DEPARTMENT OF HEALTH

Nurse Aide Training Program and Test Site Informational Call

Nurse Aide Registry
November 18, 2024

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

Agenda

- Question of the day
- Test site reminders
  - RN Test Observer responsibilities
- TMU updates
- Cheating incidents
- Survey findings
- Third quarter testing data
- Website updates
- Registry updates and best practices
- NAR chat
- Resources

Headmaster Question of the Day

Headmaster Home Page

Headmaster Question of the Day

The question below is chosen each day from a test bank of over 600 items developed by CNA/STNA subject matter experts throughout the country, that have either been retired from service or are under consideration for future use. Select and Submit an answer to test your knowledge, and see how you do relative to all others that have chosen to answer that question today. Note: We have provided a feedback survey for your convenience once you answer the question.

The purpose of a policy is to

- a. explain why a course of action is followed
- b. provide instruction on how to perform a task
- c. provide a foundation for good practice
- d. ensure continuity among all care givers

Click here to submit your answer

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Correct Answer

Excluding your answer, this item has been answered 308 times today. The answer you chose is selected and the percentages in brackets [] indicate how often each answer had been chosen. The correct answer is A.

You got it.

The purpose of a policy is to

- (●) a. explain why a course of action is followed [39%]
- ( ) b. provide instruction on how to perform a task [21%]
- ( ) c. provide a foundation for good practice [27%]
- ( ) d. ensure continuity among all care givers [13%]

Click here to give us feedback on the question of the day.

Please Note: Questions of the day are created by CNA/STNA subject matter experts throughout the country, but *this item* may not pertain specifically to *your* state's nurse aide curriculum or written certification exam.

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Incorrect Answer

Excluding your answer, this item has been answered 309 times today. The answer you chose is selected and the percentages in brackets [] indicate how often each answer had been chosen. The correct answer is A.

This was a tough one.

The purpose of a policy is to

- a. explain why a course of action is followed [39%]
- b. provide instruction on how to perform a task [21%]
- c. provide a foundation for good practice [27%]
- (●) d. ensure continuity among all care givers [13%]

Click here to give us feedback on the question of the day.

Please Note: Questions of the day are created by CNA/STNA subject matter experts throughout the country, but *this item* may not pertain specifically to *your* state's nurse aide curriculum or written certification exam.

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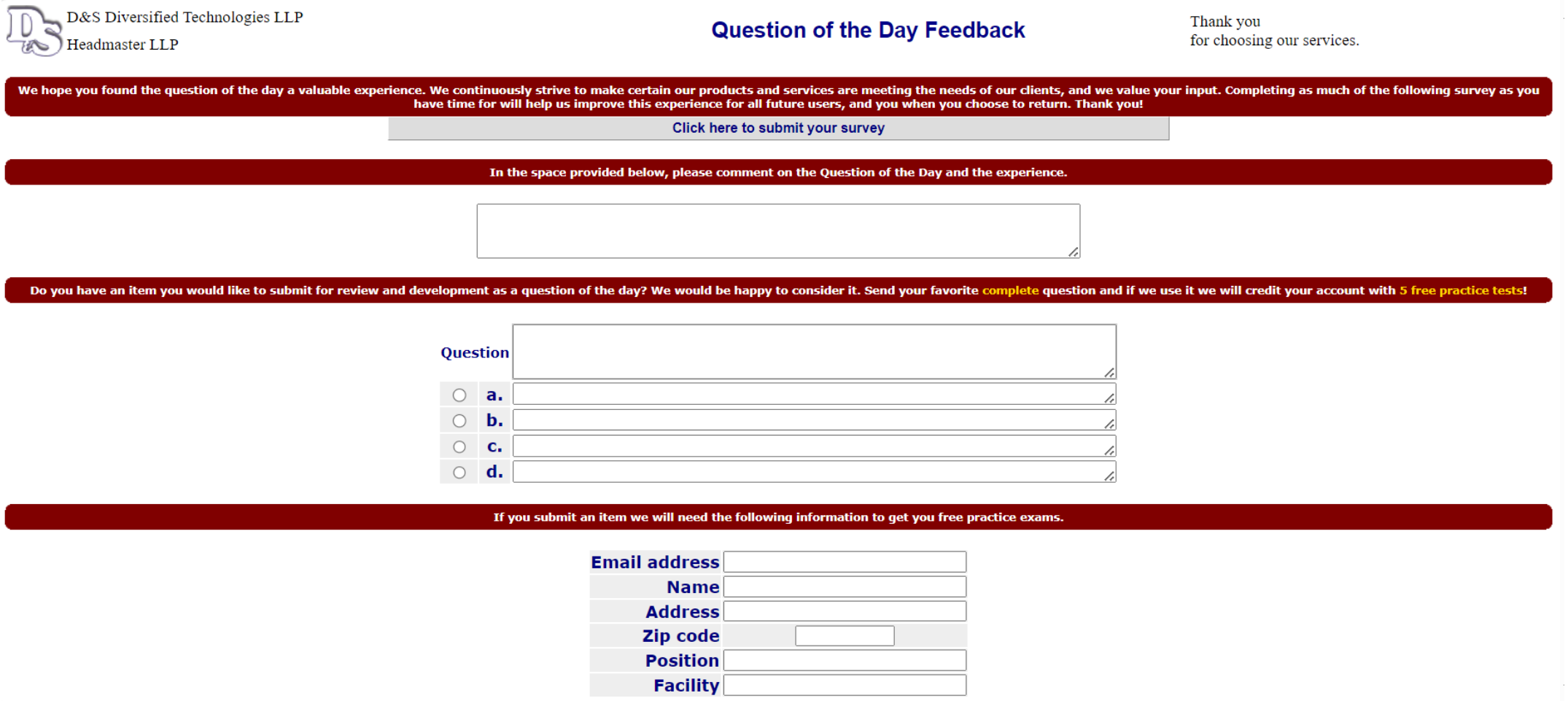
Feedback



D&S Diversified Technologies LLP
Headmaster LLP

Question of the Day Feedback

Thank you
for choosing our services.

We hope you found the question of the day a valuable experience. We continuously strive to make certain our products and services are meeting the needs of our clients, and we value your input. Completing as much of the following survey as you have time for will help us improve this experience for all future users, and you when you choose to return. Thank you!

Click here to submit your survey

In the space provided below, please comment on the Question of the Day and the experience.

Do you have an item you would like to submit for review and development as a question of the day? We would be happy to consider it. Send your favorite complete question and if we use it we will credit your account with 5 free practice tests!

Question

a.
b.
c.
d.

If you submit an item we will need the following information to get you free practice exams.

Email address
Name
Address
Zip code
Position
Facility

Test Site Reminders

Both Servers

- ✓All testing events must be closed and locked-**MN Server**
- ✓Provide current directions and signage to testing location
- ✓Verify with HM if unsure if a candidate has a testing record **before** entering in TMU

Before Test Event

Enter testing dates in TMU at least 2 weeks prior to the testing date, or as soon as possible

Enter challenge candidates into TMU 1-2 business days after application submitted

Scheduling a Test

Check for completion of training program **prior** to scheduling the tests. This ensures the candidate can benefit from other opportunities, such as nursing and TMA.

Questions to ask the candidate:

- Have you challenged the exam in the past?
- Have you tested under a different name?
- Did you fail your exams at any time?
- If you have gone through a training program, have you failed/exhausted all testing attempts?
- If you have failed all testing attempts, have you completed a new training program?

Test Day

Refer to page 16 Minnesota Nursing Assistant Candidate Handbook

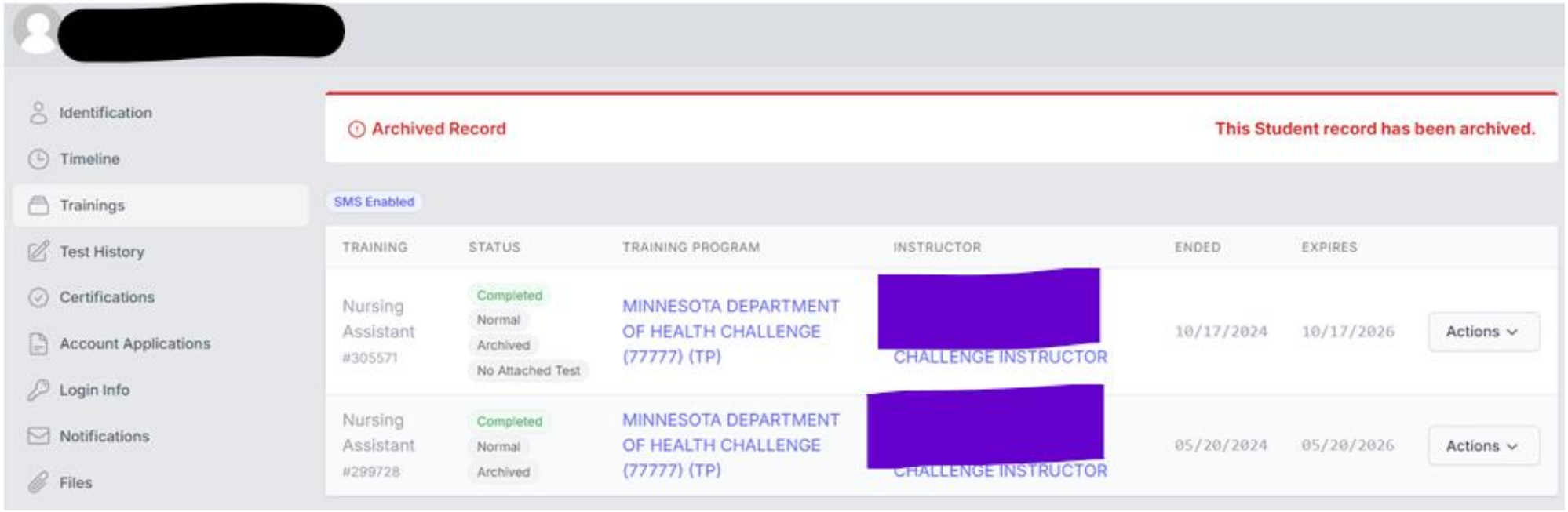
- ❑ Candidate must arrive in scrubs
- ❑ Check government issued candidate ID prior to testing, name must match **exactly**
- ❑ Check ID for **both** knowledge and skills test

After Test Event

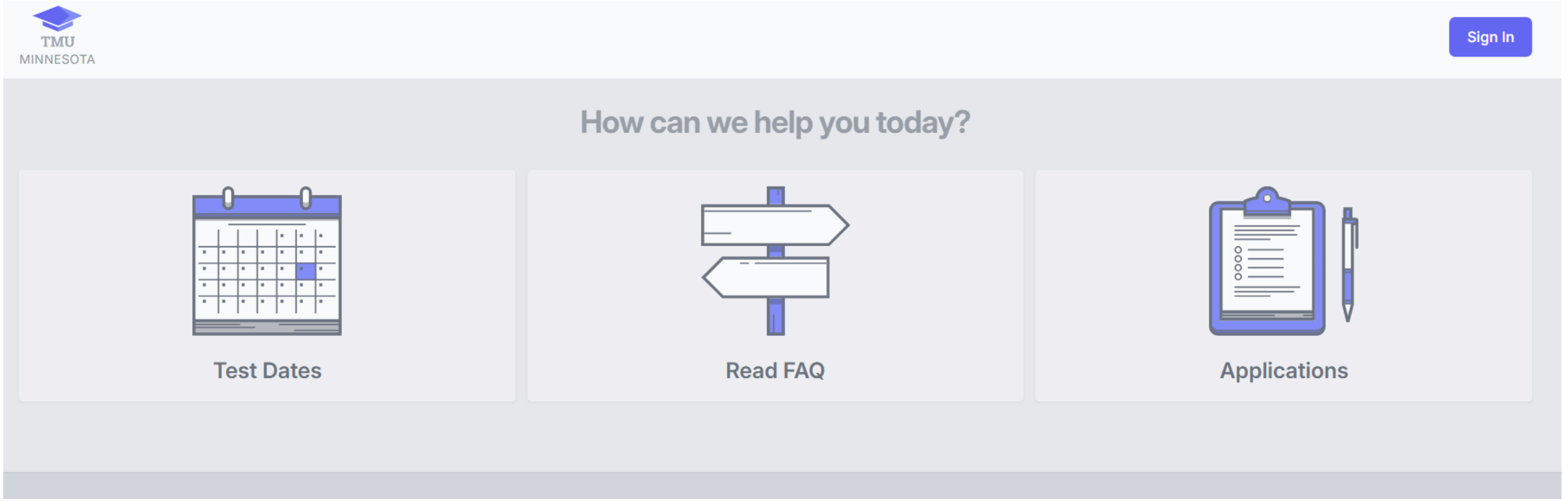
- ✓Inform candidates test results will be released <u>after 7 pm one full business day after testing</u>
- ✓Upload recording forms
- ✓Be mindful of any emails that may come from HM asking for clarification from testing events

Duplicate Challenge Trainings

Duplicate challenge trainings entered



TMU Updates


TMU
MINNESOTA
Sign In
How can we help you today?
Test Dates
Read FAQ
Applications

Instructor Login Request

Candidates

TestMaster Universe (TMU©)

MN State TMU© Login

In-Facility TMU© Login

Minnesota Candidate Handbook
Effective August 5, 2024

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

MN State Challenge Test Sites

Infacility Challenge Application

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 Accomodation Form 1404MN:
Fill online, attach diagnoses and SUBMIT

Requesting a Login for TMU©

MN State Instructor Login Request

In-Facility Instructor Login Request

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

Get Acrobat Reader

Training Programs - Test Sites

Minnesota Recording Form

Minnesota Diet Card

Minnesota Mock Skills
Effective August 5, 2024

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

How to Create a Test Event (Regional&Closed)

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 ADMINISTRATION SERVICES ENTITY (TASE) | RN TEST OBSERVER

TASE-RN TEST OBSERVER APPLICATION

RN TEST OBSERVER/TEST SITE EQUIPMENT LIST
(Referenced in the TASE-RN Test Observer Application)
Print and keep a copy for your reference.

OTHER TASE-RN TEST OBSERVER FORMS
(Attachment A documents referenced in the TASE-RN Test Observer Application)

Test Administration Services Agreement Form
TASE FORM 1505MN-NA
(Referenced in the TASE-RN Test Observer Application)

Contacts

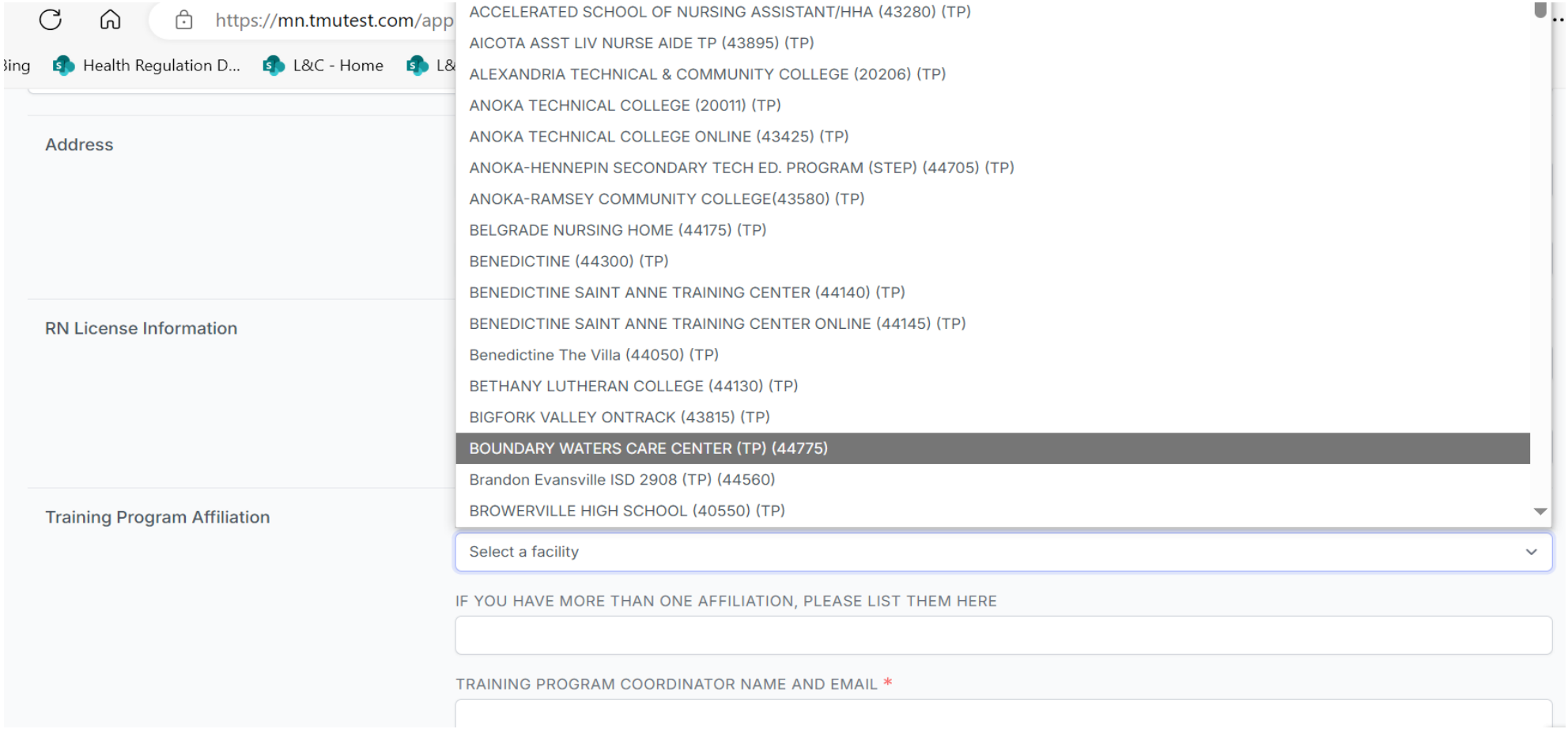
Please feel free to contact us if you have questions, concerns, or suggestions about our service. We value the feedback we receive from everyone involved in the Minnesota Nurse Aide training, testing, and certification process.

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

TMU Training Program List



Entering Students

UPDATED: November 15, 2024

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, the **INSTRUCTOR LOGIN REQUEST** can be found on the Minnesota TMU© main page under **APPLICATIONS**.

Choose the **Training Program** from the drop-down menu as shown.

Cheating Incidents

Minnesota Nursing Assistant Candidate Handbook

Page 20

If you give or receive help from anyone during testing (which also includes the use of any electronic recording devices such as cell phones, smart watches, or navigating to other browsers/sites during an electronic exam, etc.), your test will be stopped, you will be dismissed from the testing room, and your test will be scored as a **failure**. You will forfeit any testing fees paid. You will be reported to your training program and MDH, and you may need to obtain permission from MDH in order to be eligible to test again.

Exempt from Testing

Nurse Aide Testing Information - MN Dept. of Health

Candidates who have cheated on either the knowledge or skills exam will be exempt from any testing opportunities for 45 calendar days.

Survey Findings

Documentation

- ✓TP’s have various online learning management systems
- ✓Must be able to track cumulative hours spent and show at time of survey
- ✓Make up hours must be tracked and accounted for
- ✓Self study hours are not accepted unless completed during class time

CFR 483.152

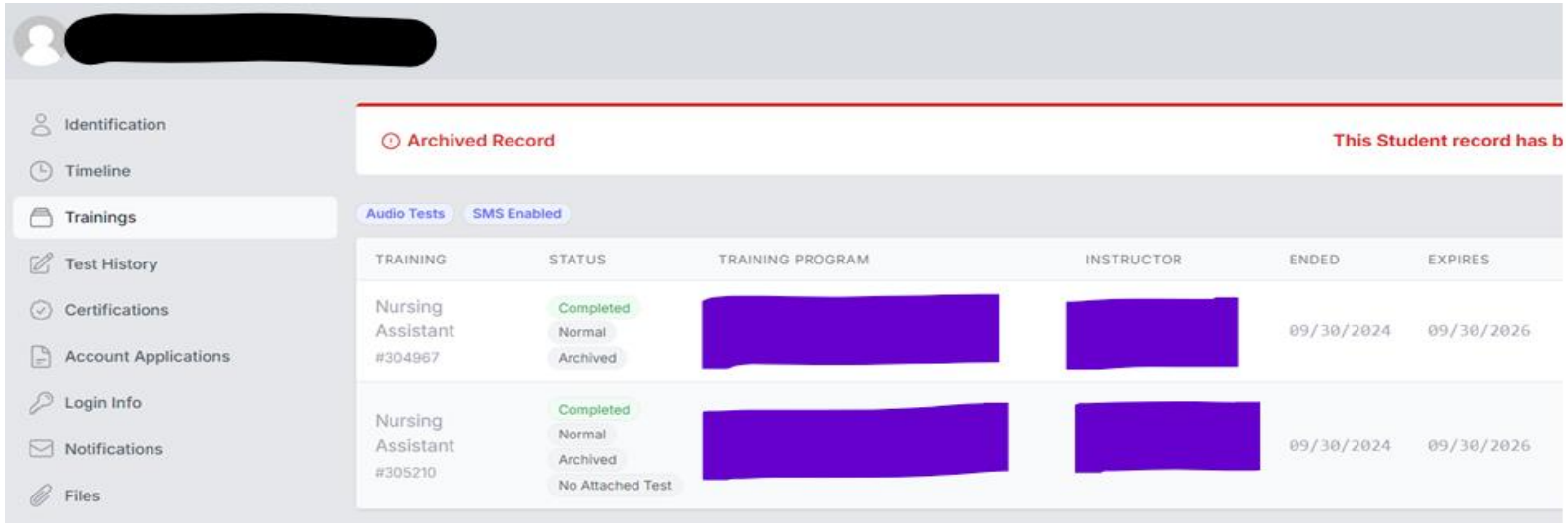
- **§ 483.152 Requirements for approval of a nurse aide training and competency evaluation program.**
- (a) For a nurse aide training and competency evaluation program to be approved by the State, it must, at a minimum—
- (1) Consist of no less than 75 clock hours of training;
- (2) Include at least the subjects specified in paragraph (b) of this section;
- (3) Include at least 16 hours of supervised practical training. *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;
- (4) Ensure that—
- (i) Students do not perform any services for which they have not trained and been found proficient by the instructor; and

Sample Nurse Aide Performance Record

	Skills lab 11/4/24	Skills lab 11/6/24	SPT 11/14/24, 6a-230p ABC Nursing Home	SPT 11/15/24, 6a-230p ABC Nursing Home
Handwashing				
Oral Care				
Bed Pan				
Transferring				
Ambulating				
Bed Bath				
Positioning				
Instructor signature >>				
Student signature >>				

Duplicate Entries

Entering students in TMU twice



Deficient Practice

Deficiencies will be issued

Revisits may be done after deficiency issued to ensure compliance

Unannounced visits possible

Example of 2567

Minnesota Department of Health

STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION	(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER:	(X2) MULTIPLE CONSTRUCTION	(X3) DATE SURVEY COMPLETED
	[redacted]	A. BUILDING: _____ B. WING _____	[redacted]

NAME OF PROVIDER OR SUPPLIER	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
8195	483.152(a)(1) 483.152(a)(3) For a nurse aide training and competency evaluation program to be approved by the State, it must, at a minimum consist of no less than 75 clock hours of training; This STANDARD is not met as evidenced by: Based on record review and staff interview [redacted] it was not possible to verify if students completed at least 75 clock hours of training. Findings include: Documentation of three classes was reviewed: 6/1/20 to 6/12/20, 7/12/21 to 7/23/21 and 8/2/21 to 8/13/21. Staff stated that classes were conducted using a combination of online instructor Zoom lecture, students studying curriculum online and in-person supervised practical training in lab. Instructor A failed to document student attendance for Zoom lectures. Instructors A and C documented only the dates of supervised practical training and did not include the number of hours.	8195		

Continued

	Staff stated they were unable to determine the number of hours students spent online. Program staff spoke with college Information Technology (IT) staff and was told unable to determine time spent online because students can download curriculum and then college software D2L unable to tally time spent online. Staff stated students self reported amount of				
8195	Continued From page 1 time doing homework such as working on chapters each day.	8195			

Continued

8205	483.152(a)(3) NATCEP approved by State For a nurse aide training and competency evaluation program to be approved by the State, it must, at a minimum include at least 16 hours of supervised practical training. 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; This STANDARD is not met as evidenced by: Based on record review and staff interview, it was not possible to determine the actual hours of supervised practical training for 2 of 3 classes reviewed. Findings include; Documentation of three classes was reviewed: 6/1/20 to 6/12/20, 7/12/21 to 7/23/21 and 8/2/21 to 8/13/21. Instructors A and C documented only the the date of supervised practical training and did not include the number of hours for the June and July 2021 classes.	8205			

Reminder to Instructors

- Enter the Student's FIRST and LAST name as it appears on their government issued ID, cell phone number and personal e-mail address
- The cell phone number and email address are used to receive text notifications regarding testing and renewals
- Their email address is used to log into TMU
- Students must complete their TMU account **at least 48 hours** before testing to review demographic information and ensure accuracy

Third Quarter Testing Data

Test Data

Reports will be posted on the Nurse Aide Registry Training Program Test Data

Schedule of quarterly training program test data reports to reflect the updated passing results

Data Now Available

2024 Q2, 4/1/24 – 8/5/24

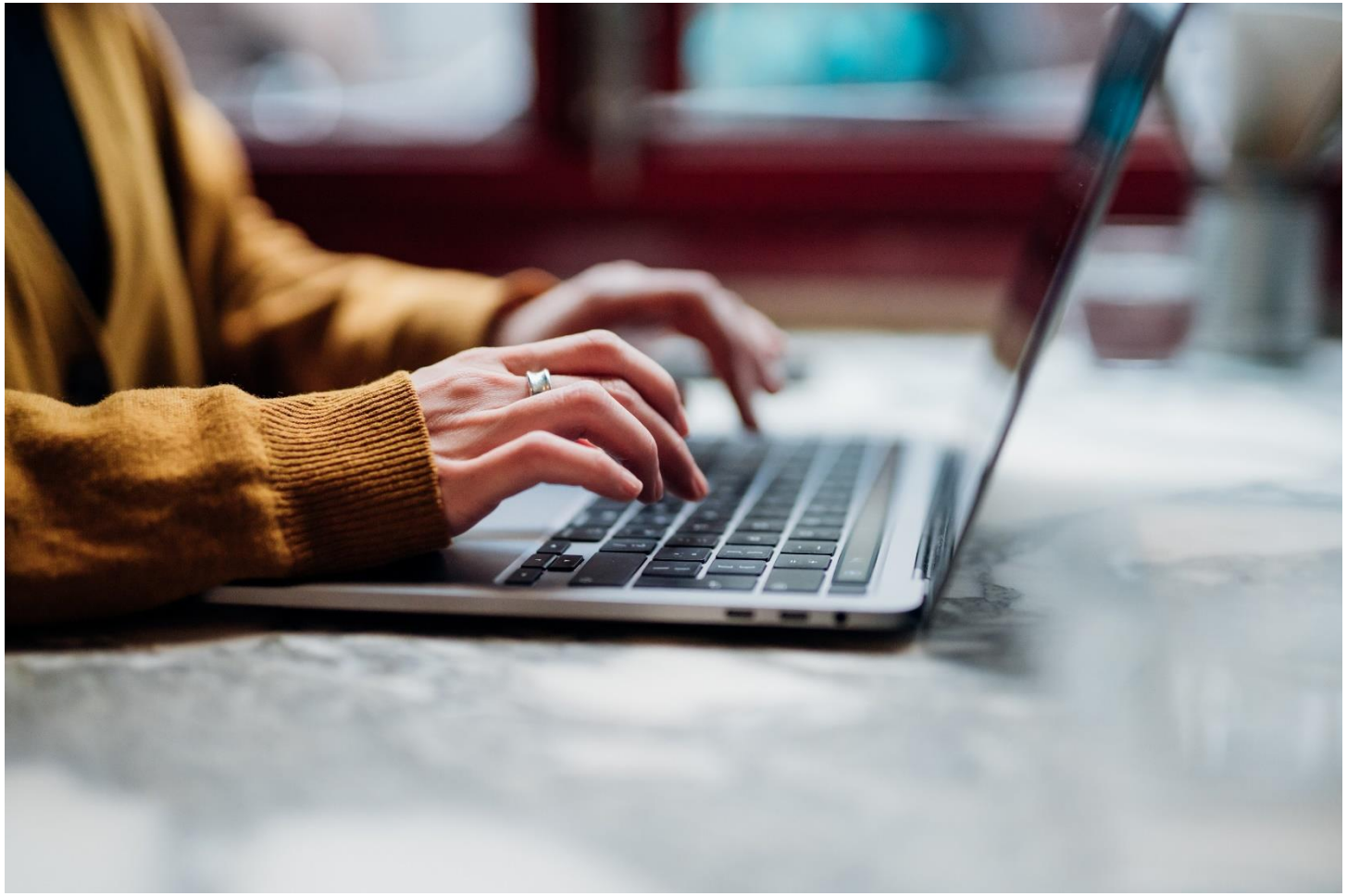
- passing score 76%

2024 Q3, 8/5/24– 9/30/24

- passing score 74%

Will return to regular quarterly schedule

Website Updates



Testing Page

Nurse Aide Testing Information - MN Dept. of Health

Nurse Aide Registry Testing Information

MDH selected D&SDT-Headmaster as the test contractor for placement on the Minnesota Nurse Aide Registry. Testing on the Headmaster platform began on Feb. 1, 2022. Testing materials, candidate handbooks, and information about training sessions for the platform are posted on the D&SDT-Headmaster - Minnesota Nurse Aide website.

Two-Server System for testing

D&SDT-Headmaster offers a two-server system for testing in effort to accommodate as many students as possible:

- MN State Colleges and Universities throughout the state
- MDH approved in-facility test sites throughout the state

Students who plan to test at an in-facility test site should be enrolled in the In-Facility Server. Students who wish to test at a MN State Colleges and Universities test site should be enrolled in the Minnesota State server. **Once a student has tested in a server, they must complete all test attempts in the same server.**

Two Server System

Registration

MN State Colleges and Universities

Registration for the Nurse Aide Skills and Knowledge tests is available on the MN State Colleges and Universities website. Nurse Aide candidates who have completed their training program or would like to challenge the test can register for a date and time at the Minnesota State Nursing Assistant Testing website.

In-Facility (MDH approved test sites)

For location and contact information for Nurse Aide Skills and Knowledge tests refer to: Nurse Aide Testing Locations

For test site availability refer to Home | MR TMU (tmutest.com)

Test Out/Challenge Candidates

MN State Colleges and Universities

Test out/challenge candidates MUST contact a test site of choice to schedule a knowledge and skills test. Minnesota State - Nursing Assistant Testing (minnstate.edu)

In-Facility (MDH approved test sites)

Test out/challenge candidates MUST complete an application to schedule a knowledge and skills test: Test-Out or Challenge Candidate Application Form 1101 Application

If you have any questions, contact D&SDTHeadmaster at (800)393-8664

Time Frame for Testing

Time Frame for Testing, 24 Month Test Cycle

You have four (4) attempts to pass the knowledge exam and three (3) attempts to pass the skills exam either:

- within 24 months of your date of training program completion
- or from the first (skills or knowledge) test attempt as a challenge candidate

If you have **exhausted** your knowledge **OR** skill attempts prior to the 24-month cycle ending, you **MUST** complete another MDH-approved training program **BEFORE** you are eligible to re-test.

If 24-month testing cycle has expired and candidate DID NOT exhaust all testing attempts in the 24 month testing cycle, the candidate can either:

1. Complete new training program OR
2. Test as a challenge candidate

Example Given

Candidates CANNOT use previous successful test results for the new testing cycle. When a new training program is completed, this will void all past training and testing attempts.

Example:

On 3/1/24, candidate passes challenge knowledge attempt and fails skill attempt.

On 3/10/24, candidate fails 2nd skills attempt.

On 8/1/24, candidate enrolls in training program.

On 8/31/24, candidate completes training program. The 24-month cycle starts over.

Candidate must test for both knowledge and skills now that they have completed a new training program, as this new training program voids all past training and testing.

FAQ

Nurse Aide Registry: Frequently Asked Questions about NATCEPs - MN Dept. of Health

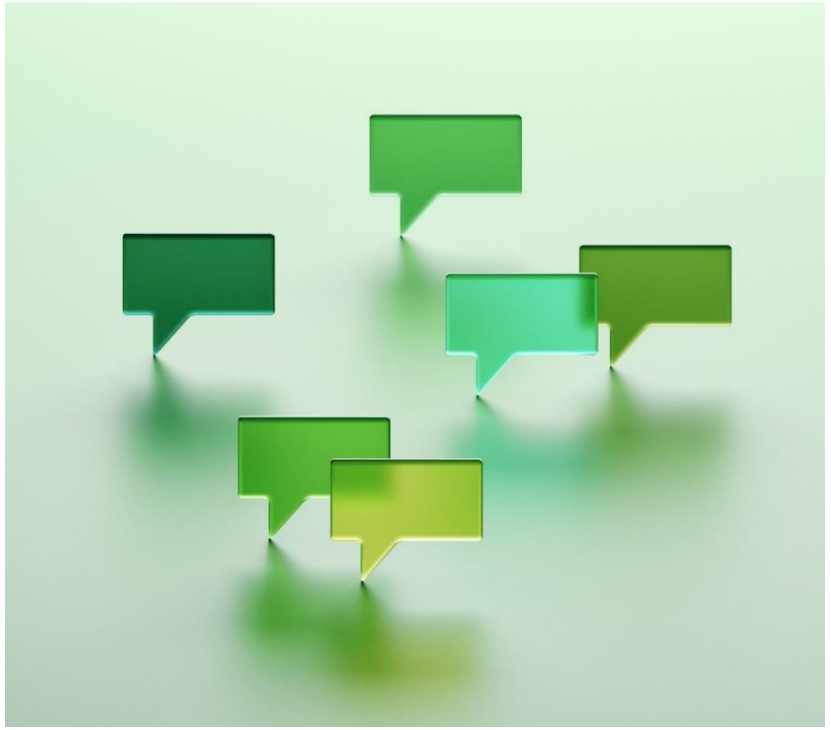
Do self-study guides or self-reported hours count as clock-hours towards the required 75-hour total?

No. Self-study or self-reported hours are not eligible to count towards the 75-hour total. If time spent on study guides can be tracked or recorded in an online learning management system, this would be allowable. Refer to federal regulation 483.152 for additional information.

Nurse Aide Registry (NAR) Updates & Best Practices

Kia | Federal Licensing, Certification and Registration Supervisor

Updates & Reminders



- Nurse Aides can submit renewals with supporting documents.
- Facilities (e.g., nursing home, certified boarding care home) can submit staff reporting.
- Renewals can be submitted 90 days from expiration date.
- Email notification sent to nurse aides: 90, 60, 30, 14, 7 days, and on the day of the expiration.
- Applications are processed within 30 business days after receipt.
- Updates to the NAR website.

Best Practices

- Facilities must click "**Submit Facility Nursing Aide Staff Report**" to extend the expiration date of their nurse aides' certificates for staff reporting.
  - See guidance on the State Operations Manual (SOM) Appendix PP, Guidance §§483.35(d)(4)-(6) regarding documentation to verify individuals performing nursing or nursing-related services for monetary compensation during the previous 24 months.
- Other health care providers (such as assisted living, home health agencies, hospices, hospitals) should instruct their nurse aide employees to use the online system to submit their renewal applications.
- After receiving a legitimate Social Security Number (SSN) together with legal documentation, those who tested without one must contact the registry to have their certificate record reviewed and updated.

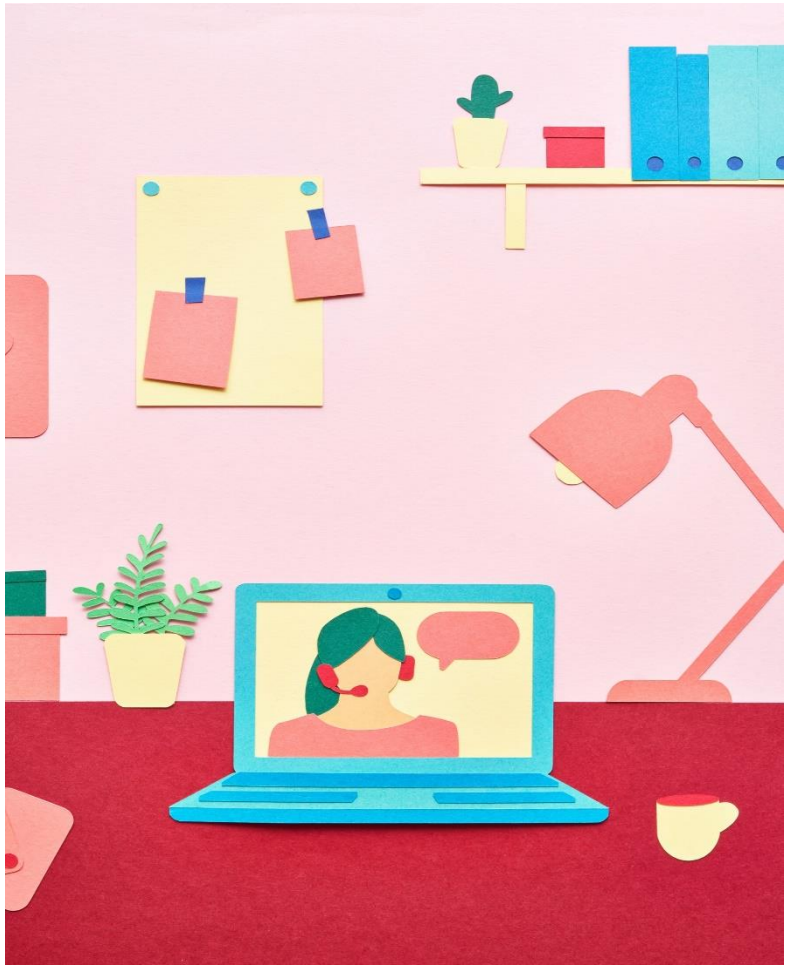
Thank You!

Nurse Aide Registry Credentialing Team

Health.FPC-NAR@state.mn.us

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

NAR Chat



Numbers

Active NA's- 46,578

194 approved training programs

65 approved test sites, MN State

and In-Facility

NATCEP Numbers

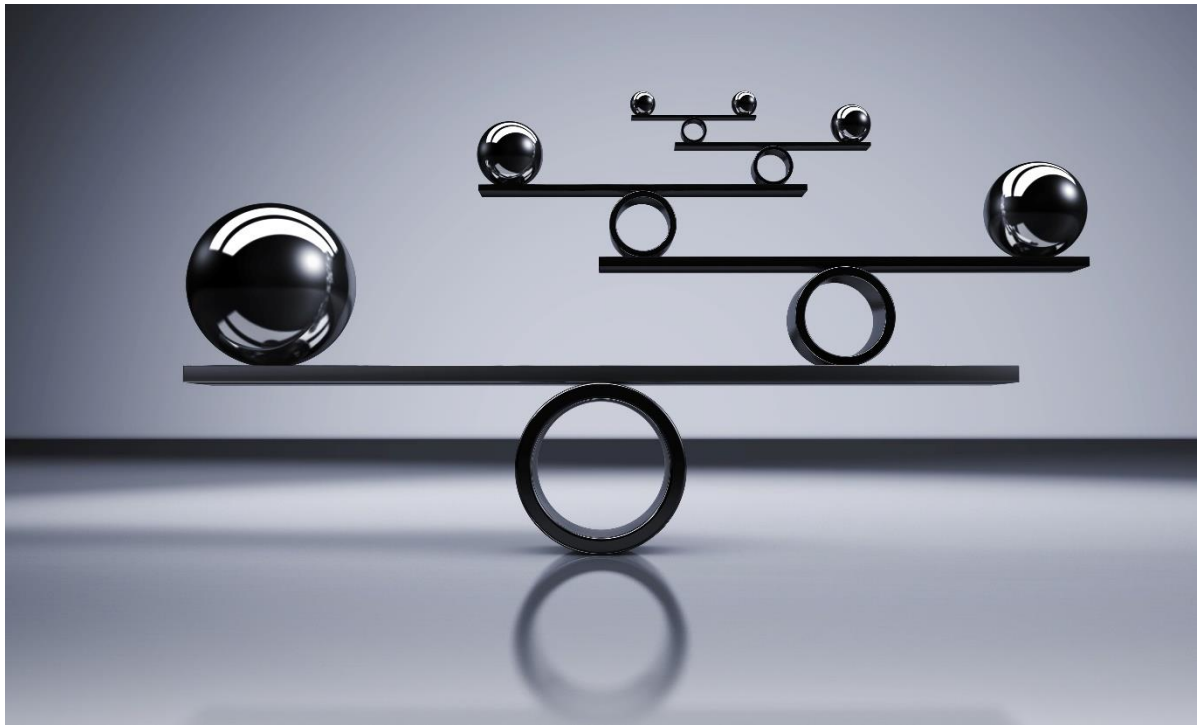
Since January 1, 2024

Programs approved

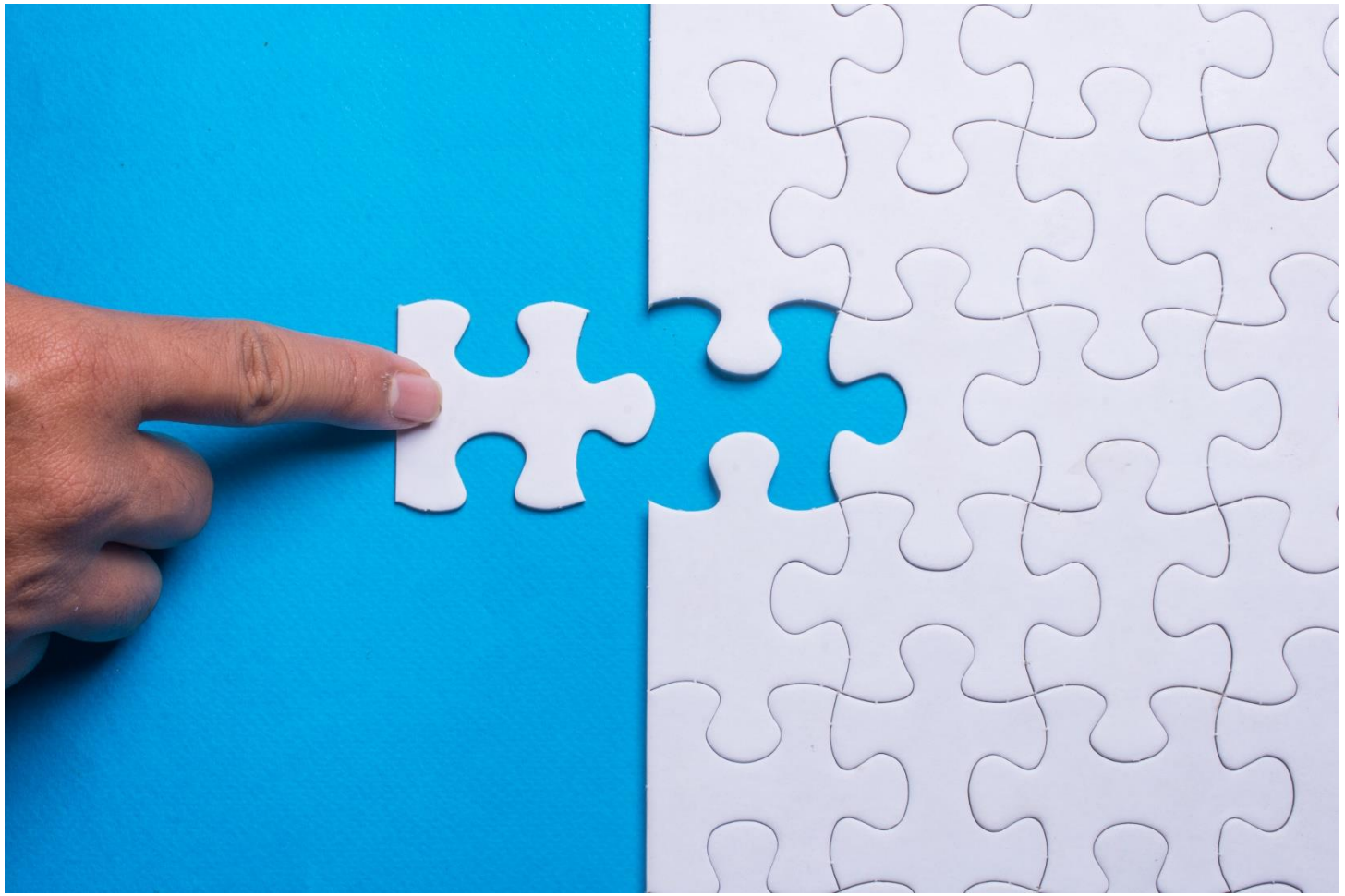
- 20

Programs closed

- 14



Resources Available



NAR Home Page

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

NURSING ASSISTANT REGISTRY

- NAR Home
- In-Facility Testing
- Minnesota Nurse Aide Registry
- 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:

Nurse Aide Registry

The Nurse Aide Registry lists nurse aides 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 nurse aides who have substantiated findings of abuse, neglect, and theft.

This is an online registry. Nurse aides, employers, and others can check the registry by using MDH's online system and the nurse aide's certificate number.

Announcements

May 10, 2024: Changes to Nurse Aide Skills Test, effective Aug. 5

Apr. 29, 2024: Training Programs using discontinued curricula need to choose a new curriculum by June

STAY CONNECTED

DEPARTMENT OF HEALTH

Locate NATCEP Resource

NATCEP Resource

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.

Summary

- ✓Question of the day
- ✓Test site reminders
  - ✓RN Test Observer responsibilities
- ✓TMU updates
- ✓Cheating incidents
- ✓Survey findings
- ✓Website updates
- ✓Registry updates and best practices
- ✓NAR chat
- ✓Resources

Questions?

Future Calls

- Next call will be January 13th 2025
- Check the NAR Calls website for call details and GovDelivery

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