health website. It includes the logo, the text 'DEPARTMENT OF HEALTH', and several menu items: 'Dashboard', 'Search Certificate', 'Frequently Asked Questions', 'Correct Name, SSN, or DOB', and 'Log out'. Below the navigation bar is a 'Register' section. It starts with the text 'I am seeking to register as a(n):' followed by three buttons: 'Certified Nurse Aide', 'Interstate Endorsement Candidate', and 'Provider'. Below these buttons is a paragraph of text explaining the process for CNA registration and how to handle name changes. At the bottom of this section is a button labeled 'Correct Name, SSN, or DOB'.

m DEPARTMENT OF HEALTH

[Dashboard](#) [Search Certificate](#) [Frequently Asked Questions](#) [Correct Name, SSN, or DOB](#) [Log out](#)

Register

I am seeking to register as a(n): [Certified Nurse Aide](#) [Interstate Endorsement Candidate](#) [Provider](#)

If you are a CNA and believe that the name or SSN in the certificate register is incorrect such that you cannot register, you will need to submit supporting documentation to correct these before registering. If your name has changed since you last certified, you may instead register using the name under which you last certified, then use the "Update Name" link in "My Information" to update the name associated with your certificate.

[Correct Name, SSN, or DOB](#)

- Select the “Provider” category

Registration of Provider Account

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

MN

Zip Code

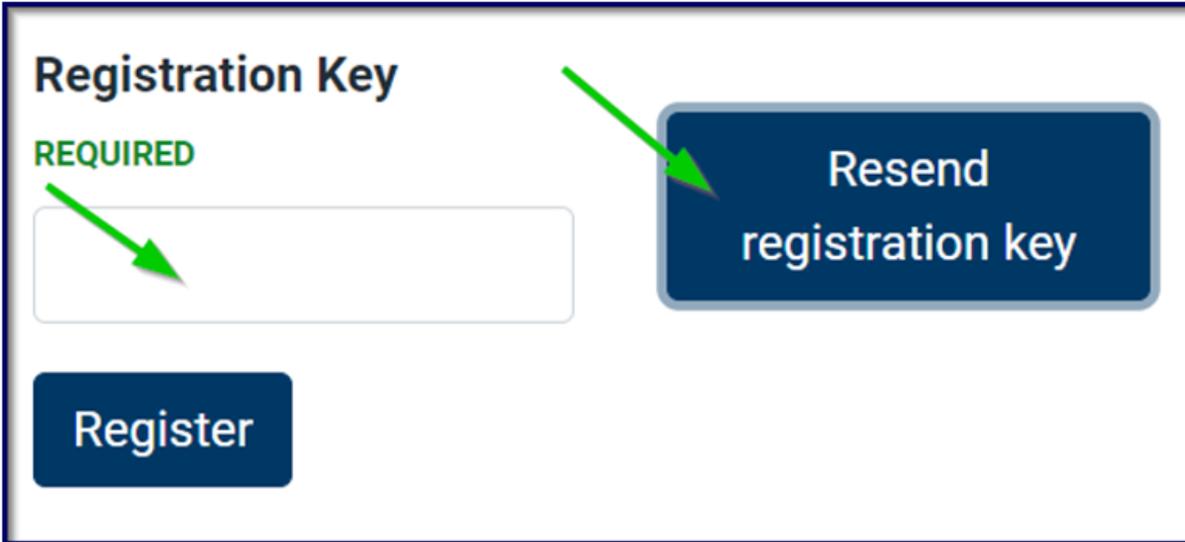
Yes

No

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

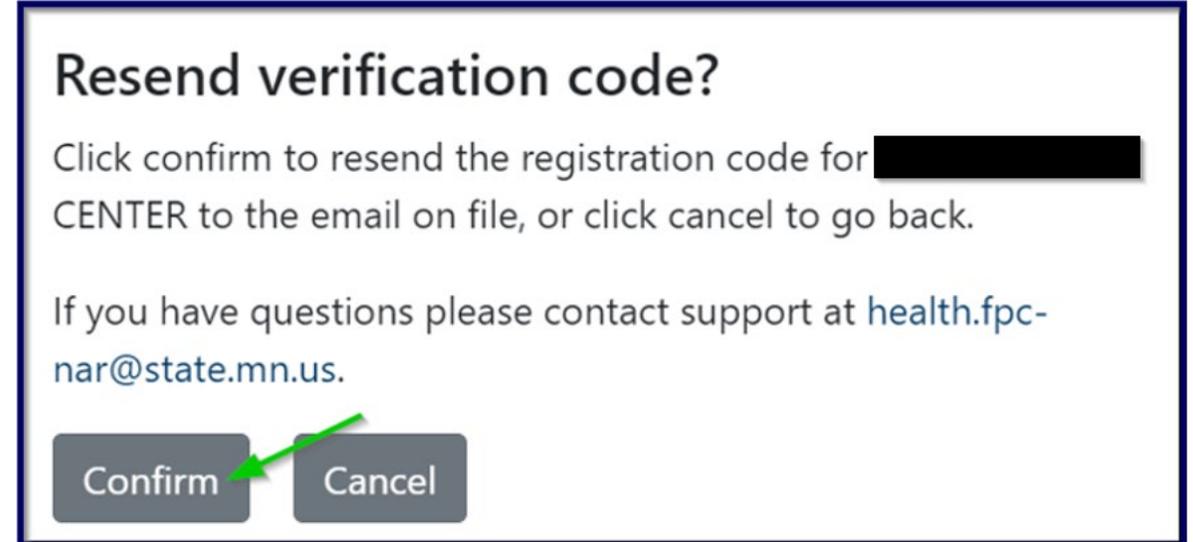
- Select "Yes" to confirm the facility

Registration Key



The screenshot shows a form titled "Registration Key" with a "REQUIRED" label in green. There is an empty text input field with a green arrow pointing to it. Below the input field is a dark blue "Register" button. To the right of the input field is a dark blue button with white text that says "Resend registration key", with a green arrow pointing to it.

- Enter Registration Key into the space provided.
- To retrieve the key again, click on “Resend registration key”.



The screenshot shows a dialog box titled "Resend verification code?". The text inside says: "Click confirm to resend the registration code for [REDACTED] CENTER to the email on file, or click cancel to go back." Below this is a line of text: "If you have questions please contact support at health.fpc-nar@state.mn.us." At the bottom are two buttons: "Confirm" and "Cancel". A green arrow points to the "Confirm" button.

- 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

Change Status Under Actions

Currently verified and employed CNAs

Active on registry:

Last Name	First Name	SSN	Status	Last Worked Date	Actions
[REDACTED]			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](#).

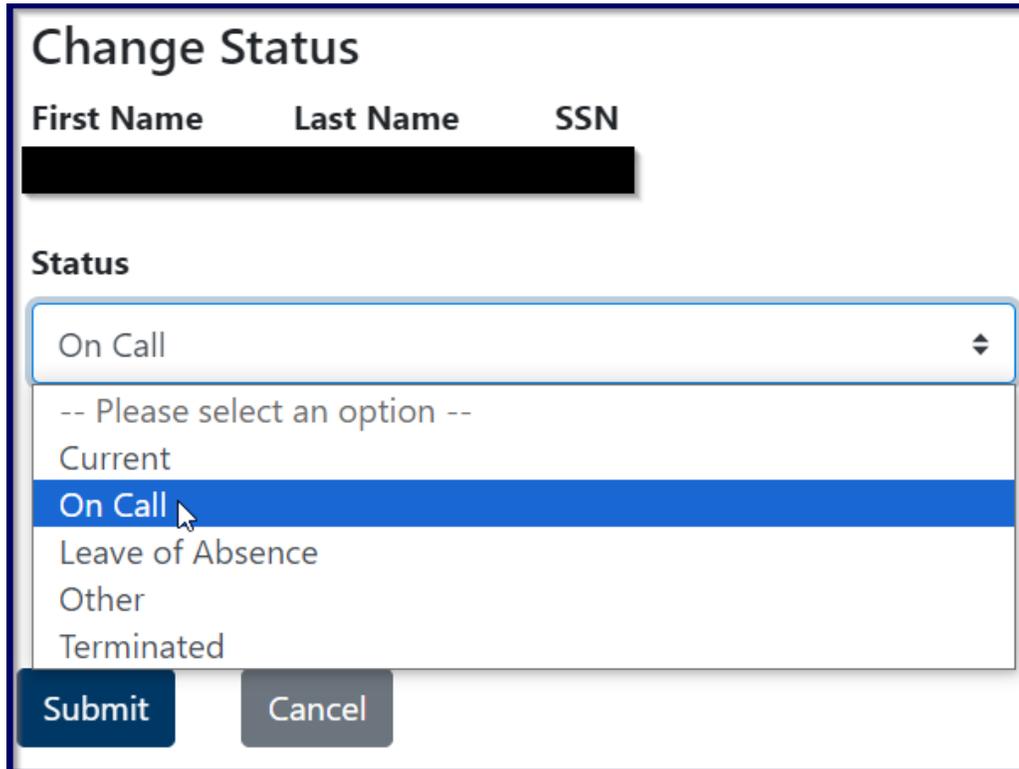
Last Name	First Name	SSN	Status	Last Worked Date	Actions
No CNAs listed.					



Review each sections.

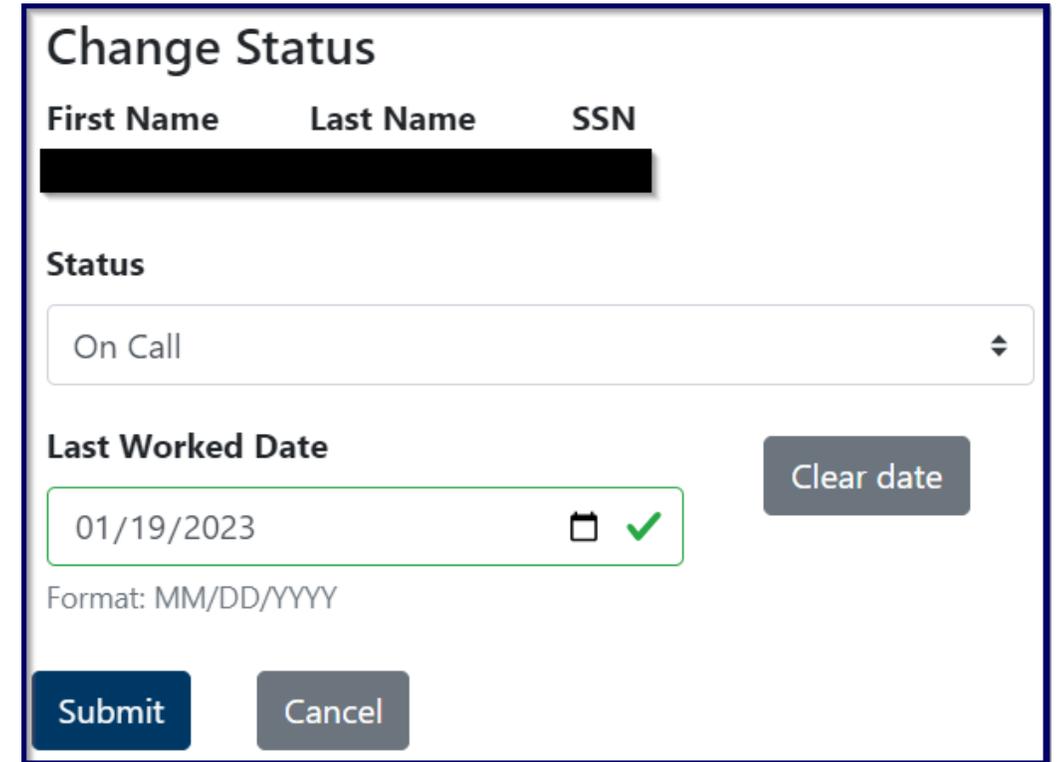
- Select each nurse aide's "Change Status" button under each "Actions" column.

Nurse Aides Status Updates



The screenshot shows a web form titled "Change Status". At the top, there are three input fields labeled "First Name", "Last Name", and "SSN", each with a blacked-out value. Below these is a "Status" dropdown menu that is currently open, showing a list of options: "On Call", "-- Please select an option --", "Current", "On Call" (highlighted in blue with a mouse cursor), "Leave of Absence", "Other", and "Terminated". At the bottom of the form are two buttons: "Submit" and "Cancel".

- Select from the drop-down menu the status for the nurse aide.



The screenshot shows the same "Change Status" form. The "Status" dropdown menu is now closed and shows "On Call". Below it is a "Last Worked Date" field containing the date "01/19/2023" with a calendar icon and a green checkmark. To the right of this field is a "Clear date" button. Below the date field, the text "Format: MM/DD/YYYY" is visible. At the bottom of the form are two buttons: "Submit" and "Cancel".

- Select "Last Worked Date" from the calendar. This will extend the nurse aide's certificate for the next 24 months.
- Click "Submit"

A Successful Update

The screenshot shows the 'Provider DON's Dashboard' for the Department of Health. A green notification box at the top center displays the message: 'CNA status updated' with a close button (X), and below it, 'CNA's status has been successfully updated'. The dashboard title is 'Provider DON's Dashboard' and the main heading is 'Currently verified and employed CNAs'. Underneath, it says 'Active on registry:'. A table lists CNA information with columns: Last Name, First Name, SSN, Status, Last Worked Date, and Actions. One row is visible with a redacted last name, 'Current' status, and 'N/A' last worked date. A 'Change Status' button is located to the right of this row.

Last Name	First Name	SSN	Status	Last Worked Date	Actions
[REDACTED]			Current	N/A	Change Status

- A successful acknowledgement message will appear.

Self-Reported Nurse Aides

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
[REDACTED]	[REDACTED]	[REDACTED]	Current	03/03/2023	 Verification
[REDACTED]	[REDACTED]	[REDACTED]	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”

Self-Reported Nurse Aides' Status

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.

Previously Employed CNAs

Buttons in the top dashboard:

- Add CNA
- View previously employed CNAs (highlighted with a mouse cursor)
- Submit Facility Nursing Aide Staff Report
- View Facility Nursing Aide Staff Reports

Buttons in the bottom dashboard:

- Add CNA
- Hide previously employed CNAs

Previously employed CNAs

Active on registry:

Last Name	First Name	SSN	Status	Last Worked Date	Actions
[REDACTED]	[REDACTED]	[REDACTED]	On Call	01/19/2024	Change Status

- For other statuses, the nurse aide will appear in the “View previously employed CNAs”
- For “Current” statuses, CNAs will appear at the upper dashboard

Self-Reported Nurse Aides Not Working at Your Facility

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

Never worked here ✓

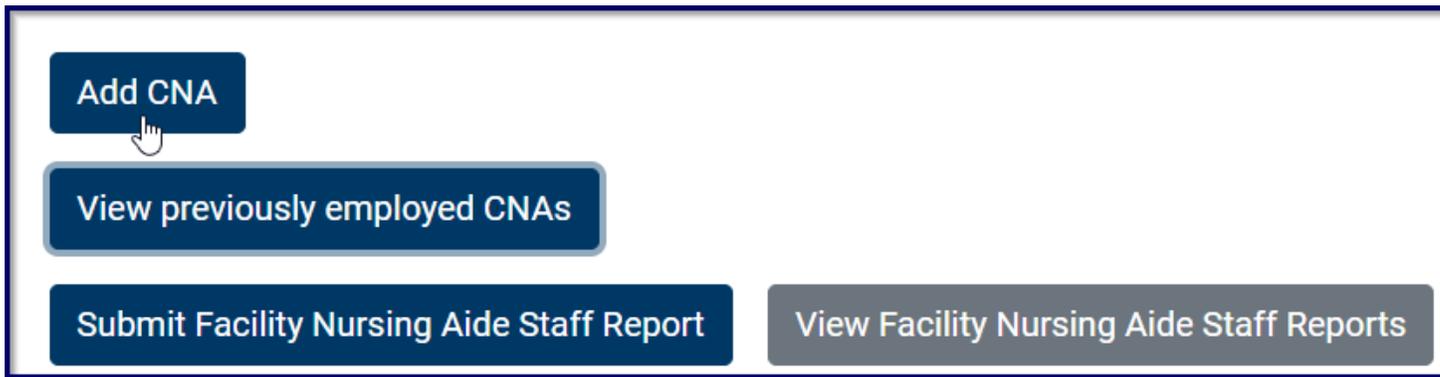
By selecting Never Worked Here, the nurse aide's self-reported work history will be deleted from the registry and their status may become Inactive. MDH has found the primary reason a name is not recognized by a provider is the Nurse Aide has not updated their name in the registry. If this is the case, please communicate with the nurse aide to update their name to avoid deleting the work history and changing the individual's status to Inactive.

If you have verified in your records the individual was not employed by your facility since the prior semi-annual submission to MDH, select Confirm. The individual's work history will be deleted and their status may become Inactive.

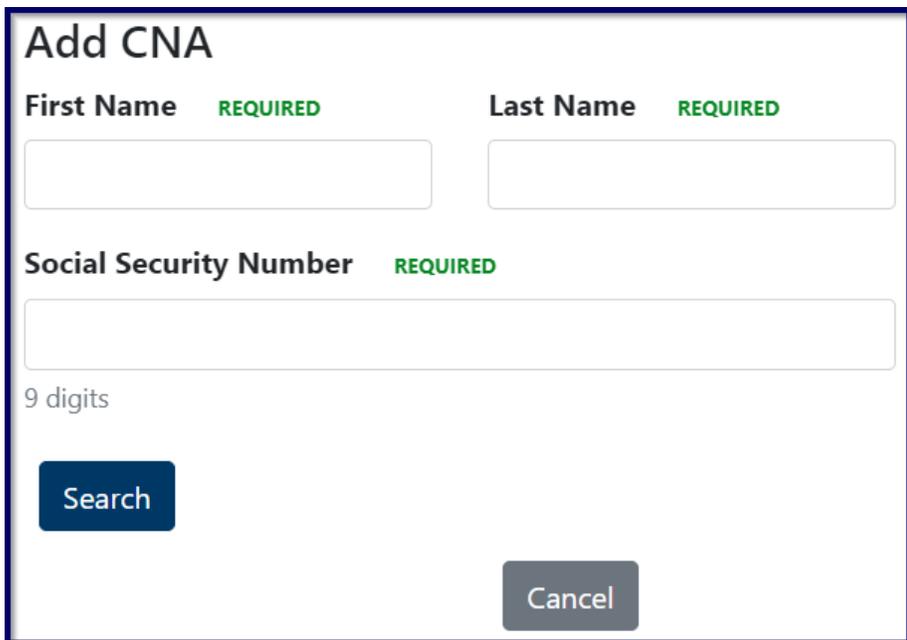
Submit **Cancel**

- Select “No” if the nurse aide has never worked at your facility, then “Submit”.
 - Note: If this option is selected, the work history will be deleted from the nurse aide’s Minnesota Nurse Aide Registry record.
 - MDH encourages facilities to verify their records prior to selecting “No”.
- The most common error is a discrepancy in the nurse aide’s name as it appears on the registry and with the facility.

Adding a New Nurse Aide to Staff Report



A navigation menu containing four buttons. The 'Add CNA' button is highlighted with a mouse cursor. The 'View Facility Nursing Aide Staff Reports' button is disabled and has a grey background.



Add CNA

First Name **REQUIRED** Last Name **REQUIRED**

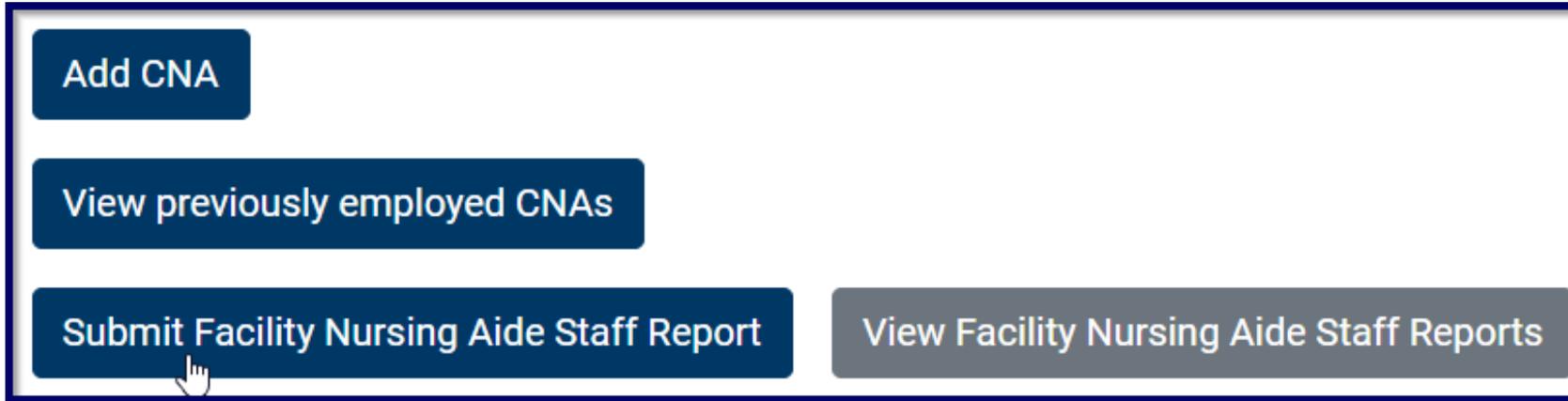
Social Security Number **REQUIRED**

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.

Submitting the Staff Report



Submit Provider Nurse Aide Staff Report

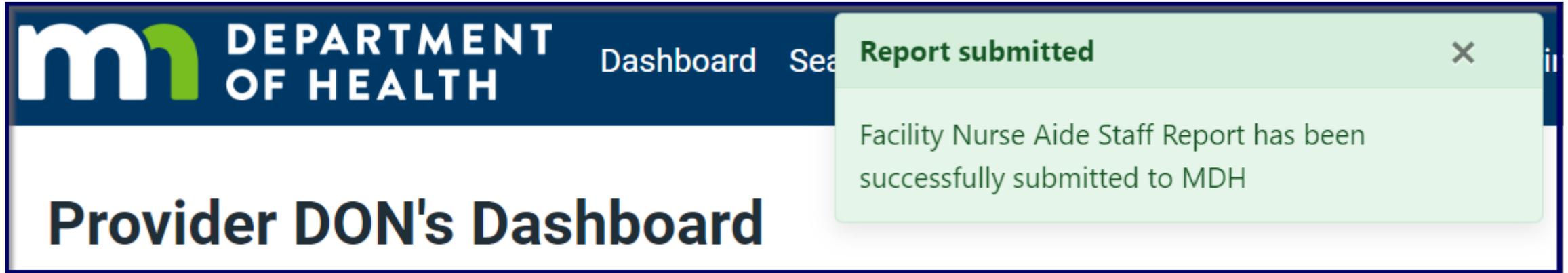
Click **submit** to affirm that the **Verified and Active CNAs list** is correct to the best of your knowledge and submit your report to MDH. Click **Cancel** to exit.

Submit

Cancel

- Once all staff report is updated, select “Submit Facility Nursing Aide Staff Report”.
- Click “Submit” to affirm.

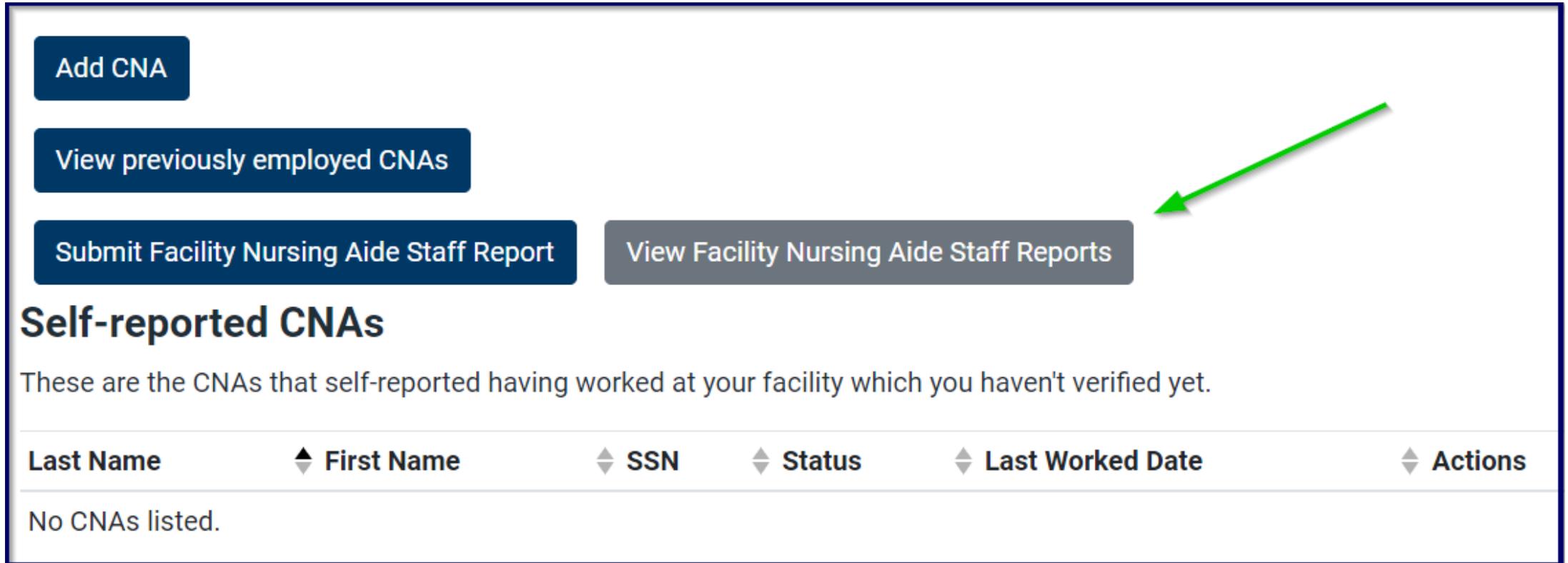
Submitting the Staff Report (cont.)



The screenshot displays the 'Provider DON's Dashboard' interface. At the top left is the logo for the Minnesota Department of Health, consisting of a stylized 'm' and 'h' followed by the text 'DEPARTMENT OF HEALTH'. To the right of the logo are navigation links for 'Dashboard' and 'Search'. A green notification box is overlaid on the right side of the dashboard, containing the following text: 'Report submitted' (with a close button 'x'), and 'Facility Nurse Aide Staff Report has been successfully submitted to MDH'. Below the notification, the main heading 'Provider DON's Dashboard' is visible.

- A successful acknowledgement message will appear.

View Past Submissions



The screenshot displays a web interface with several navigation buttons at the top: "Add CNA", "View previously employed CNAs", "Submit Facility Nursing Aide Staff Report", and "View Facility Nursing Aide Staff Reports". A red arrow points to the "View Facility Nursing Aide Staff Reports" button. Below the buttons is a section titled "Self-reported CNAs" with a descriptive text: "These are the CNAs that self-reported having worked at your facility which you haven't verified yet." Underneath is a table with columns: "Last Name", "First Name", "SSN", "Status", "Last Worked Date", and "Actions". The table currently contains the text "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.					

- Select the “View Facility Nurse Aide Staff Reports” to view up to five (5) past submissions.

Printing a Report

Facility Nurse Aide Staff Reports

[Switch to filter view](#)

Displaying facility nurse aide staff reports from last 2 years:

Report 1 of 2.

Report date: 01/19/2024 [Print Report](#)

First Name	Last Name	Certificate Number	SSN	Status	Last Worked Date
[REDACTED]				On Call	01/19/2024
[REDACTED]				Current	N/A

Report 2 of 2.

Report date: 01/19/2024 [Print Report](#)

First Name	Last Name	Certificate Number	SSN	Status	Last Worked Date
[REDACTED]				Other: Test	01/19/2024

- To print a report, select “Print Report”.

Printing a Report (cont.)

Facility Nurse Aide Staff Report for [REDACTED]

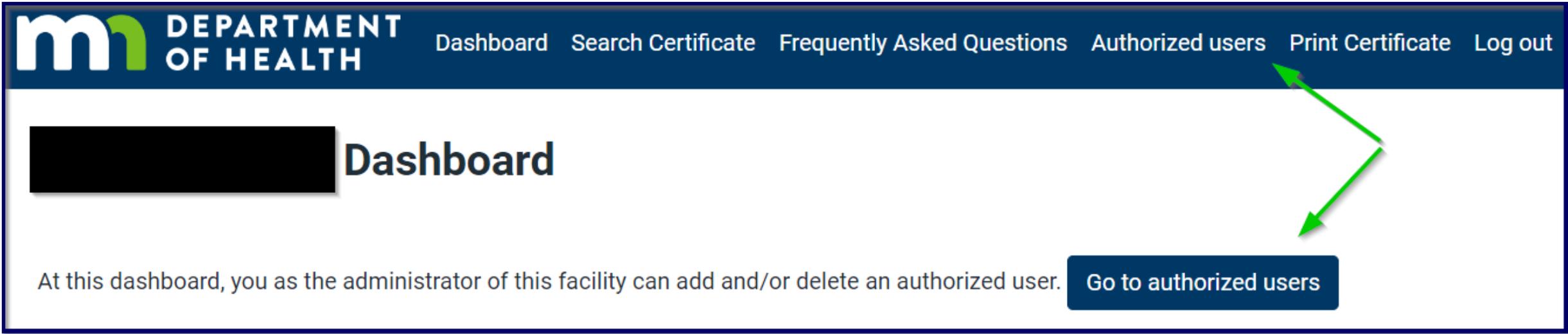
HFID: [REDACTED]

Report date: 01/19/2024

No.	Last Name	First Name	SSN	Status	Last Worked Date
1	[REDACTED]	[REDACTED]	[REDACTED]	Current	N/A
2	[REDACTED]	[REDACTED]	[REDACTED]	On Call	01/19/2024

- A PDF will appear in your Downloads.
- Open the PDF to print.

Adding Authorized Users



The screenshot shows the top navigation bar of the Minnesota Department of Health website. The navigation bar includes the logo and the text 'DEPARTMENT OF HEALTH' on the left, and a series of menu items: 'Dashboard', 'Search Certificate', 'Frequently Asked Questions', 'Authorized users', 'Print Certificate', and 'Log out' on the right. A green arrow points from the 'Authorized users' menu item to a dark blue button labeled 'Go to authorized users' located in the main content area. The main content area also features a 'Dashboard' heading and a paragraph of text: 'At this dashboard, you as the administrator of this facility can add and/or delete an authorized user.'

- Adding authorized users may be visible on the Dashboard, or
- “Authorized users” to menu/toolbar

Adding Authorized Users (cont.)

Authorized Users

Last Name	First Name	Email	Status	Change status
DON	Provider	providerdon@test.test	Active	<button>Change status</button>

Add new user

User Email REQUIRED First Name REQUIRED Last Name REQUIRED

Add user Cancel

- Click on “Add new user”
- Enter new user’s email, first and last name (case sensitive), then click on “Add user”

Adding Authorized Users Confirmation

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

Authorized Users Successful Acknowledgement

The screenshot shows the 'DEPARTMENT OF HEALTH' dashboard. A green notification box at the top center displays 'User added' with a close button and 'Successfully added user' below it. The main content area is titled 'Authorized Users' and contains a table with the following data:

Last Name	First Name	Email	Status	Change status
DON	Provider	providerdon@test.test	Active	Change status
HR	Provider	providerhr@test.test	Active	Change status

At the bottom left of the table area, there is a button labeled 'Add new user'. The top navigation bar includes 'Dashboard', 'Authorized users', 'Print Certificate', and 'Log out'.

- A successful acknowledgement will appear
- New users will appear under Authorized Users

Updating Authorized Users

The screenshot shows the 'Authorized Users' management interface for the Department of Health. A modal dialog box is open, asking 'Change Provider HR's active status?' with the current status listed as 'Active'. The dialog has two buttons: 'Make Inactive' and 'Cancel'. A green arrow points from the 'Make Inactive' button in the dialog to the 'Change status' button in the table below. The table lists two providers: DON and HR, both with the status 'Active'.

Last Name	First Name	Provider	Email	Status	Change status
DON		Provider	providerdon@test.test	Active	Change status
HR		Provider	providerhr@test.test	Active	Change status

- To remove a user, click on “Change status”
- Select “Make Inactive”

Inactive User Confirmation

Authorized Users				
Last Name	◆ First Name	◆ Email	◆ Status	◆ Change status
DON	Provider	providerdon@test.test	Active	Change status
HR	Provider	providerhr@test.test	Inactive	Change status

[Add new user](#)



- User's Status will change to "Inactive"
- To make active again, select "Change status" and select "Make Active"

Next Steps

Facilities can update nurse aides' statuses in 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/date of birth, please instruct nurse aides to log in to the registry to submit a change request accompanied 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 Nurse Aide Registry is accurate.

The registration key is sent to the email address MDH has 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.)

Next Steps (cont.)

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.

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

If you need help identifying the HFID of a provider, contact MDH or use the 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