# Nurse Aide Training Program and Test Site Informational Call

Nurse Aide Registry
January 9, 2023

PROTECTING, MAINTAINING AND IMPROVING THE HEALTH OF ALL MINNESOTANS

# Tennessen Warning

- **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.**

# Housekeeping

- 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.

# Agenda

- TAP and Knowledge Test Update
- Candidate Handbook Updates
- Skills Focused Training Update
- Different Roles in TMU
- Program Coordinator Changes Process
- Testing Data
- Training Program and Test Site Surveys
- Training Program Feedback
  - Lake Superior College

# TAP and Knowledge Test Update

# Test Advisory Panel (TAP)

- Sessions completed 11/29, 11/30 and 12/01 with a diverse group of 17 individuals
- Total of 921 questions reviewed
- 160 questions eliminated based on a rubric provided to the TAP participants
- Additional draft questions reviewed
    - 102 questions added to the MN approved bank of knowledge test questions
- 863 total questions now in MN Knowledge Test Bank

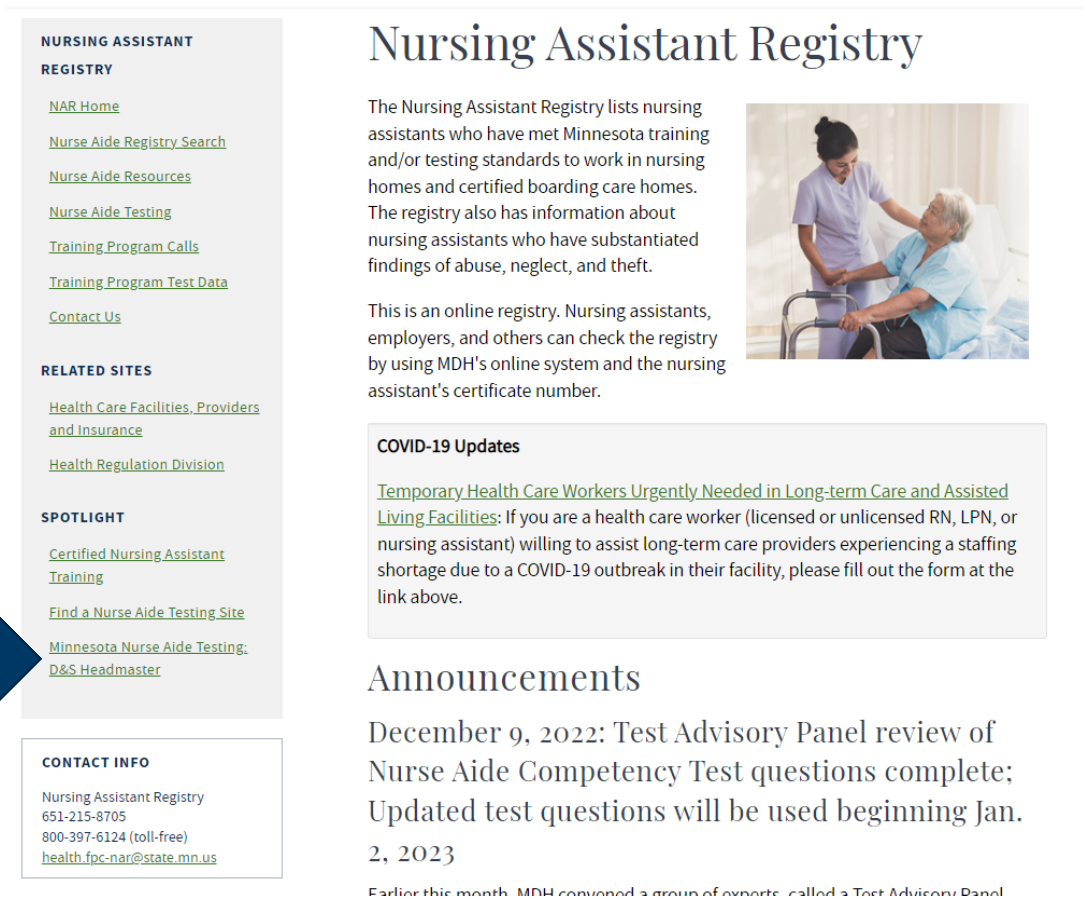
# Updated Knowledge Test

- Vocabulary list is in the updated MN Nurse Aide Candidate Handbook to align with the revised nurse aide competency test as an outcome of the TAP process
- Updated nurse aide knowledge test began on Monday, January 2, 2023

# Candidate Handbook Updates

# Locating MN Nurse Aide Candidate Handbook

## Nursing Assistant Registry - MN Dept. of Health



**NURSING ASSISTANT REGISTRY**

- NAR Home
- Nurse Aide Registry Search
- Nurse Aide Resources
- Nurse Aide Testing
- Training Program Calls
- Training Program Test Data
- Contact Us

**RELATED SITES**

- Health Care Facilities, Providers and Insurance
- Health Regulation Division

**SPOTLIGHT**

- Certified Nursing Assistant Training
- Find a Nurse Aide Testing Site
- Minnesota Nurse Aide Testing: D&S Headmaster

**CONTACT INFO**

Nursing Assistant Registry
651-215-8705
800-397-6124 (toll-free)
health.fpc-nar@state.mn.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 by using MDH's online system and the nursing assistant's certificate number.

**COVID-19 Updates**

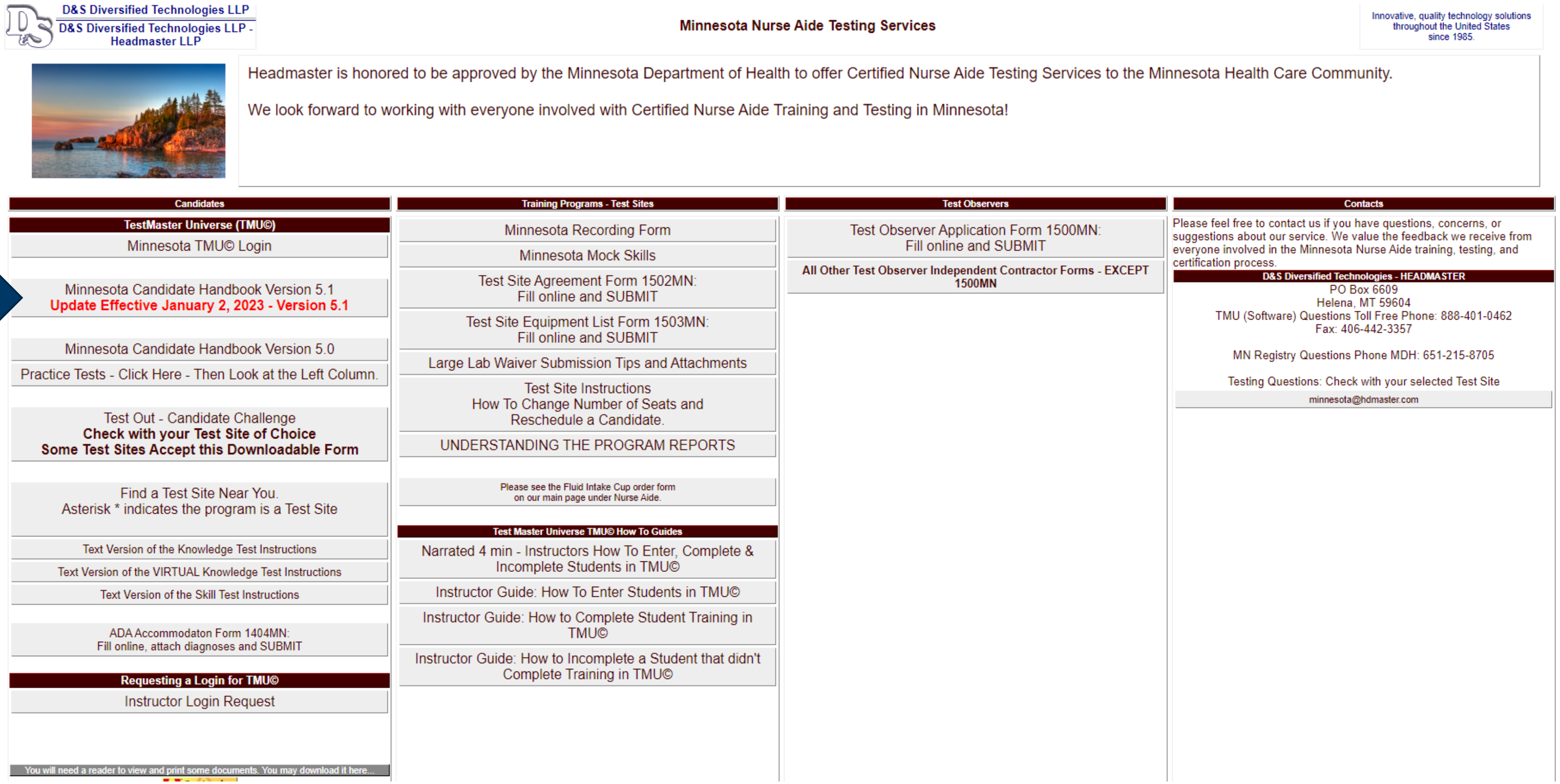
Temporary Health Care Workers Urgently Needed in Long-term Care and Assisted Living Facilities: If you are a health care worker (licensed or unlicensed RN, LPN, or nursing assistant) willing to assist long-term care providers experiencing a staffing shortage due to a COVID-19 outbreak in their facility, please fill out the form at the link above.

## Announcements

### December 9, 2022: Test Advisory Panel review of Nurse Aide Competency Test questions complete; Updated test questions will be used beginning Jan. 2, 2023

Earlier this month, MDH convened a group of experts, called a Test Advisory Panel

# MN Nurse Aide Candidate Handbook Effective 1/2/23



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**Minnesota Nurse Aide Testing Services**

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

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!

**Candidates**

**TestMaster Universe (TMU©)**

- Minnesota TMU© Login
- Minnesota Candidate Handbook Version 5.1 **Update Effective January 2, 2023 - Version 5.1**
- Minnesota Candidate Handbook Version 5.0
- Practice Tests - Click Here - Then Look at the Left Column.
- Test Out - Candidate Challenge **Check with your Test Site of Choice** **Some Test Sites Accept this Downloadable Form**
- Find a Test Site Near You. Asterisk * indicates the program is a Test Site
- Text Version of the Knowledge Test Instructions
- Text Version of the VIRTUAL Knowledge Test Instructions
- Text Version of the Skill Test Instructions
- ADA Accommodaton Form 1404MN: Fill online, attach diagnoses and SUBMIT

**Requesting a Login for TMU©**

- Instructor Login Request

You will need a reader to view and print some documents. You may download it here...

**Training Programs - Test Sites**

- Minnesota Recording Form
- Minnesota Mock Skills
- Test Site Agreement Form 1502MN: Fill online and SUBMIT
- Test Site Equipment List Form 1503MN: Fill online and SUBMIT
- Large Lab Waiver Submission Tips and Attachments
- Test Site Instructions How To Change Number of Seats and Reschedule a Candidate.
- UNDERSTANDING THE PROGRAM REPORTS
- Please see the Fluid Intake Cup order form on our main page under Nurse Aide.

**Test Master Universe TMU© How To Guides**

- Narrated 4 min - Instructors How To Enter, Complete & Incomplete Students in TMU©
- Instructor Guide: How To Enter Students in TMU©
- Instructor Guide: How to Complete Student Training in TMU©
- Instructor Guide: How to Incomplete a Student that didn't Complete Training in TMU©

**Test Observers**

- Test Observer Application Form 1500MN: Fill online and SUBMIT
- **All Other Test Observer Independent Contractor Forms - EXCEPT 1500MN**

**Contacts**

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.

**D&S Diversified Technologies - HEADMASTER**

PO Box 6609
Helena, MT 59604
TMU (Software) Questions Toll Free Phone: 888-401-0462
Fax: 406-442-3357

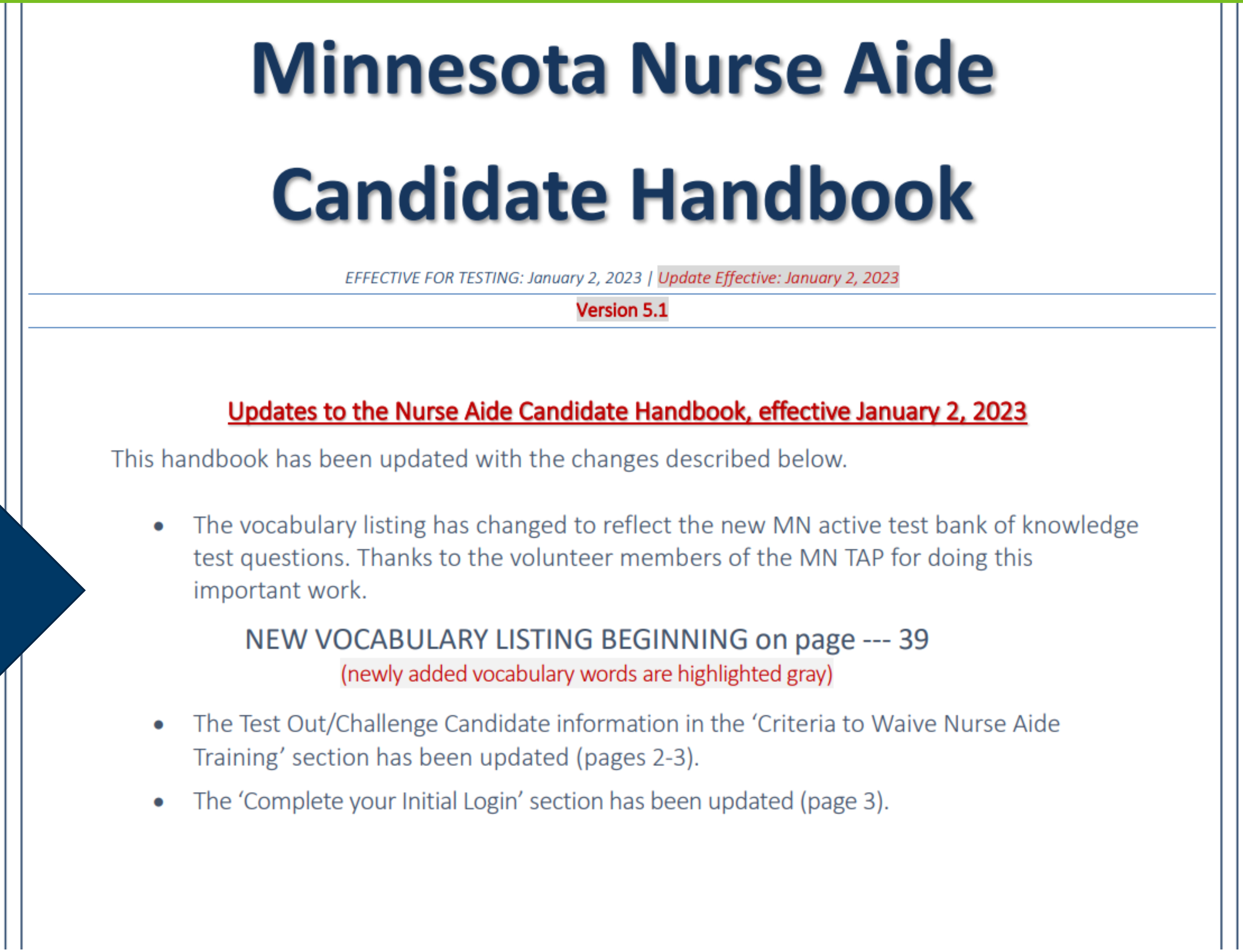
MN Registry Questions Phone MDH: 651-215-8705

Testing Questions: Check with your selected Test Site

minnesota@hdmaster.com

DEPARTMENT OF HEALTH

# MN Nurse Aide Candidate Handbook- Version 5.1



# Minnesota Nurse Aide Candidate Handbook

*EFFECTIVE FOR TESTING: January 2, 2023 | Update Effective: January 2, 2023*

**Version 5.1**

## Updates to the Nurse Aide Candidate Handbook, effective January 2, 2023

This handbook has been updated with the changes described below.

- The vocabulary listing has changed to reflect the new MN active test bank of knowledge test questions. Thanks to the volunteer members of the MN TAP for doing this important work.

  NEW VOCABULARY LISTING BEGINNING on page --- 39

  (newly added vocabulary words are highlighted gray)
- The Test Out/Challenge Candidate information in the 'Criteria to Waive Nurse Aide Training' section has been updated (pages 2-3).
- The 'Complete your Initial Login' section has been updated (page 3).

# Nurse Aide Competency Skills Test- Focused Training

DEPARTMENT OF HEALTH

# RN Test Observer Skills Test-Focused Training Sessions

- Training sessions held on December 13 and December 15
  - D&SDT Headmaster (Elisa Ridlon) presented
- Attendance
  - 112 RN Test Observers

# RN Test Observer Skills- Focused Training

- Positive Feedback
    - Recording
    - PowerPoint will be posted
    - MDH NAR Webpage

# Roles in TMU

- Instructor
- Candidate
- Test site

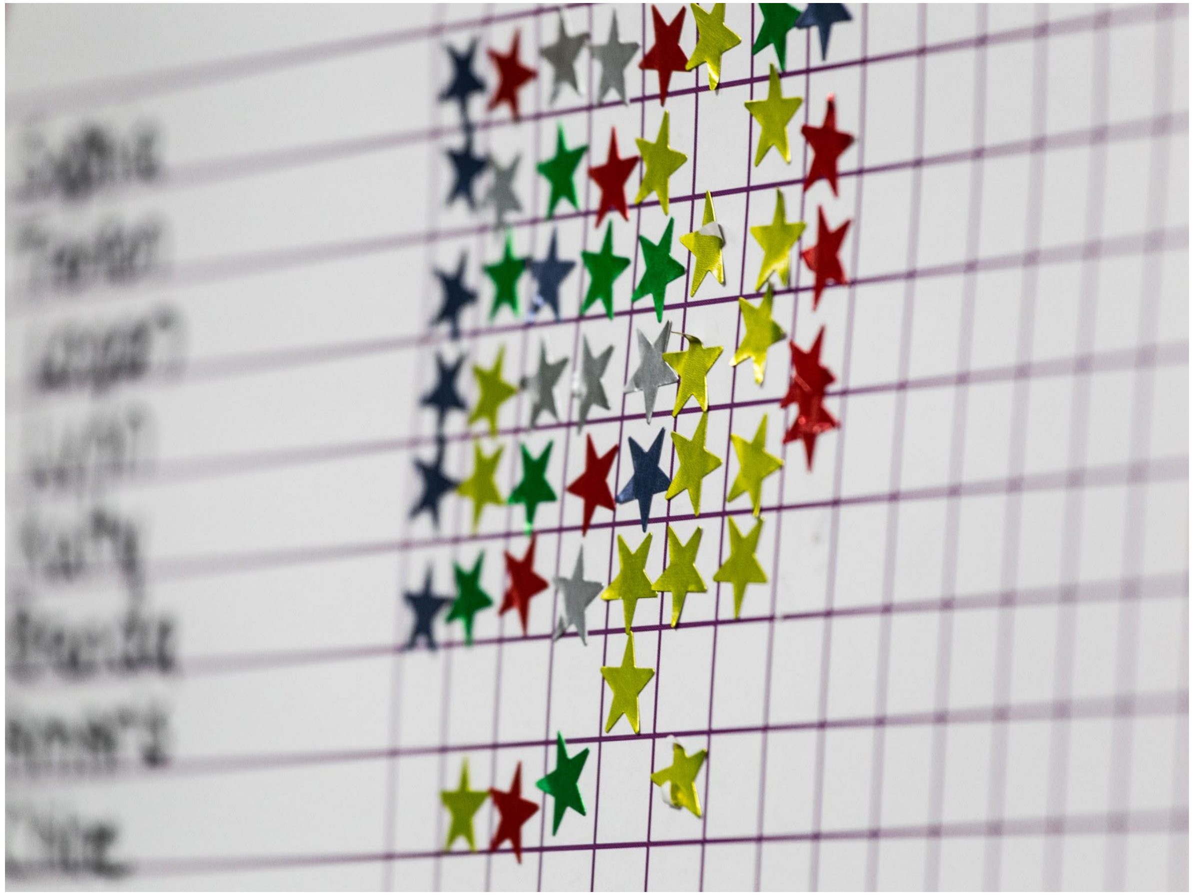
DEPARTMENT
OF HEALTH

# Training Program Instructor in TMU

- Must enter students within 48 hours of beginning class
- Student information must be entered in TMU as written on their acceptable form of ID

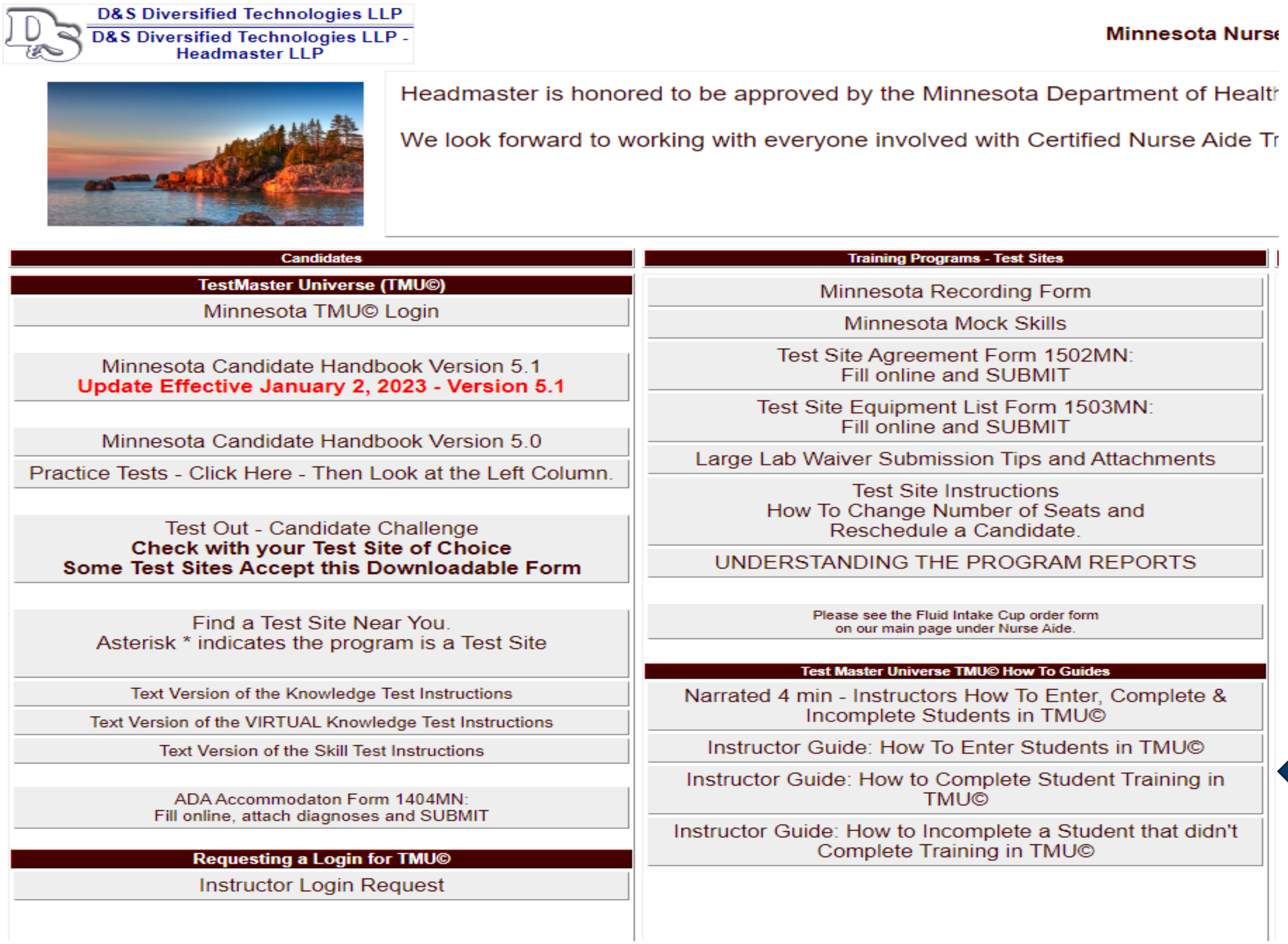
DEPARTMENT OF HEALTH

# Completion of Entire Program



Students should not show as completed in TMU unless they have completed **all** coursework, skills and supervised practical training

# How to Guides Available



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Minnesota Nurs

Headmaster is honored to be approved by the Minnesota Department of Healt

We look forward to working with everyone involved with Certified Nurse Aide T

**Candidates**

**TestMaster Universe (TMU©)**

Minnesota TMU© Login

Minnesota Candidate Handbook Version 5.1
**Update Effective January 2, 2023 - Version 5.1**

Minnesota Candidate Handbook Version 5.0

Practice Tests - Click Here - Then Look at the Left Column.

Test Out - Candidate Challenge
**Check with your Test Site of Choice**
**Some Test Sites Accept this Downloadable Form**

Find a Test Site Near You.
Asterisk * indicates the program is a Test Site

Text Version of the Knowledge Test Instructions

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How To Change Number of Seats and
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Please see the Fluid Intake Cup order form
on our main page under Nurse Aide.

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Narrated 4 min - Instructors How To Enter, Complete & Incomplete Students in TMU©

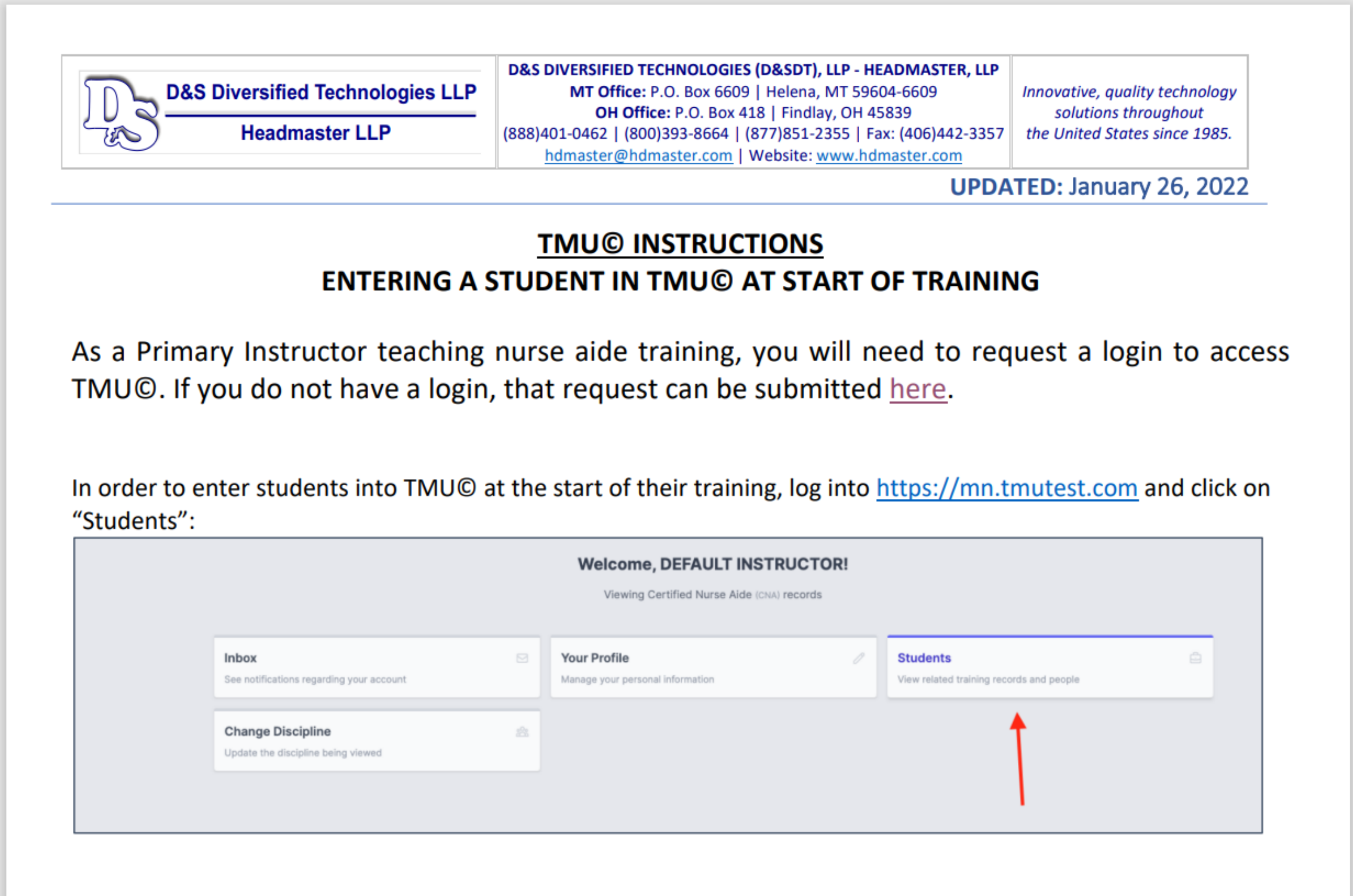
Instructor Guide: How To Enter Students in TMU©

Instructor Guide: How to Complete Student Training in TMU©

Instructor Guide: How to Incomplete a Student that didn't Complete Training in TMU©

# Guide to Entering Students

[How to Enter Students in MN TMU Instructor Guide (1) (hdmaster.com)](hdmaster.com)



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**Headmaster LLP**

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

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

**UPDATED:** January 26, 2022

**TMU© INSTRUCTIONS**

**ENTERING A STUDENT IN TMU© AT START OF TRAINING**

As a Primary Instructor teaching nurse aide training, you will need to request a login to access TMU©. If you do not have a login, that request can be submitted here.

In order to enter students into TMU© at the start of their training, log into https://mn.tmutest.com and click on "Students":

**Welcome, DEFAULT INSTRUCTOR!**

Viewing Certified Nurse Aide (CNA) records

**Inbox**
See notifications regarding your account

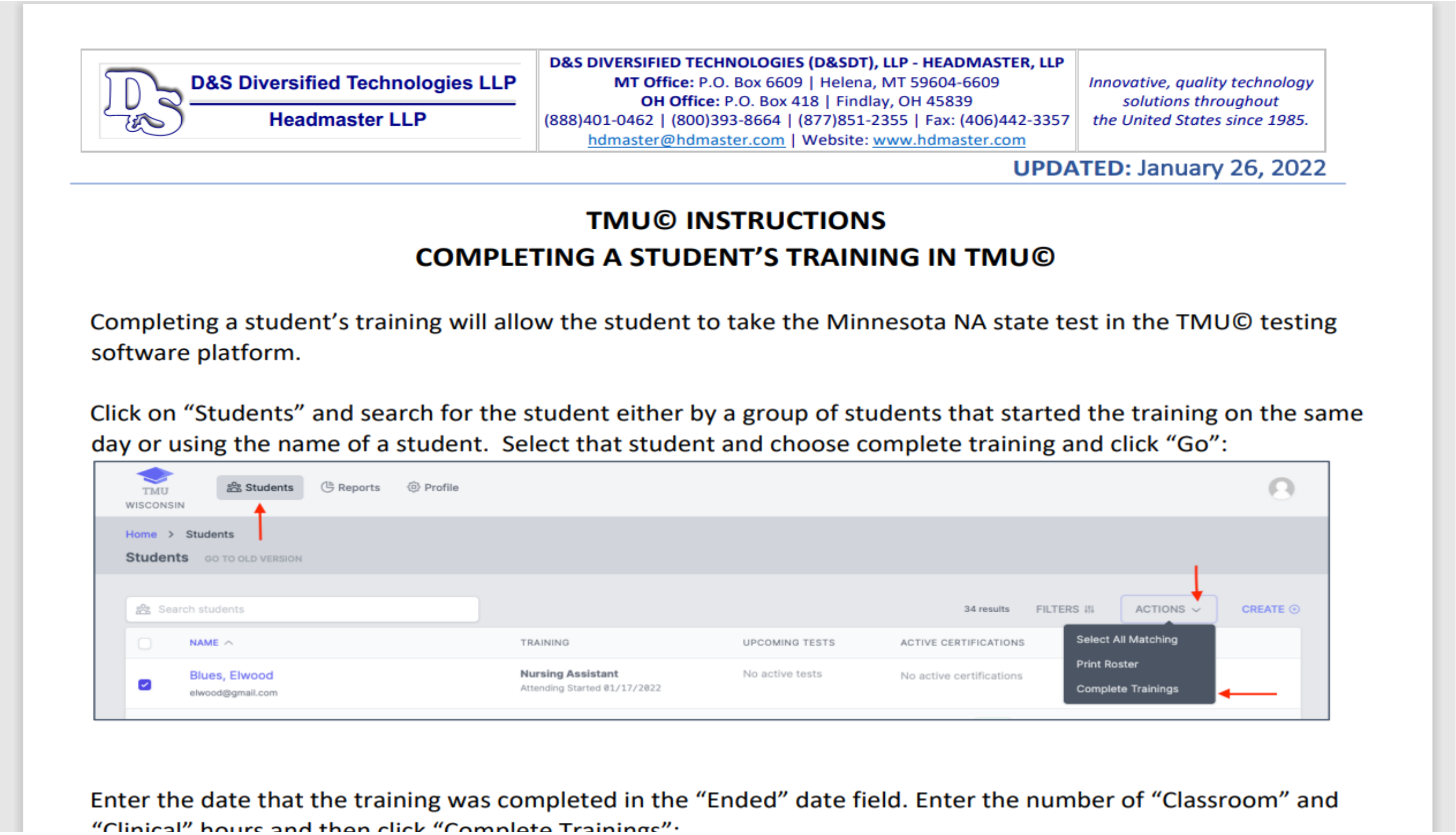
**Your Profile**
Manage your personal information

**Students**
View related training records and people

**Change Discipline**
Update the discipline being viewed

# Guide to Complete Student Training

[How to Complete A Student's Training in MN TMU (hdmaster.com)](https://hdmaster.com)



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**Headmaster LLP**

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hdmaster@hdmaster.com | Website: www.hdmaster.com

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**UPDATED:** January 26, 2022

## TMU© INSTRUCTIONS
## COMPLETING A STUDENT'S TRAINING IN TMU©

Completing a student's training will allow the student to take the Minnesota NA state test in the TMU© testing software platform.

Click on "Students" and search for the student either by a group of students that started the training on the same day or using the name of a student. Select that student and choose complete training and click "Go":

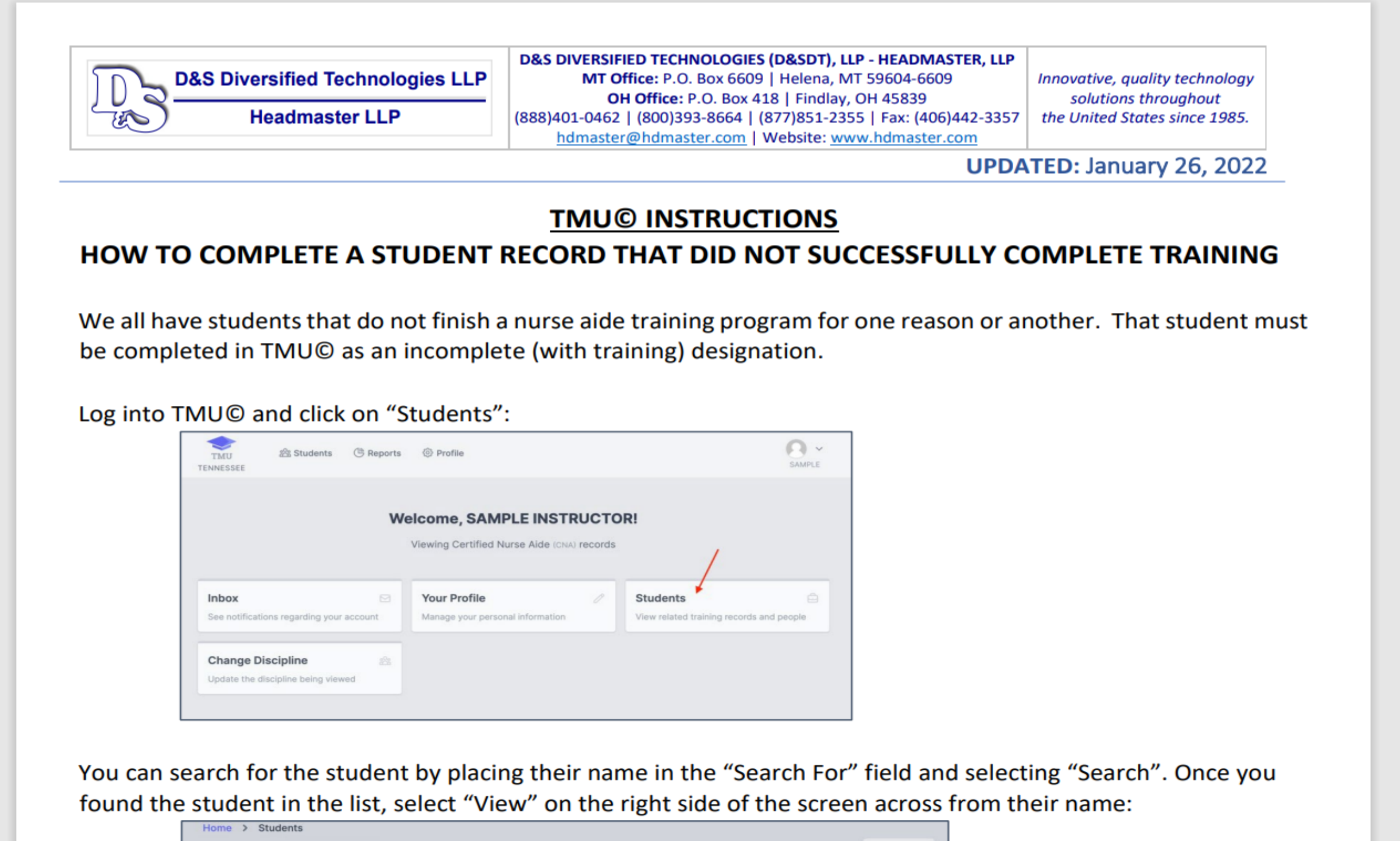
TMU
WISCONSIN
Students
Reports
Profile
Home > Students
Students
GO TO OLD VERSION
Search students
34 results
FILTERS
ACTIONS
CREATE
Select All Matching
Print Roster
Complete Trainings

| ☐ | NAME | TRAINING | UPCOMING TESTS | ACTIVE CERTIFICATIONS |
|---|---|---|---|---|
| ☑ | Blues, Elwood<br>elwood@gmail.com | Nursing Assistant<br>Attending Started 01/17/2022 | No active tests | No active certifications |

Enter the date that the training was completed in the "Ended" date field. Enter the number of "Classroom" and "Clinical" hours and then click "Complete Trainings":

# Guide to Incomplete Student Records

[How to Incomplete Students Training that did not Successfully Complete Training (hdmaster.com)](hdmaster.com)



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**UPDATED:** January 26, 2022

## TMU© INSTRUCTIONS

## HOW TO COMPLETE A STUDENT RECORD THAT DID NOT SUCCESSFULLY COMPLETE TRAINING

We all have students that do not finish a nurse aide training program for one reason or another. That student must be completed in TMU© as an incomplete (with training) designation.

Log into TMU© and click on “Students”:

TMU
TENNESSEE
Students
Reports
Profile
SAMPLE

Welcome, SAMPLE INSTRUCTOR!

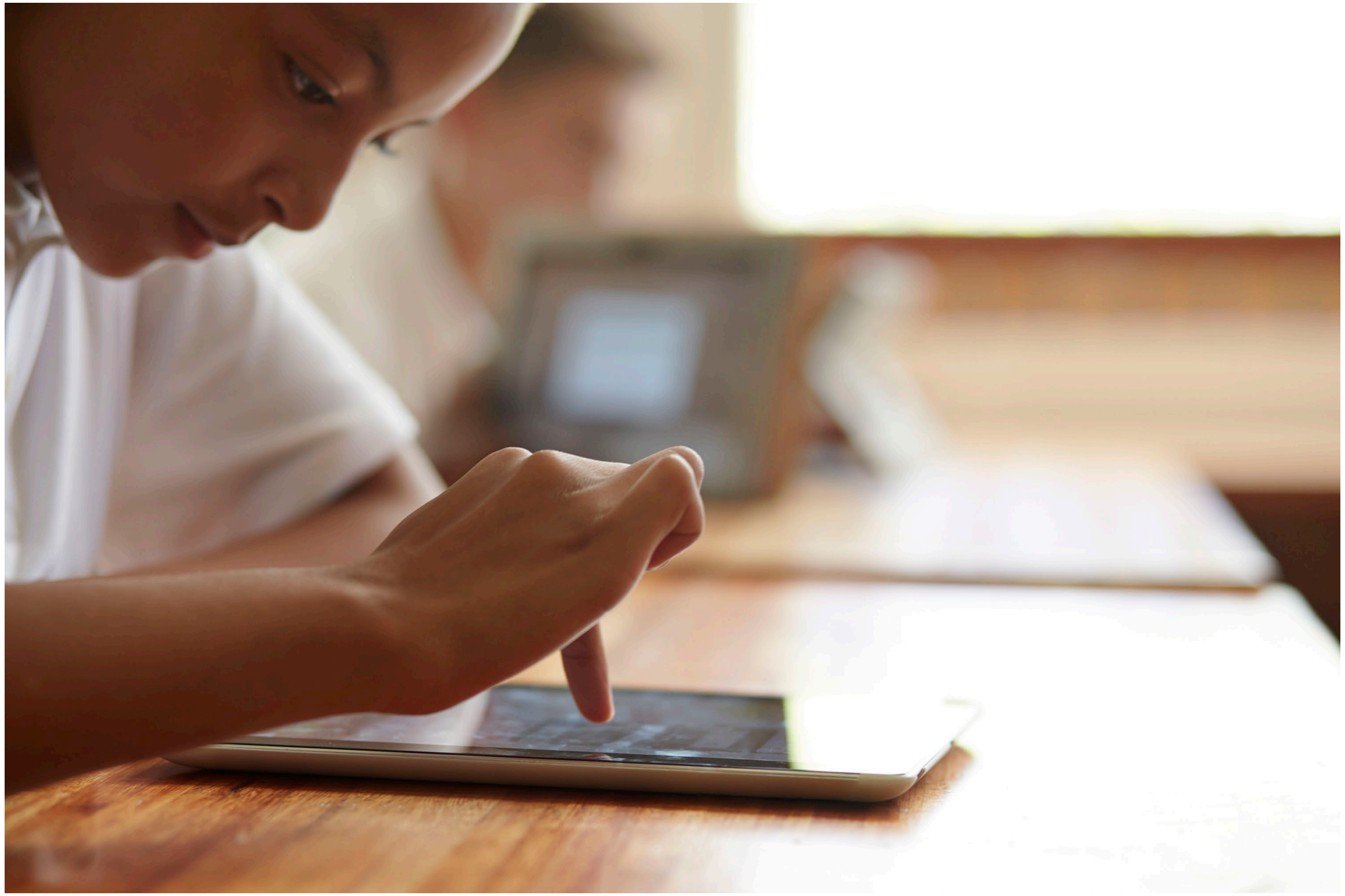
Viewing Certified Nurse Aide (CNA) records

Inbox
See notifications regarding your account
Your Profile
Manage your personal information
Students
View related training records and people
Change Discipline
Update the discipline being viewed

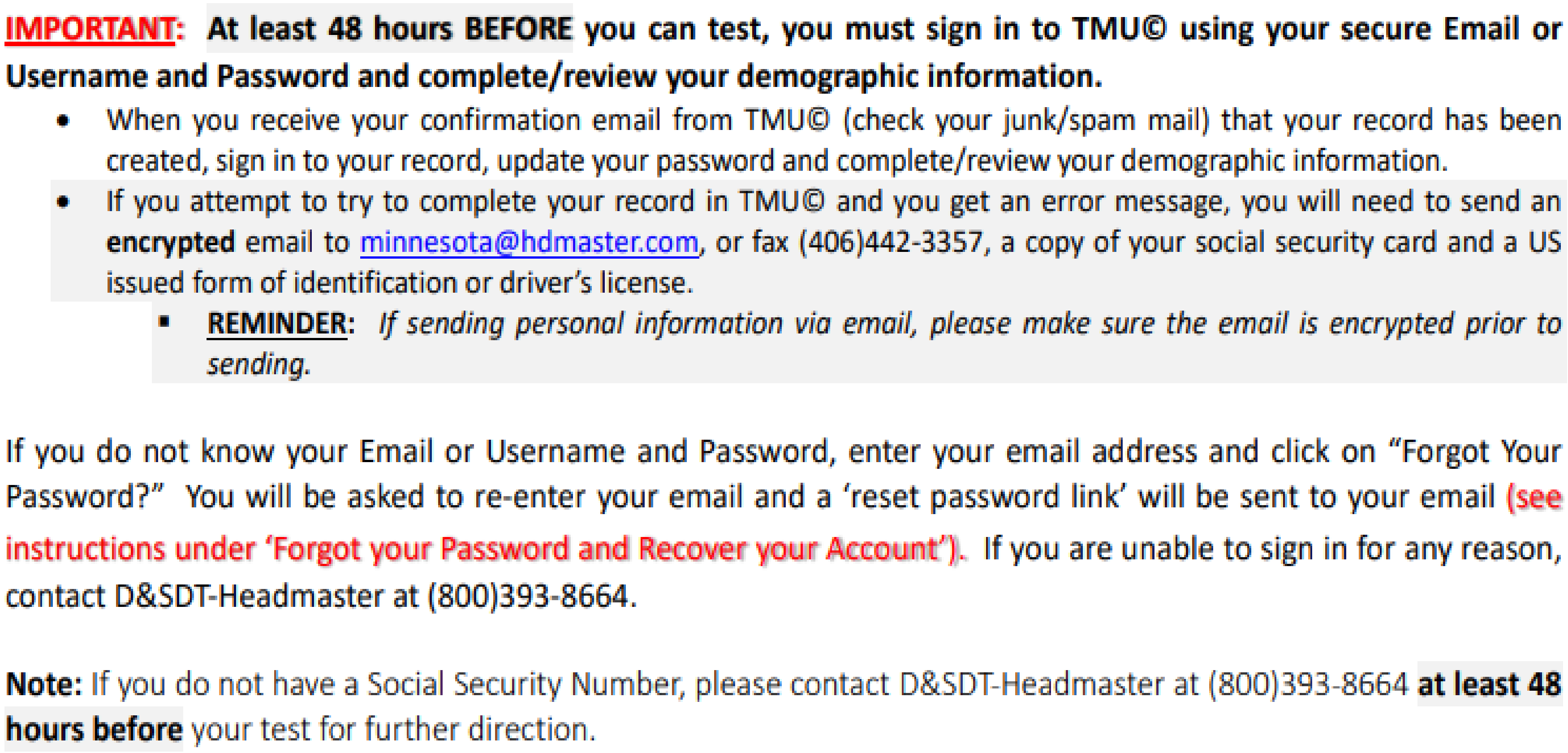
You can search for the student by placing their name in the “Search For” field and selecting “Search”. Once you found the student in the list, select “View” on the right side of the screen across from their name:

Home > Students

# Candidate Responsibility in TMU



# Candidate Handbook Page 3



**IMPORTANT:** **At least 48 hours BEFORE you can test, you must sign in to TMU© using your secure Email or Username and Password and complete/review your demographic information.**

- When you receive your confirmation email from TMU© (check your junk/spam mail) that your record has been created, sign in to your record, update your password and complete/review your demographic information.
- If you attempt to try to complete your record in TMU© and you get an error message, you will need to send an **encrypted** email to minnesota@hdmaster.com, or fax (406)442-3357, a copy of your social security card and a US issued form of identification or driver's license.
    - **REMINDER:** *If sending personal information via email, please make sure the email is encrypted prior to sending.*

If you do not know your Email or Username and Password, enter your email address and click on "Forgot Your Password?" You will be asked to re-enter your email and a 'reset password link' will be sent to your email (see instructions under 'Forgot your Password and Recover your Account'). If you are unable to sign in for any reason, contact D&SDT-Headmaster at (800)393-8664.

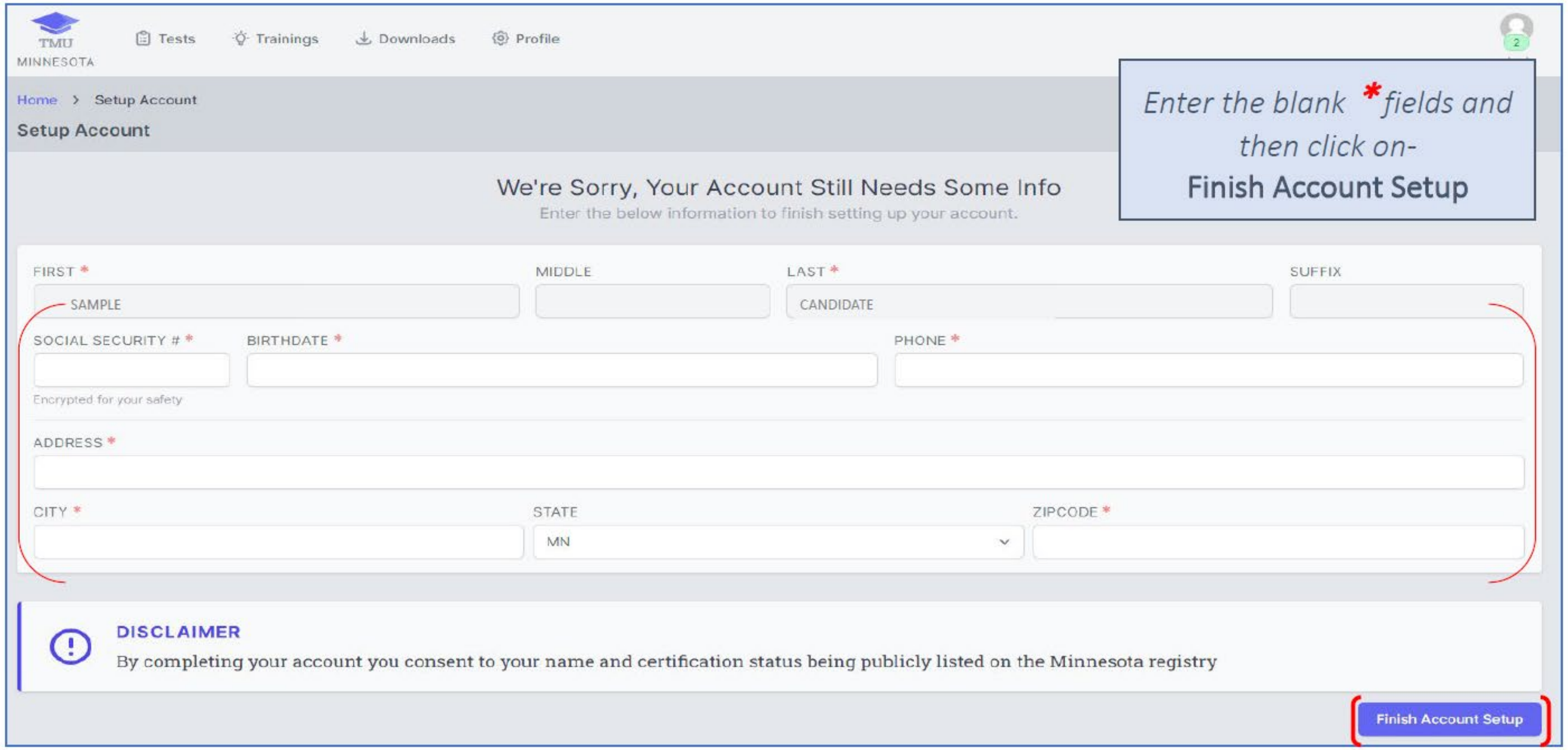
**Note:** If you do not have a Social Security Number, please contact D&SDT-Headmaster at (800)393-8664 **at least 48 hours before** your test for further direction.

# Prior to Test Event

- Complete Initial Login after training program creates TMU account
  - Ensure spelling of name in TMU record matches required identification documentation
- Candidate must obtain an identifier from Headmaster if no social security number
- Headmaster's phone number is 1-800-393-8664.

# Candidate First Time TMU Login

# Candidate Handbook Page 3


TMU
MINNESOTA
Tests
Trainings
Downloads
Profile
Home > Setup Account
Setup Account
Finish Account Setup

Enter the blank * fields and then click on-
Finish Account Setup

We're Sorry, Your Account Still Needs Some Info

Enter the below information to finish setting up your account.

| | | | |
|---|---|---|---|
| FIRST * | MIDDLE | LAST * | SUFFIX |
| SAMPLE | | CANDIDATE | |

SOCIAL SECURITY # *

Encrypted for your safety

BIRTHDATE *

PHONE *

ADDRESS *

CITY *

STATE: MN

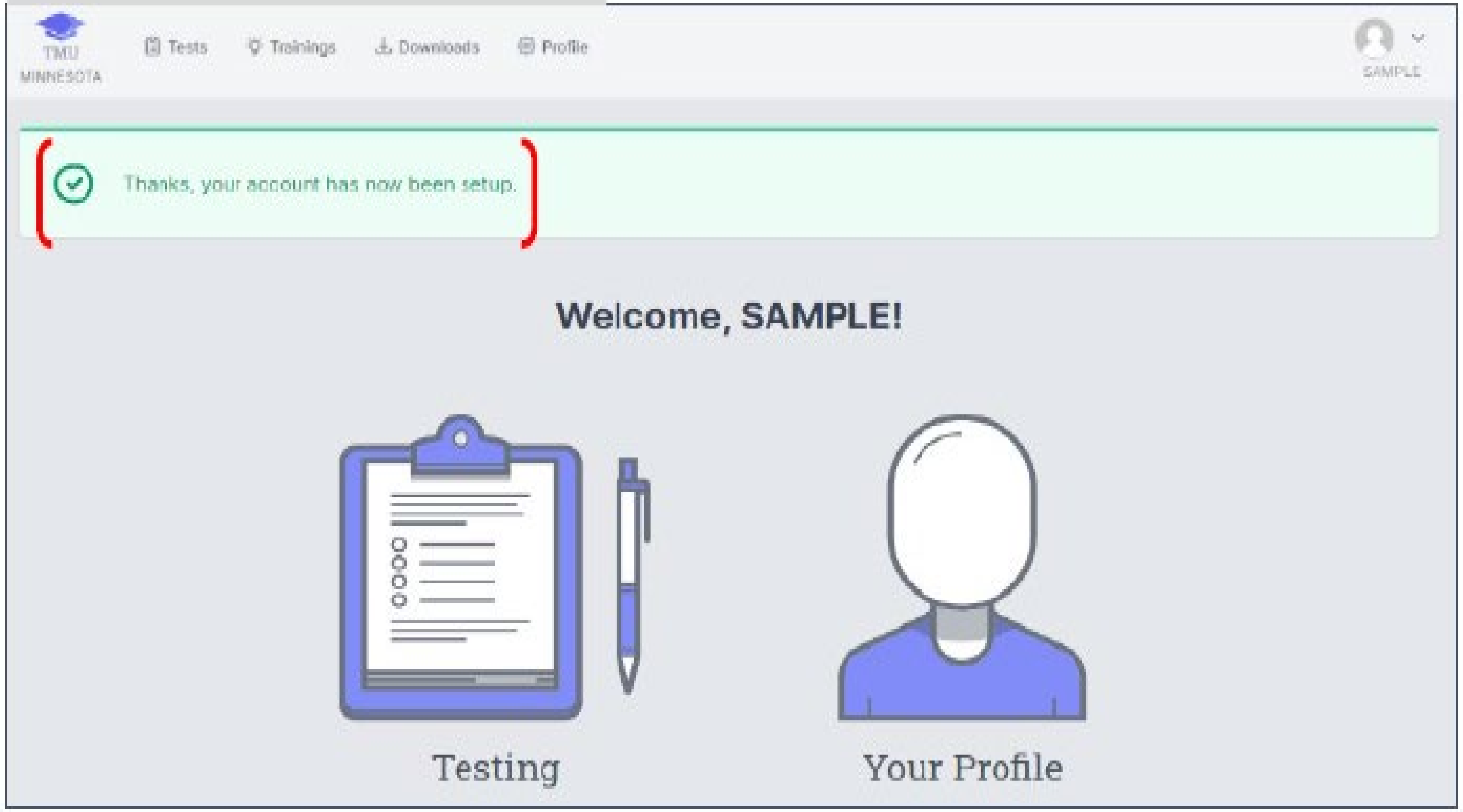
ZIPCODE *

**DISCLAIMER**

By completing your account you consent to your name and certification status being publicly listed on the Minnesota registry

# TMU Candidate Completed Account

## Candidate Handbook Page 4

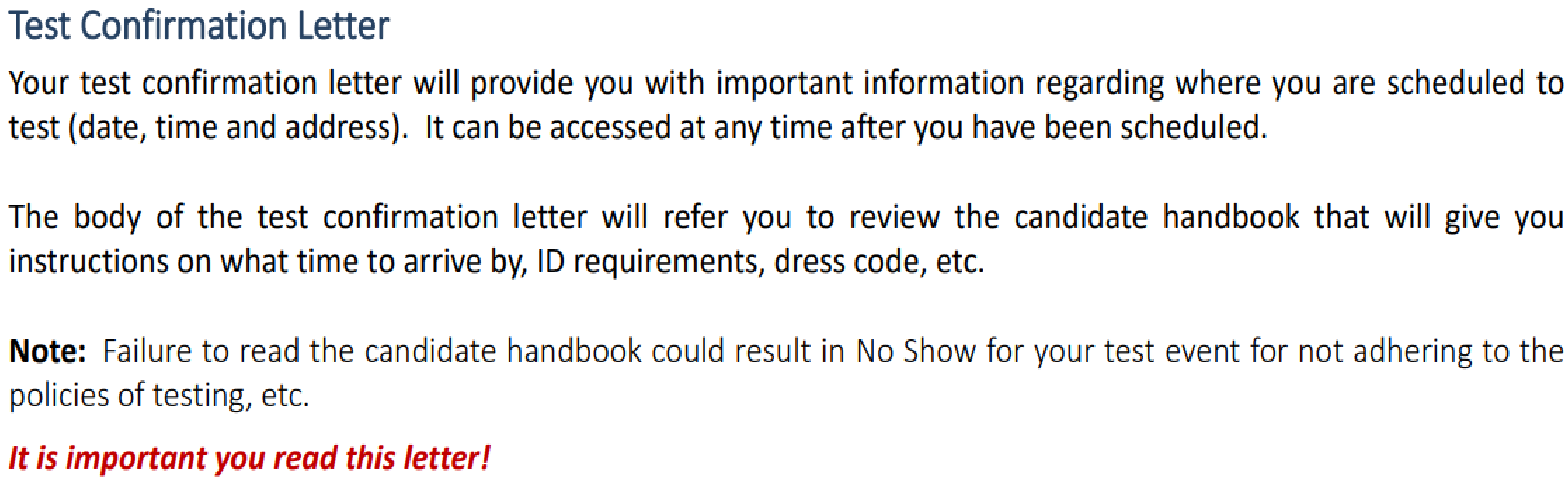

TMU
MINNESOTA
Tests
Trainings
Downloads
Profile
SAMPLE
Testing
Your Profile

Thanks, your account has now been setup.

Welcome, SAMPLE!

# Test Confirmation Letter

## Candidate Handbook Page 9-10



### Test Confirmation Letter

Your test confirmation letter will provide you with important information regarding where you are scheduled to test (date, time and address). It can be accessed at any time after you have been scheduled.

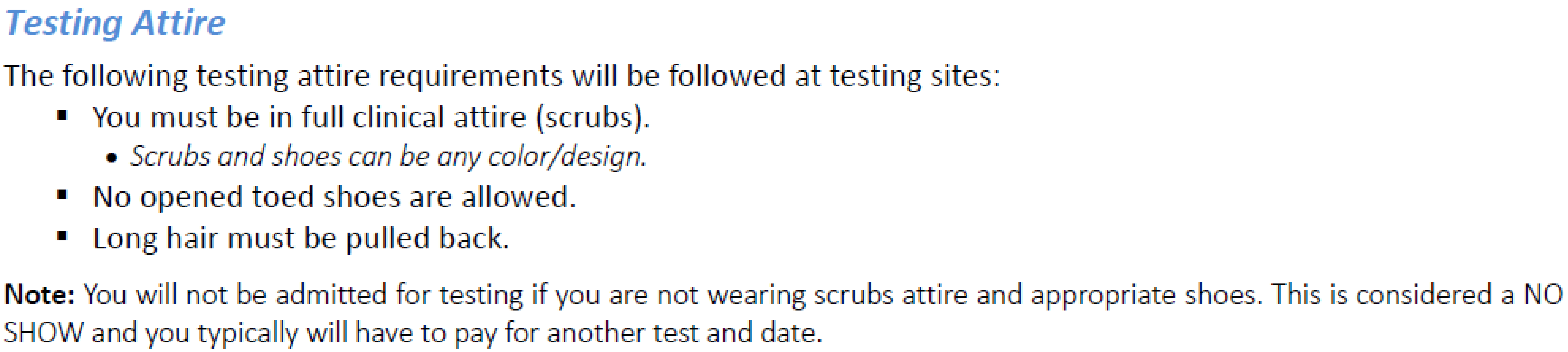
The body of the test confirmation letter will refer you to review the candidate handbook that will give you instructions on what time to arrive by, ID requirements, dress code, etc.

**Note:** Failure to read the candidate handbook could result in No Show for your test event for not adhering to the policies of testing, etc.

***It is important you read this letter!***

# Candidate Testing Attire- Candidate Handbook

## Candidate Handbook Page 11



### *Testing Attire*

The following testing attire requirements will be followed at testing sites:

- You must be in full clinical attire (scrubs).
  - *Scrubs and shoes can be any color/design.*
- No opened toed shoes are allowed.
- Long hair must be pulled back.

**Note:** You will not be admitted for testing if you are not wearing scrubs attire and appropriate shoes. This is considered a NO SHOW and you typically will have to pay for another test and date.

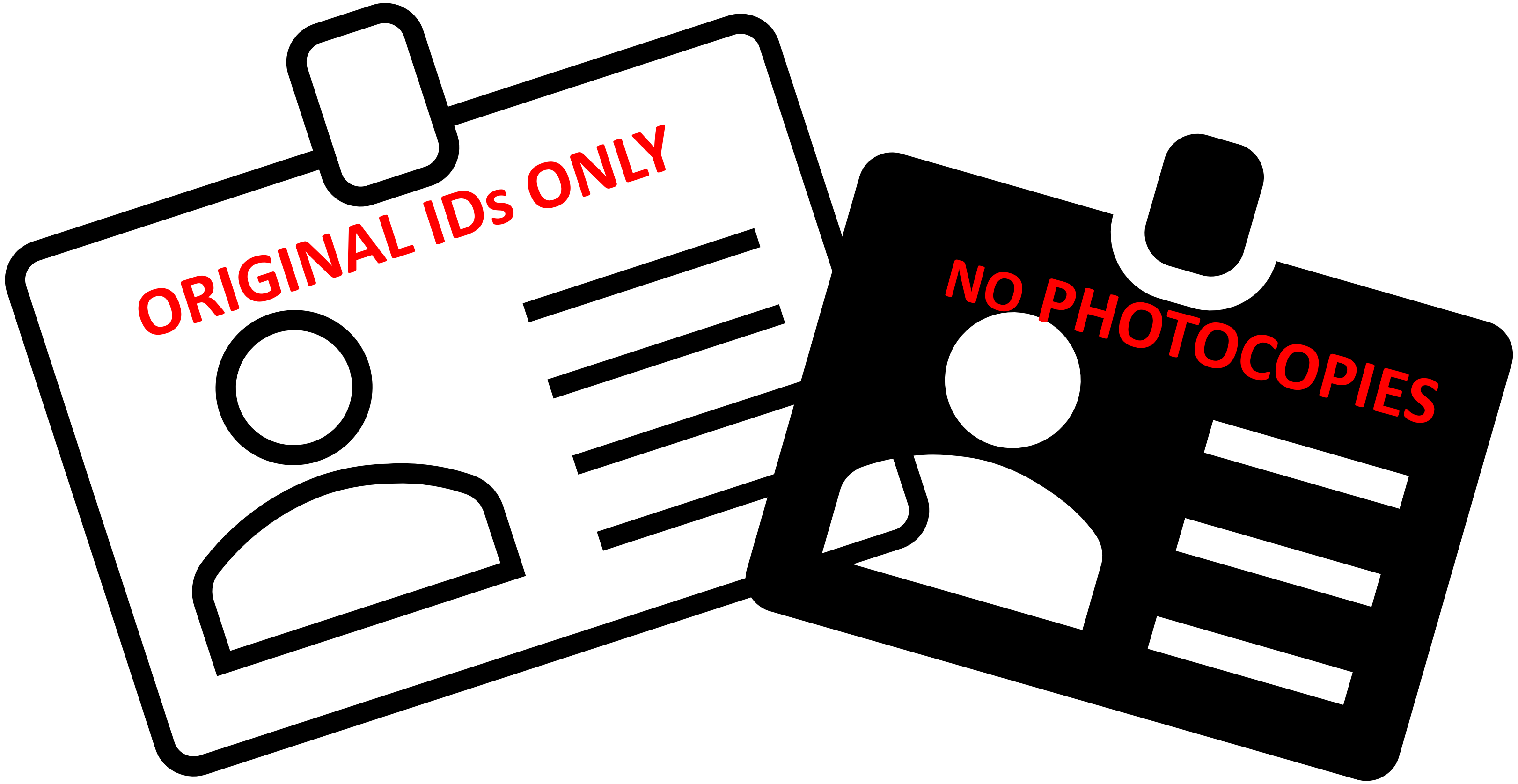
# Candidate Testing Attire

**Candidates:**

- Must wear full clinical attire at testing sites
- Scrub skirt is acceptable
- NO open toed shoes
- Long hair pulled back

# Candidate Responsibilities- Identification

**CANDIDATE MUST BRING A UNITED STATES GOVERNMENT ISSUED, SIGNED, UNEXPIRED, PHOTO BEARING ID.**


ORIGINAL IDs ONLY
NO PHOTOCOPIES

# Challenge Candidate TMU Responsibilities

# Challenge Candidate- Contact Test Site

Test out/challenge candidates MUST contact a test site of choice to schedule a knowledge and skills test.

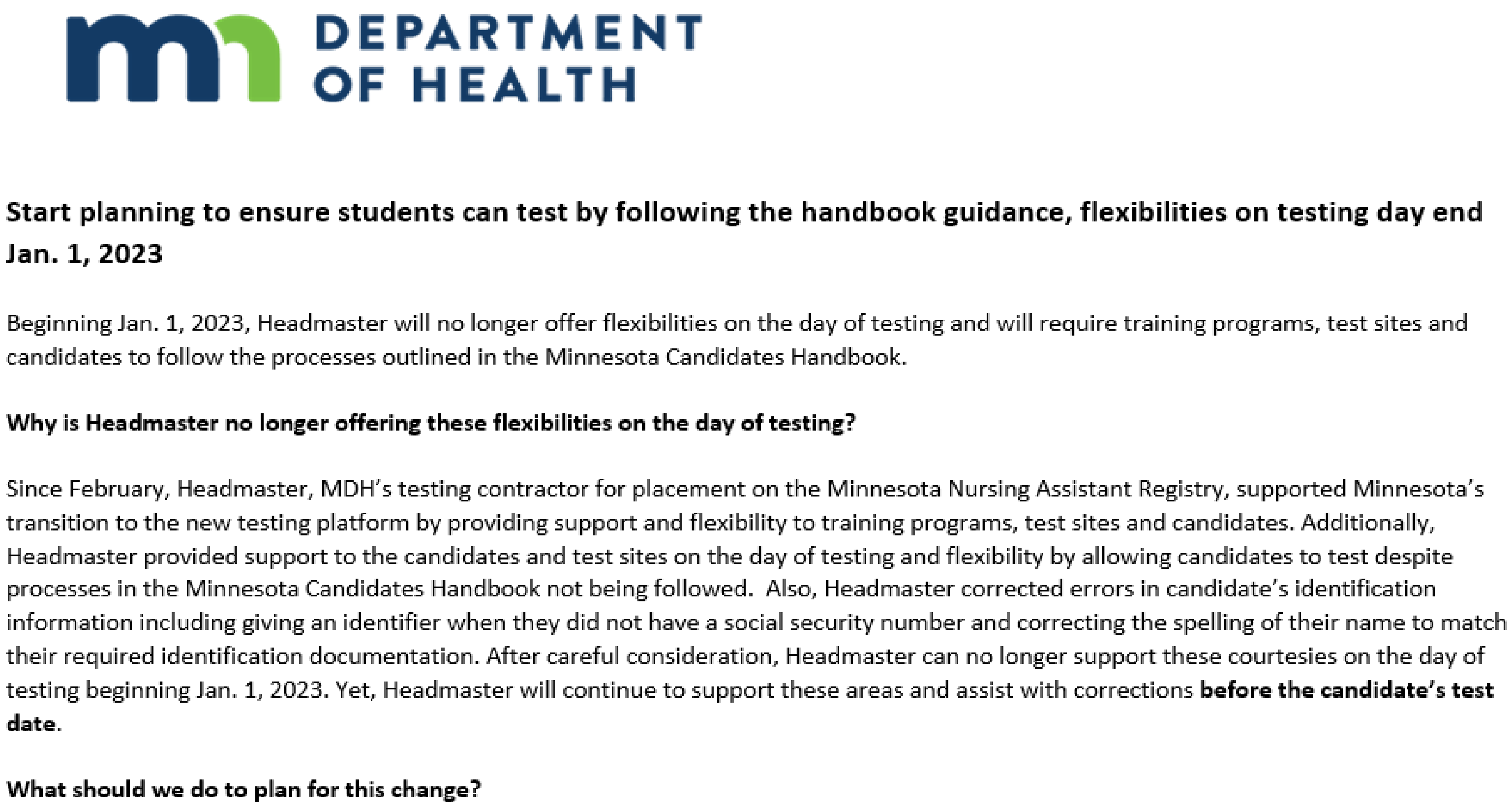
The test site of the candidate's choice will create an account in TMU© (the testing software platform used for Minnesota Nurse Aide).

You will receive an email with your USERNAME and temporary PASSWORD to sign in to your account at https://mn.tmutest.com.

You MUST complete your testing record 48 hours BEFORE the date of your test. Please see instructions under 'Complete your Initial Login'. If you have any questions, contact D&SDT-Headmaster at (800)393-8664.

# Testing Changes

# Reminder: Day of Test Changes



**Start planning to ensure students can test by following the handbook guidance, flexibilities on testing day end Jan. 1, 2023**

Beginning Jan. 1, 2023, Headmaster will no longer offer flexibilities on the day of testing and will require training programs, test sites and candidates to follow the processes outlined in the Minnesota Candidates Handbook.

**Why is Headmaster no longer offering these flexibilities on the day of testing?**

Since February, Headmaster, MDH's testing contractor for placement on the Minnesota Nursing Assistant Registry, supported Minnesota's transition to the new testing platform by providing support and flexibility to training programs, test sites and candidates. Additionally, Headmaster provided support to the candidates and test sites on the day of testing and flexibility by allowing candidates to test despite processes in the Minnesota Candidates Handbook not being followed. Also, Headmaster corrected errors in candidate's identification information including giving an identifier when they did not have a social security number and correcting the spelling of their name to match their required identification documentation. After careful consideration, Headmaster can no longer support these courtesies on the day of testing beginning Jan. 1, 2023. Yet, Headmaster will continue to support these areas and assist with corrections **before the candidate's test date**.

**What should we do to plan for this change?**

# Test Day Change: Effective Jan 1. 2023

**Headmaster will no longer be able to offer flexibilities when candidate arrives unprepared on day of testing**

- Training programs and candidates are required to follow processes outlined in the Minnesota Candidate Handbook
- Candidate Handbook is essential to the testing process

# Test Sites Responsibilities

# Test Site Responsibilities

- Monitor RN observer submissions in TMU under the test site account login
- Ensure test site and test event policies and procedures are followed

# Test Sites- Challenge Candidates

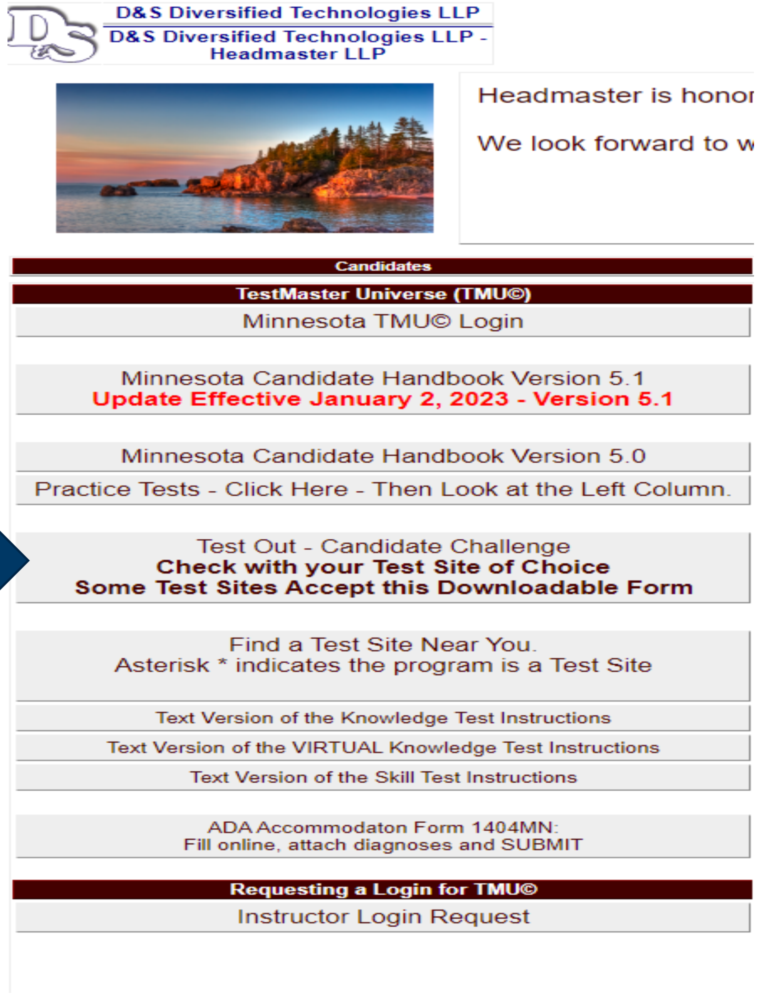
- Test sites enter challenge candidate information into TMU
- Candidates get access to TMU and enter personal data 48 hours BEFORE date of test
- Ready to test

# Information Gathering

Name
Signature
Date

- The test site must obtain information from the candidate to create an account in TMU prior to testing
- Correct spelling of first and last name, date of birth, phone number, and email

# Form Available



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Headmaster is honor

We look forward to w

Candidates

TestMaster Universe (TMU©)

Minnesota TMU© Login

Minnesota Candidate Handbook Version 5.1
**Update Effective January 2, 2023 - Version 5.1**

Minnesota Candidate Handbook Version 5.0

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Test Out - Candidate Challenge
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**Some Test Sites Accept this Downloadable Form**

Find a Test Site Near You.
Asterisk * indicates the program is a Test Site

Text Version of the Knowledge Test Instructions

Text Version of the VIRTUAL Knowledge Test Instructions

Text Version of the Skill Test Instructions

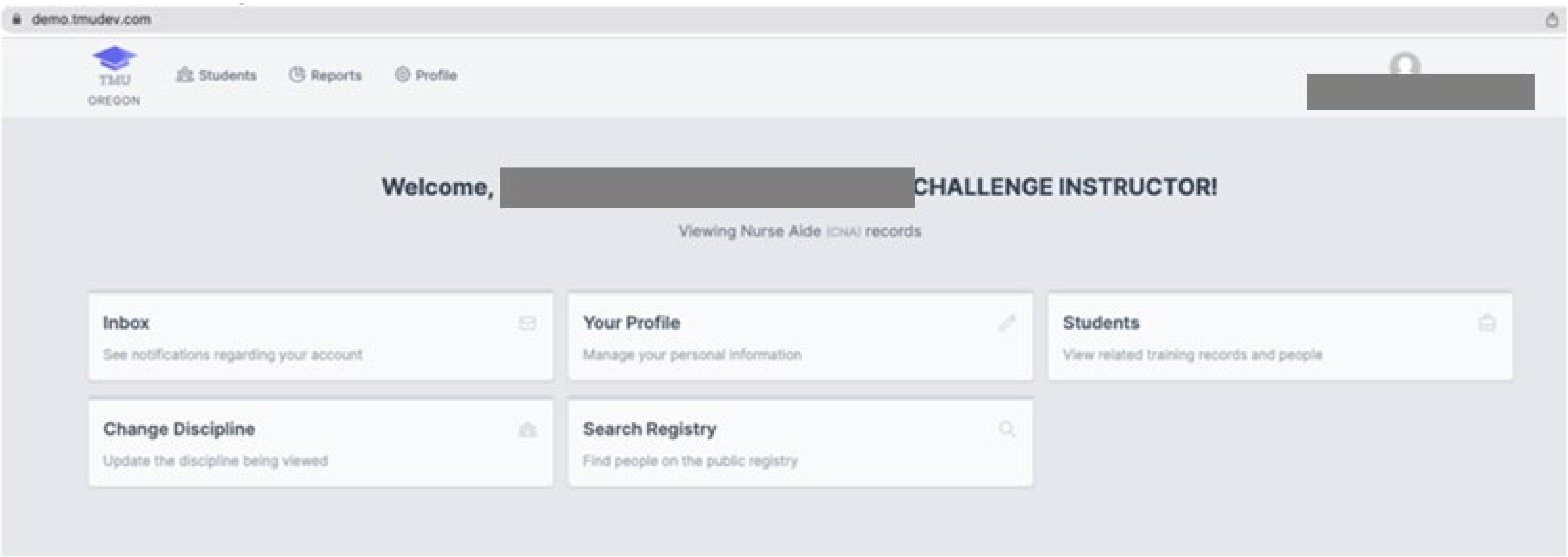
ADA Accommodaton Form 1404MN:
Fill online, attach diagnoses and SUBMIT

Requesting a Login for TMU©

Instructor Login Request

- Form provided by Headmaster-optional
- Test sites can develop own form

# Challenge Candidate- TMU


demo.tmudev.com
TMU
OREGON
Students
Reports
Profile

[redacted]

**Welcome, [redacted] CHALLENGE INSTRUCTOR!**

Viewing Nurse Aide (CNA) records

**Inbox**
See notifications regarding your account

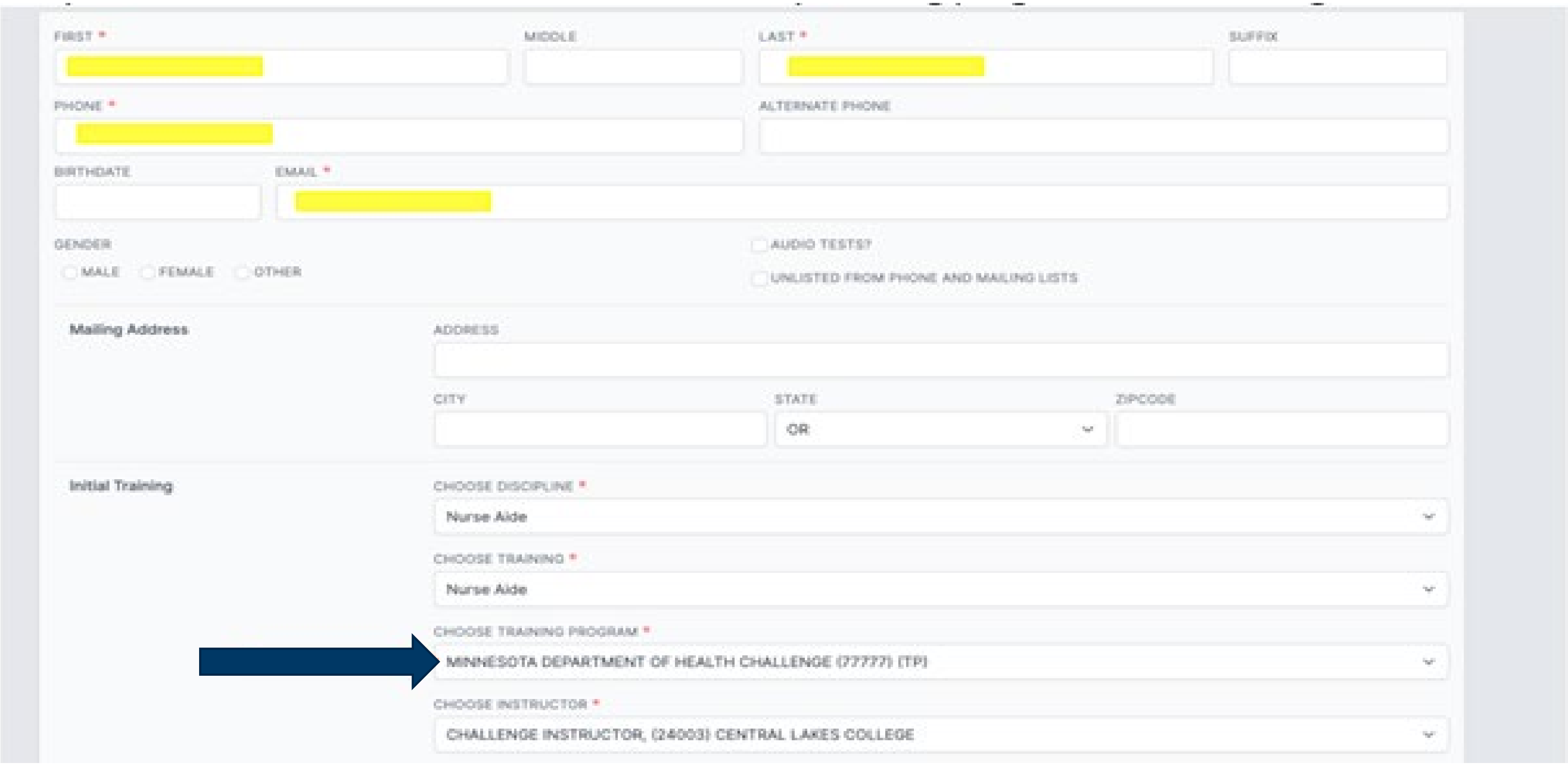
**Your Profile**
Manage your personal information

**Students**
View related training records and people

**Change Discipline**
Update the discipline being viewed

**Search Registry**
Find people on the public registry

# Test Site Enter Information



FIRST * [redacted]

MIDDLE

LAST * [redacted]

SUFFIX

PHONE * [redacted]

ALTERNATE PHONE

BIRTHDATE

EMAIL * [redacted]

GENDER

○ MALE ○ FEMALE ○ OTHER

☐ AUDIO TESTS?

☐ UNLISTED FROM PHONE AND MAILING LISTS

**Mailing Address**

ADDRESS

CITY

STATE: OR

ZIPCODE

**Initial Training**

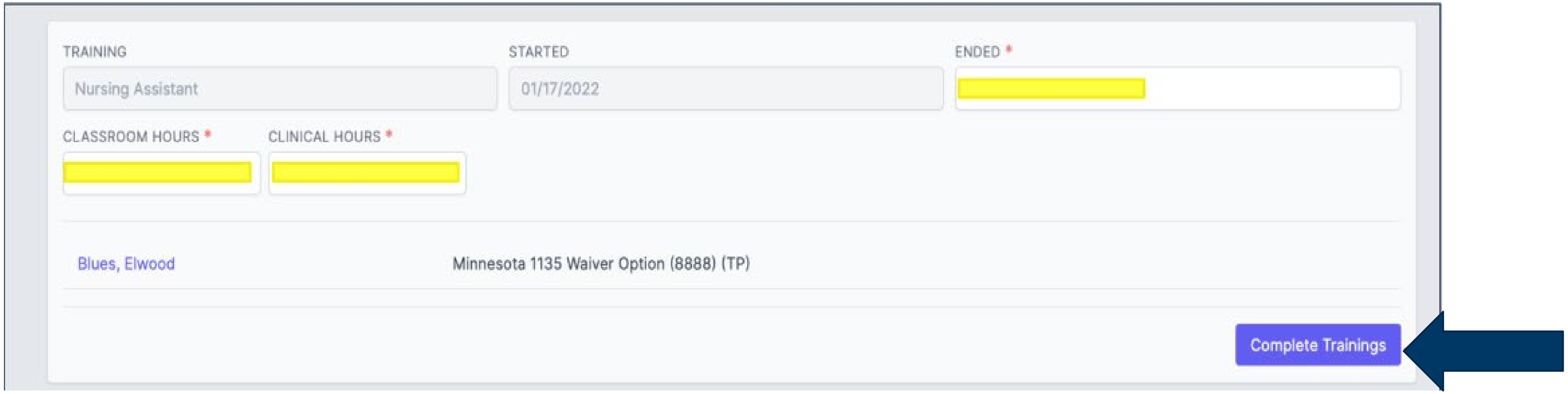
CHOOSE DISCIPLINE *: Nurse Aide

CHOOSE TRAINING *: Nurse Aide

CHOOSE TRAINING PROGRAM *: MINNESOTA DEPARTMENT OF HEALTH CHALLENGE (77777) (TP)

CHOOSE INSTRUCTOR *: CHALLENGE INSTRUCTOR, (24003) CENTRAL LAKES COLLEGE

# Complete Training for Challenge Candidate



TRAINING: Nursing Assistant

STARTED: 01/17/2022

ENDED *

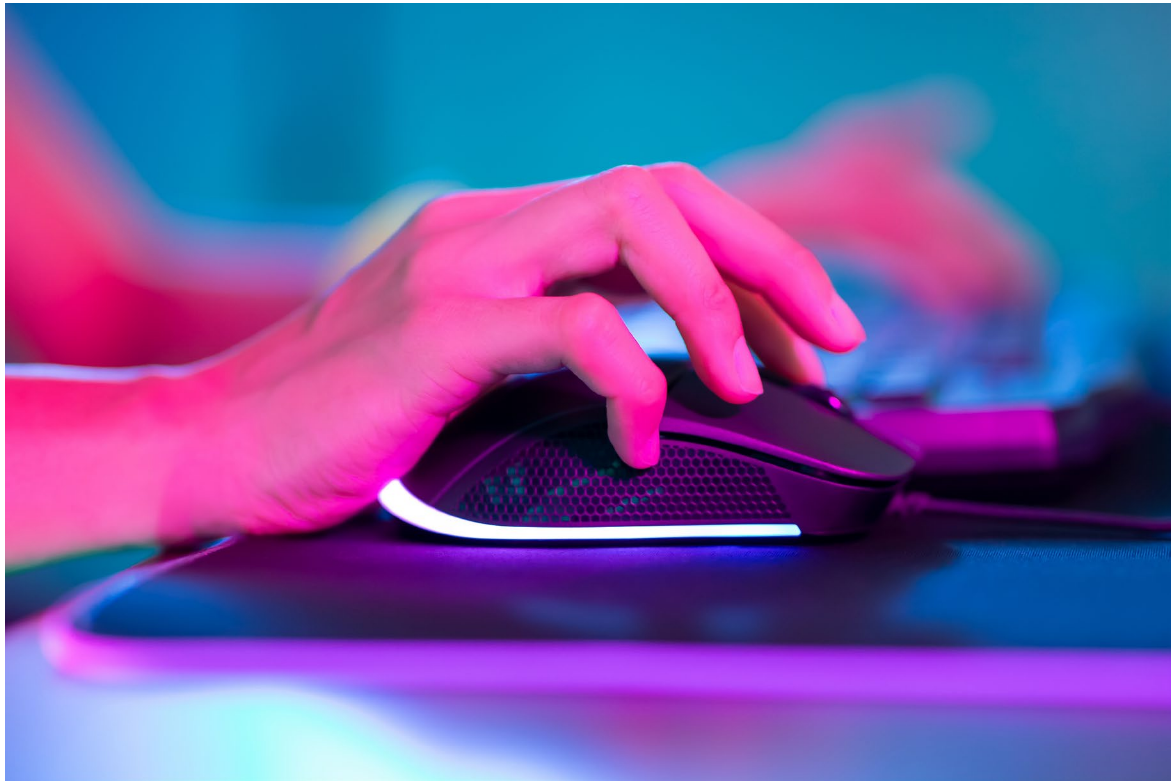
CLASSROOM HOURS *

CLINICAL HOURS *

Blues, Elwood — Minnesota 1135 Waiver Option (8888) (TP)

# After Account Created

- Candidate will receive a confirmation email with USERNAME
- Sign into account
- Update password
- Complete/review demographic information



# Program Coordinator Changes

# Update MDH and Headmaster

- Training program coordinator is required to update Headmaster and MDH of substantive change such as new coordinator and/or contact information

DEPARTMENT OF HEALTH

# NATCEP Resource, Pg 11

- All approved training programs must designate a training program coordinator who is responsible to provide, receive and communicate all updates and notices to staff. In addition, receive periodic Nursing Assistant Registry notifications and D&SDT-Headmaster, also known as Headmaster test data.

- The training program coordinator is required to update Headmaster of substantive change such as new coordinator and/or contact information.

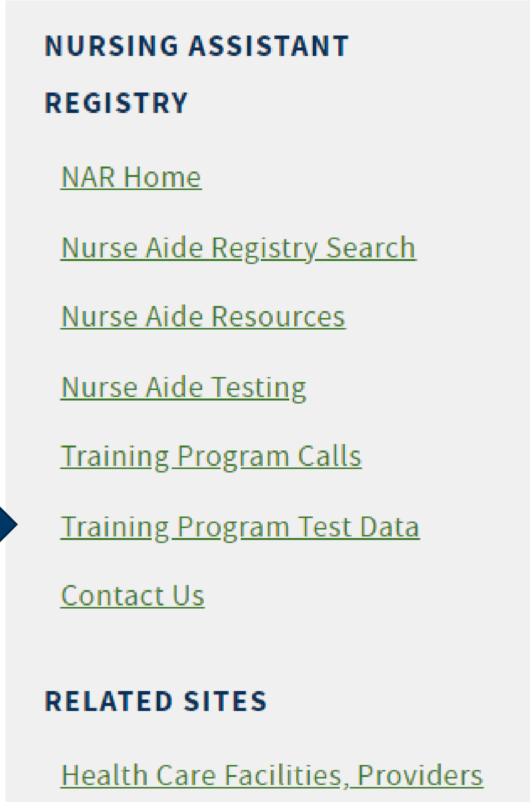
- *483.151 State review and approval of nurse aide training and competency evaluation programs In part... (e) Duration of approval. ...A program must notify the State ...when there are substantive changes made to that program*

# Test Data

1,000
Q1
Q2
Q3
Q2
Q3
Q4

- **Test Data Updates coming**
- Identifying pass rate for knowledge and skill tests
- 1st, 2nd and 3rd attempts
- Each training program for 2022 year-end data

# Locating Data

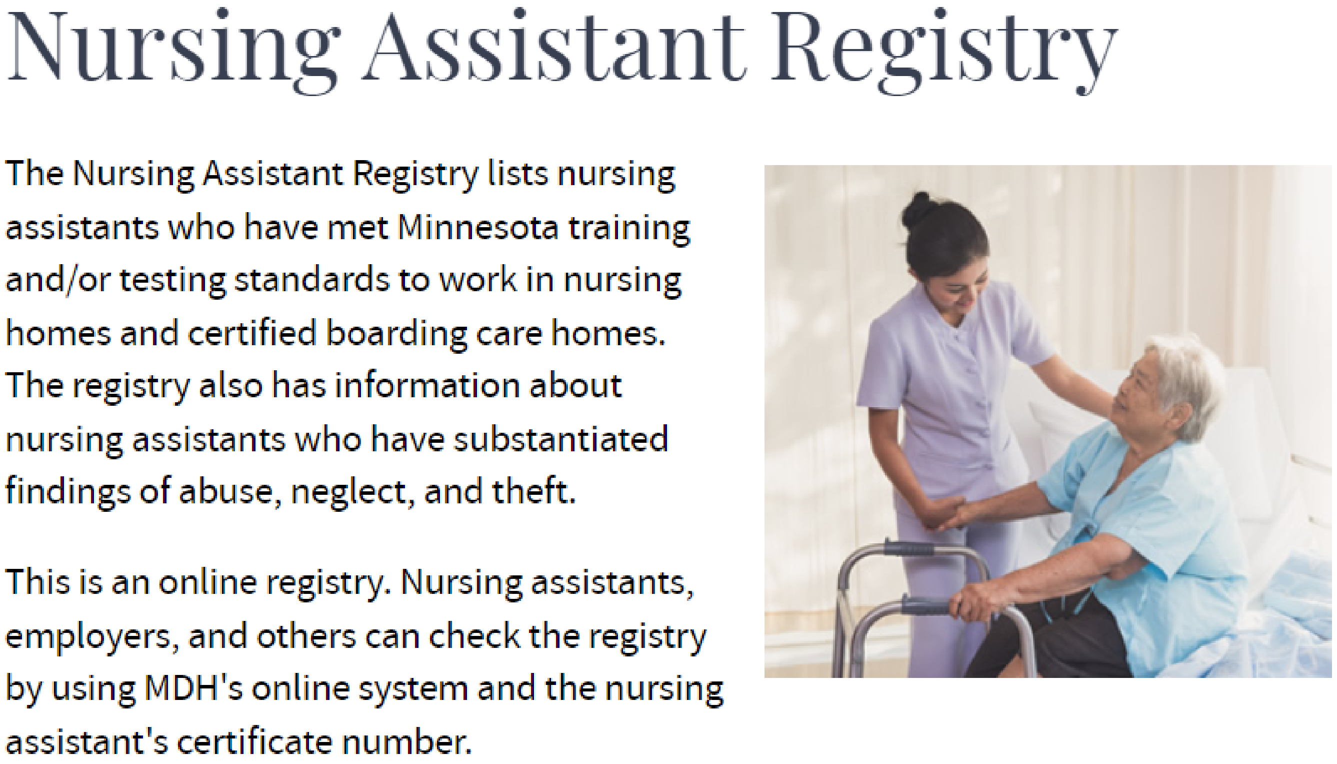


**NURSING ASSISTANT REGISTRY**

- NAR Home
- Nurse Aide Registry Search
- Nurse Aide Resources
- Nurse Aide Testing
- Training Program Calls
- Training Program Test Data
- Contact Us

**RELATED SITES**

- Health Care Facilities, Providers

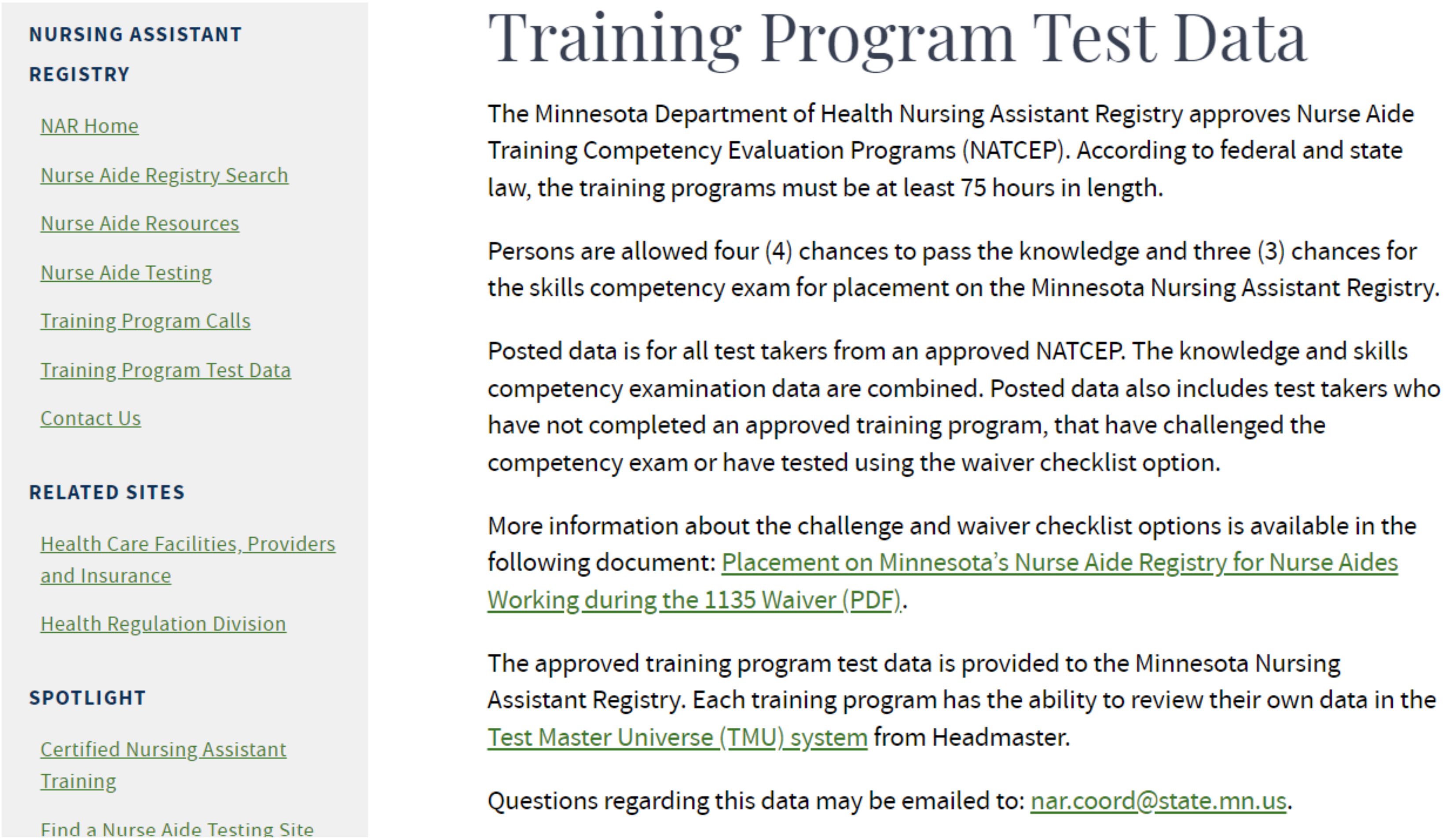


## Nursing Assistant Registry

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 by using MDH's online system and the nursing assistant's certificate number.

# Test Data Page



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**RELATED SITES**

- Health Care Facilities, Providers and Insurance
- Health Regulation Division

**SPOTLIGHT**

- Certified Nursing Assistant Training
- Find a Nurse Aide Testing Site

## Training Program Test Data

The Minnesota Department of Health Nursing Assistant Registry approves Nurse Aide Training Competency Evaluation Programs (NATCEP). According to federal and state law, the training programs must be at least 75 hours in length.

Persons are allowed four (4) chances to pass the knowledge and three (3) chances for the skills competency exam for placement on the Minnesota Nursing Assistant Registry.

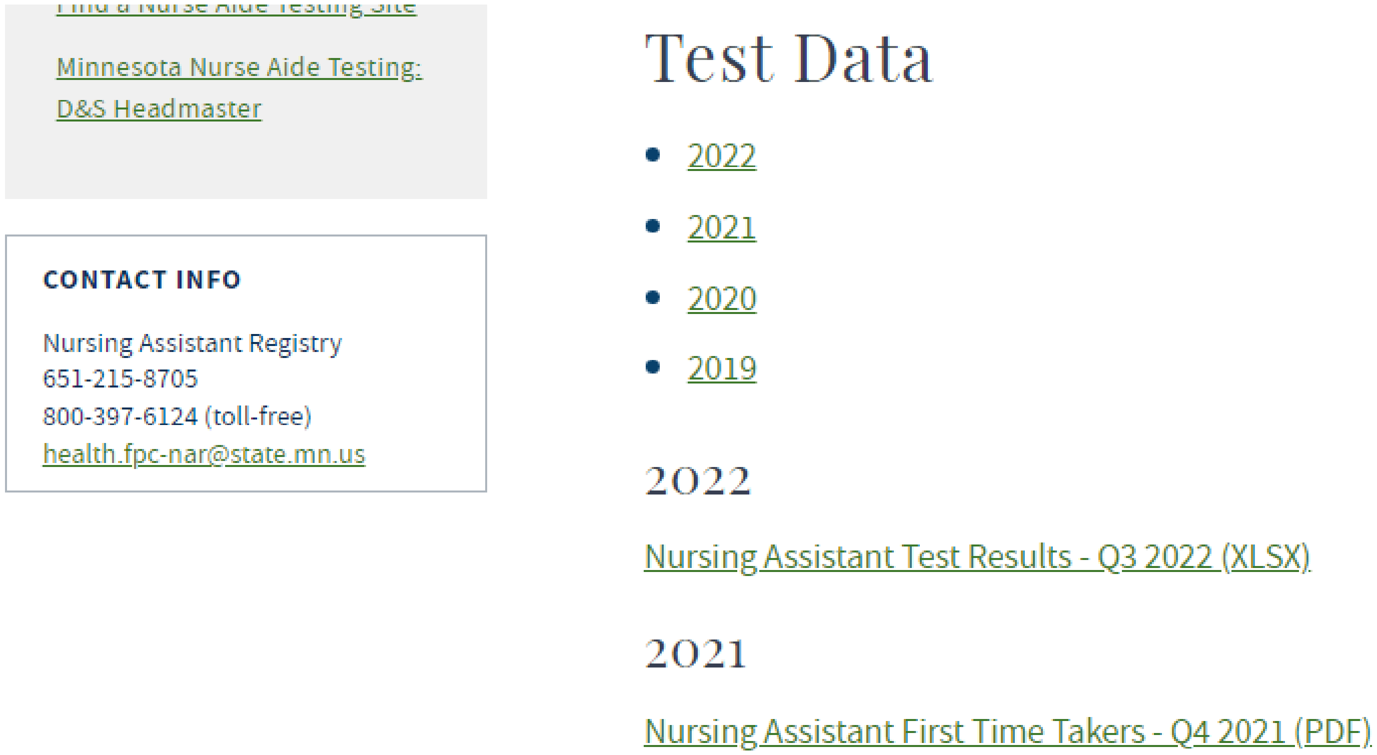
Posted data is for all test takers from an approved NATCEP. The knowledge and skills competency examination data are combined. Posted data also includes test takers who have not completed an approved training program, that have challenged the competency exam or have tested using the waiver checklist option.

More information about the challenge and waiver checklist options is available in the following document: Placement on Minnesota's Nurse Aide Registry for Nurse Aides Working during the 1135 Waiver (PDF).

The approved training program test data is provided to the Minnesota Nursing Assistant Registry. Each training program has the ability to review their own data in the Test Master Universe (TMU) system from Headmaster.

Questions regarding this data may be emailed to: nar.coord@state.mn.us.

# Test Data Page



Find a Nurse Aide Testing Site

Minnesota Nurse Aide Testing: D&S Headmaster

**CONTACT INFO**

Nursing Assistant Registry
651-215-8705
800-397-6124 (toll-free)
health.fpc-nar@state.mn.us

## Test Data

- 2022
- 2021
- 2020
- 2019

### 2022

Nursing Assistant Test Results - Q3 2022 (XLSX)

### 2021

Nursing Assistant First Time Takers - Q4 2021 (PDF)

# Survey Findings

# Training Program and Test Site Surveys

- Supervised Practical Training (SPT)
- Entering in TMU
  - Completion of students
  - Enter students under correct TP code

DEPARTMENT OF HEALTH

# Supervised Practical Training (SPT)

§483.152 in part….

*Supervised practical training means training in a laboratory or other setting in which the trainee demonstrates knowledge while performing tasks on an **individual** under the direct supervision of a registered nurse or a licensed practical nurse*

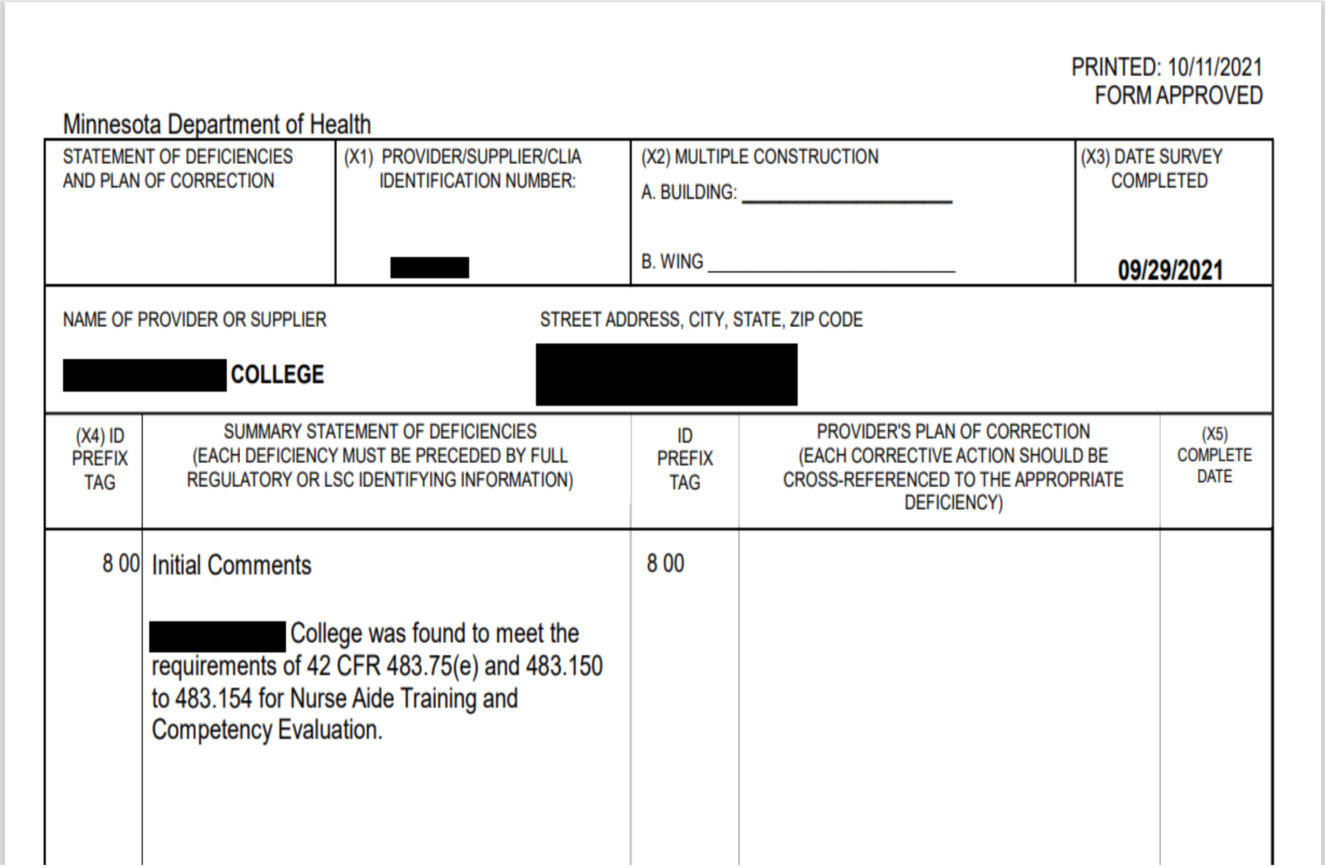
# Documentation of SPT

- Minimum of 16 hours of SPT is required for an MDH approved training program
- Instructor must document date, time, location and completion of proficiency of skills in the class records
- SPT hours are not to be performed in combination with skill practice time

# Entering Students in TMU

- Lack of timely entering in TMU by instructors
- Affects candidate ability to test
- Student entered under incorrect program code

# Survey Results



PRINTED: 10/11/2021
FORM APPROVED

Minnesota Department of Health

| | | | |
|---|---|---|---|
| STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION | (X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER:<br>[redacted] | (X2) MULTIPLE CONSTRUCTION<br>A. BUILDING: ______<br>B. WING ______ | (X3) DATE SURVEY COMPLETED<br>**09/29/2021** |

NAME OF PROVIDER OR SUPPLIER: [redacted] **COLLEGE**

STREET ADDRESS, CITY, STATE, ZIP CODE: [redacted]

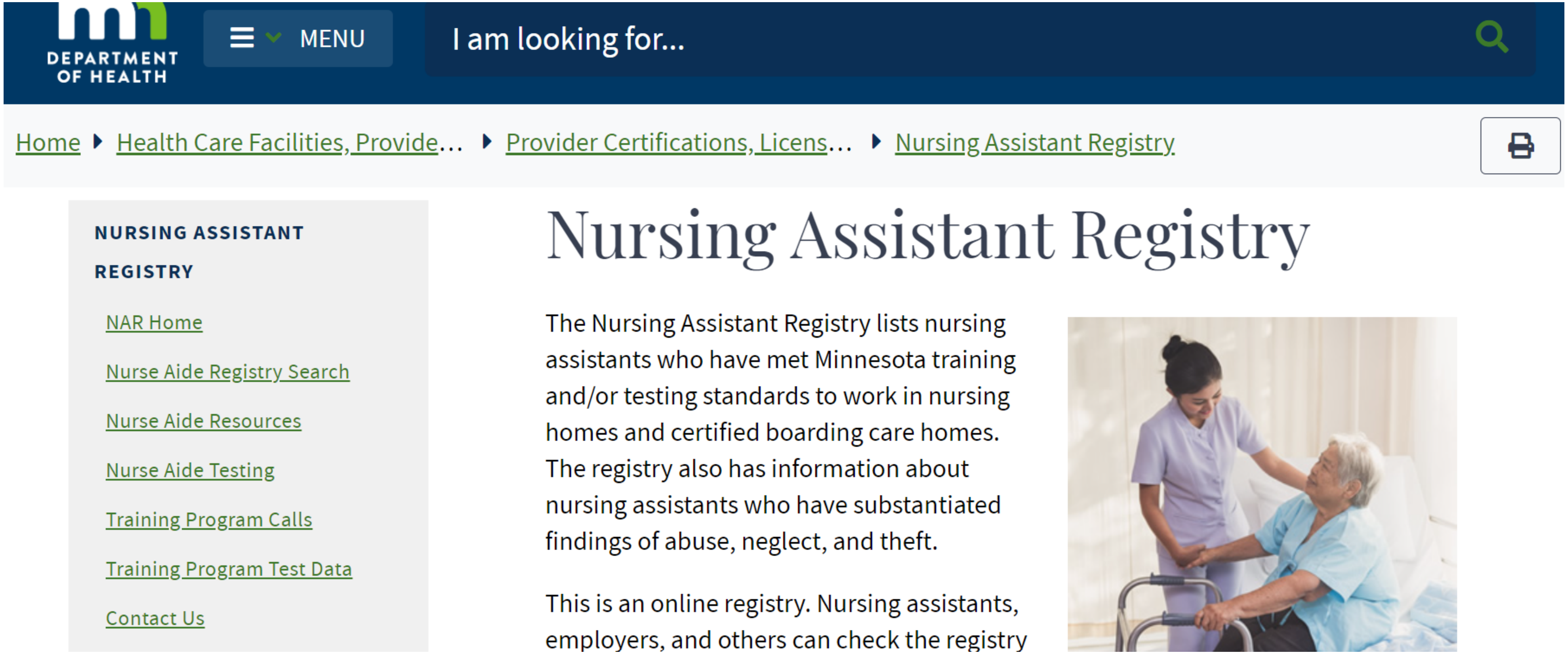
| (X4) ID PREFIX TAG | SUMMARY STATEMENT OF DEFICIENCIES (EACH DEFICIENCY MUST BE PRECEDED BY FULL REGULATORY OR LSC IDENTIFYING INFORMATION) | ID PREFIX TAG | PROVIDER'S PLAN OF CORRECTION (EACH CORRECTIVE ACTION SHOULD BE CROSS-REFERENCED TO THE APPROPRIATE DEFICIENCY) | (X5) COMPLETE DATE |
|---|---|---|---|---|
| 8 00 | Initial Comments<br>[redacted] College was found to meet the requirements of 42 CFR 483.75(e) and 483.150 to 483.154 for Nurse Aide Training and Competency Evaluation. | 8 00 | | |

- Form CMS 2567
- Statement of Deficiencies
- Communicates to provider deficient findings, if any

# Resources Available

# NAR Home Page

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



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

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

# Available to Training and Testing Programs

- 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)]

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

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

# Assistance Available

DEPARTMENT OF HEALTH

# MDH Offering 1:1 Training on TMU reports for all Training Programs

- Programs may participate in a 12-week program that targets maximizing the TMU data reports to use data to inform instruction, which may assist in improving learner outcomes
- If you are interested, please contact Michelle Chrastek at michelle.chrastek.c19@state.mn.us
- Include your full name, program name and position title

# Training Program Feedback

- Lake Superior College

DEPARTMENT
OF HEALTH

# Summary

- ✓ TAP and Knowledge Test
- ✓ Candidate Handbook
- ✓ Skills Focused Training
- ✓ Roles in TMU
- ✓ Test Data
- ✓ Training Program and Test Site Surveys

# Future Calls

- Next call: February 13, 2023
- Check the NAR Calls website for call details.

# Questions?

# Program Contact Information

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

# Contact Information

Liz Silkey, Regional Operations Supervisor, elizabeth.silkey@state.mn.us

Brenda Fischer, Regional Operations Manager, brenda.fischer@state.mn.us