PROGRAM COORDINATOR GUIDE

Instructions for Basic Nursing Assistant Training Program (B N A T P) Operation

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ILLINOIS NURSE ASSISTANT/AIDE TRAINING COMPETENCY EVALUATION PROGRAM

April 2018

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Purpose

This document has been developed as a guide for Program Coordinators and Instructors to provide information relevant to the operation of a Basic Nursing Assistant Training Program (BNATP). This tool includes information on developing a new BNATP and maintaining compliance once a program is established. You will be directed to various websites for information, forms and documents. Information located on these other sites may not be repeated in this document due to space limitations.

It is advisable to review this guide on a regular basis as updates will be added when available.

ACRONYMS

BNAT	Basic Nursing Assistant Training
BNATP	Basic Nursing Assistant Training Program
BNATP Code	Program code number assigned by Department to an approved
BNATP CAP	Corrective Action Plan
CEP	Competency Evaluation Program
CFR	Code of Federal Regulations
CMS	Centers for Medicare & Medicaid Services
CNA	Certified Nursing Assistant
CNAEA	CNA Educators Association
CPR	Cardiopulmonary Resuscitation
HCWR	Health Care Worker Registry
IBHE	Illinois Board of Higher Education
IDPH	Illinois Department of Public Health; Department
ISBE	Illinois State Board of Education
LTC	Long Term Care
NATCEP	Nurse Aide Training Competency Evaluation Program also known as Illinois Nurse Assistant/Aide Training Competency Evaluation Program
SIUC NAT	Southern Illinois University Carbondale, Nurse Aide Testing
SSN	Social Security Number

NATCEP CONTACT INFORMATION

Contact	Email	Phone	Fax
Illinois Department of Public Health Education and Training Section 525 W Jefferson St, 4th Floor Springfield, IL 62761 Randy Carey-Walden, RN, MSN, CCM Public Service Administrator	dph.bnatp@illinois.gov	217-785-5569	217-557-3363
Illinois Department of Public Health Health Care Worker Registry (HCWR) 525 W. Jefferson St., 4th Floor Springfield, IL 62761 https://hcwrpub.dph.illinois.gov/Search.aspx	dph.hcwr@illinois.gov	217-785-5133	217-524-0137
Nurse Aide Testing Southern Illinois University Carbondale Mail Code 4340 Carbondale, IL 62901 www.nurseaidetesting.com Dr. Thomas Hovatter, Project Coordinator Darin Barham, Psychometrist	wednat@siu.edu cobra7@siu.edu dbarham@siu.edu	617-453-4368 or 877-262-9259	618-453-4300
Illinois State Board of Higher Education 431 E. Adams, 2nd Floor Springfield, IL 62701 http://www.ibhe.org/PBVS/default.htm Annie Brooks		217-782-2551 or 866-262-6663	217-782-4620
Illinois State Board of Education 100 N. 1st Street Springfield, IL 62777 Whitney Mehaffy www.isbe.state.il.us	wmehaffy@isbe.net	217-524-4832 or 866-262-6663	
Certified Nursing Assistant Educators Assoc. www.cnaeducators.org	Contact info on website		

Program Coordinator
Reference: 77 Illinois Administrative Code, Section 395.165

   The Program Coordinator is a registered nurse responsible for the planning, implementation, evaluation and overall coordination and point of contact of a BNATP. This includes verifying proper completion and submission of forms and documents related to the BNATP operation, including instructor credentials (nursing license, Train the Trainer certificate, Approved Evaluator certificate, CPR and Special Content where applicable). Maintaining current contact information including telephone number, fax number and email address is vital to a successful BNATP. *A change in Program Coordinator requires written notification to the Department within 5 business days.* Email notification is acceptable.

All correspondence from the Department and SIUC Nurse Aide Testing Project will be directed to the Program Coordinator. Please make sure the contact information on Page 1 of the master schedule is current. Program Coordinators are expected to disseminate received reports and updates in a timely manner to the instructors in their respective BNATPs. This promotes program improvement and compliance with the rules and regulations.

Please include the BNAT Program name and Program Code number on all correspondence to the Department, including electronic mail.

Rules & Regulations: State & Federal

Basic Nurse Aide Training Programs in Illinois are responsible to comply with both State and Federal regulations.

Federal Regulations are located at: www.cms.hhs.gov. **Regulations and Guidance** → **Guidance, Manuals** → **Internet-Only Manuals** → **100-07** State Operations Manual → **Chapter 4** Program Administration and Fiscal Management → **4132** NATCEPs and CEPs.

Code of Federal Regulations, Title 42, Part 483 www.ecfr.gov.; **Part 483.1 to 483.480** Requirements for States and Long Term Care Facilities → Subpart D —Requirements for Nurse Aide Training and Competency Evaluation Programs.

Federal Regulations for Long Term Care Facilities: http://cms.hhs.gov/manuals/Downloads/som107ap_pp_guidelines_ltcf.pdf. This is the State Operations Manual Appendix PP – Guidance to Surveyors for Long Term Care Facilities. It is important for Instructors and Evaluators to be aware of the services LTC facilities are required to provide in order to supply the most up-to-date information to their students.

IDPH State Regulations: www.idph.state.il.us. Click on the following to access the State Regulations that govern the NATCEPs in Illinois: Laws and Rules → Current Laws and Rules → Health Care Facilities → Nursing Home Licensure (including nurse aide training). Depending on what rule you are seeking you can click → Long-Term Care Assistants and Aides Training Programs Code (77 Illinois Administrative Code 395).

BNAT program operation, including BNATP curriculum requirements, can be found in this section. Other sections that may be helpful are → Skilled Nursing and Intermediate Care Facilities Code (77 Illinois Administrative Code 300) and → Health Care Worker Background Check Code (77 Illinois Administrative Code 955). Links to these sections of 77 Illinois Administrative Code can also be found on www.nurseaidetesting.com.

Health Care Worker Background Check, Web Portal, Portal Registration Authority (PRA): 77 IL Administrative Code, Part 955 Health Care Worker Background Check Code: http://www.ilga.gov/commission/jcar/admincode/077/07700955sections.html Contact the HCWR staff for specific instructions.

Tuberculosis (TB) Skin Test Requirements

Since the students' clinical experiences will place them into direct contact with high risk individuals, Program Coordinators must have knowledge pertaining to TB screening and prevention. Reference the following rules in the IL Admin. Code regarding TB testing:

1. 77 Illinois Administrative Code, Section 300.1025 Tuberculin Skin Test Procedures

   Tuberculin skin tests for employees and residents shall be conducted in accordance with the Control of Tuberculosis Code (77 Ill. Adm. Code 696).

   (Source: Amended at 36 Ill. Reg. 15267, effective October 2, 2012)

2. 77 Illinois Administrative Code, Section 696.140 Screening for Tuberculosis Infection and Disease

TB surveillance is conducted by county/local Health Departments.

Social Security Number Information

It is the policy of the Department that an individual must have a valid Social Security number in order to take the state written competency examination. ***There are no exceptions!***

For Social Security Number questions, Program Coordinators should review the Social Security Administration web site at http://www.ssa.gov/employer/ssnvhighgroup.htm. Note that Social Security Numbers cannot start with a 9 or with three zeroes. All zeroes in the first three digits, middle two, or last 4 denote invalid Social Security numbers. Students with invalid Social Security numbers will not be able to take the Illinois Certification Exam. The SIUC web portal will reject any registration attempt with these numbers.

BNAT Program Type Definitions

Use the following as a guide to determine the program type of your BNATP. These BNAT Program Type Definitions were developed by IDPH and SIUC in order to define programs consistently, to increase validity of comparisons based on program type and to clarify which rules and regulations pertain to specific BNATPs. A BNATP is classified as one of the following:

- College
    - Sponsored by a community college
    - Adult students, secondary students (high school)
- Secondary

- o Sponsored by a high school, area vocational/career center or community college
- o High school students learn at their high schools or area career centers
- Vocational
  - o Sponsored by a vocational career center/school or private entity
    - ▪ This is an education institution privately owned and operated which holds a valid certificate of approval or certificate of exemption issued by the Illinois Board of Higher Education. Reference: Private Business and Vocational Schools Act [105 ILCS 425] and Private Business and Vocational Schools (23 Ill. Adm. Code 451).
    - ▪ Enrolled students are not considered traditional secondary (high school) students.
    - ▪ Adult students, post-secondary students
- Facility
  - o Sponsored by a facility licensed by the Department under the Nursing Home Care Act [210 ILCS 45].
  - o IBHE approval of the BNATP is also required if admission to the program is open to anyone other than employees of the facility at no cost to the employee
- Home Health
  - o Sponsored by a Home Health Agency licensed by the Department under the Home Health Agency Licensing Act [210 ILCS 55].
  - o IBHE approval of the BNATP is also required if admission to the program is open to anyone other than employees of the facility who meet the admission requirements of the BNATP and is charged a fee to attend the class.
  - o IBHE approval is not required if the program is only offered to the facility employees at no cost to the employee.
- Hospital
  - o Sponsored by a hospital licensed by the Department under the Hospital Licensing Act [210 ILCS 85].
  - o IBHE approval of the BNATP is also required if admission to the program is open to anyone other than employees of the facility who meets the admission requirements of the BNATP and is charged a fee to take the course.
  - o IBHE approval is not required if program is only offered to the facility employees at no cost to the employee.
- Other (only to be used by the Department)
  - o 9992—Grandfathered
  - o 9993—Nursing Students
  - o 9994—Foreign LPN/RN
  - o 9995—Military
  - o 9996—Recertification

Please note that vocational programs with secondary students will be classified as Secondary. Private programs will now by classified as Vocational because of the required IBHE approval as

a private business and vocational school.

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New BNATP Approval

Reference 77 Illinois Administrative Code, Sec 395.110
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Written approval from the Department is required prior to the start date of a class offering of a new BNATP. A program code will be assigned by the Department once approval has been granted. A Program Sponsor may have several program codes. Examples of when a separate program code is required when:

- The Program Sponsor is establishing an additional program Theory site at a new location.

- The Program Sponsor is offering classes to high school/secondary students during regular high school hours and is also offering classes to adult students

- There is a difference in total number of Theory and Clinical hours between class offerings of same program sponsor such as day and evening classes. Classes with different hours offering the same total program hours do not require additional program approval or codes.

- The Program Sponsor requesting reactivation of a BNATP is required to complete the same process as if applying as a new BNATP. The only difference will be that the previous program code will be assigned to the reactivated BNATP (77 IL Admin Code, Section 395.140 (b-d)).

The NATCEP New Program Submission Checklist and BNATP Facility & Equipment/Supplies Form, both located at www.nurseaidetesting.com → Coordinators & Instructors → Forms are the forms to complete and submit to the Department. The checklist has a detailed listing of additional forms and documents.

Questions and requests for additional information can be directed to dph.bnatp@illinois.gov or by calling the Education and Training Section, IDPH at 217-785-5569. Tips and hints:

1. Incomplete submissions will be rejected. Mailed packets will not be returned to the Program Sponsor. *Make sure a copy is kept on file at the BNATP.*

2. Allow up to 90 days from the date that the complete submission is received and acknowledged by the Department for new program approval, denial or request for additional information.

3. Organizing the documents of your submission in the same order as on the checklist, separating the sections with a sheet of paper labeled with the section name and submitting in .pdf format will help expedite the review by the Department. If you must submit by U.S. Mail, do not submit documents in a binder or in sleeve protectors. Do not use paper clips or staples in the document. Do not send documents printed on both sides of the page. *Do not fax new program approval requests.*

4. Obtain required certificates of approval from other agencies (such as ISBE or IBHE) to be included in the program application document. Facility-based programs (Nursing Home, Home Health Agency and Hospital) are required to have approval from IBHE if they will be admitting students other than their employees and are charging a fee to take the course. IBHE approves Private Business/Vocational Schools and ISBE

approves Secondary school programs. This document is renewed according to IBHE policy, a copy of which should be forwarded to the Department when received. Additional information is found at http://www.ibhe.org. Click on Private Businesses and Vocational Schools.

5. Objectives and Content

    o   Ensure that your syllabus is complete. There are websites with guidelines for preparing a syllabus if your educational entity does not have a standard form. All sections and classes with the same BNATP code number should use the same syllabus.
    o   Textbook choices are abundant. The Department and SIUC NAT do not recommend or endorse any specific textbook; some of the textbooks currently being used are listed at www.nurseaidetesting.com. A detailed review and comparison of several different textbooks by the Program Coordinator and Instructors using pre-determined criteria will help narrow the choices.

6. The attendance policy, including guidelines for the make-up of missed classes, will be reviewed closely. When developing your policies and procedures, consider all aspects of program operation and instruction in both theory and clinical environments. Some of these may include admission requirements, classroom and homework assignments, attendance and tardiness, student behaviors and expectations, dress code, cell phone and computer usage, grading system, cheating, etc.

7. Allocation of BNAT Program Hours worksheet, found at www.nurseaidetesting.com lists the minimum number of Theory hours which must be dedicated to each module. Indicate the number of hours your BNATP will dedicate to each module in the blank column; do not use a range of hours. Lab time/practice is to be included in the Theory hours. Time on the Allocation of Hours form must equal Theory hours indicated on Page 1 of Master Schedule.

8. The Methodology section may seem repetitive. It is actually an expansion of what is found in your syllabus since you are being asked to provide a detailed listing of any/all audiovisual and multi-media materials being used. The BNATP Facility & Equipment/Supplies Form is to be completed and attached to the New Program Submission Checklist. Access to medical equipment and supplies for student practice and demonstration of the required skills outlined in the model program must be provided to the students by the BNATP; reference 77 IL Administrative Code, Sections 395.050 Lab Environment & 395.170 (f).

    o   Each individual Instructor must obtain credentials from the Department by first submitting a resume for review. Upon approval based on the resume and meeting requirements in Title 77 and 42 CFR, the Instructor would then qualify to take the Train the Trainer and Approved Evaluator courses. Instructor codes may be requested through the BNATP's Program Coordinator or directly by the instructor. See the Instructor Approval section for additional information.

    o   Facility-based programs must identify the Approved Outside Evaluator. This individual shall not be an instructor approved for the facility BNATP or have any fiduciary relationship with the Clinical site.

9. A copy of each Evaluation Tool to be used in the BNATP is to be submitted. These should include, but are not limited to:

    o   Instructor and Program Evaluation forms for the student to evaluate the instructor(s) and the BNATP. This may be a combined form, or two different forms.

    o   A Clinical Skills Checklist which should include more skills than just the required 21 Performance Skills that must be evaluated by an Approved Evaluator. Provide a list/check-off sheet for additional skills of which students will be evaluated. The nursing assistant will learn approximately 200 skills in a BNATP so there are many choices. *The checklist does not have to include 200 skills!*

    o   A written final examination must be comprehensive and a balance of questions covering all modules/units; it must include questions pertaining to Resident Rights. Using the Allocation of BNAT Program Hours as a worksheet can help you assess this balance. Remember to submit the answer key! More than one version of a Final Examination can be used by a BNATP. All final exam questions must be Multiple Choice.

    o   A Clinical Performance Evaluation Form is the document the clinical instructor will use to evaluate the student in the clinical setting. Will clinical be a pass/fail or will your student earn a clinical grade? How objective is your form? The form should include a signature line for your student to acknowledge receipt of the evaluation and a space for comment by the student. Remember, students have at least **three (3)** opportunities to successfully demonstrate the 21 required skills. *The BNATP is not limited to three opportunities, must a student must be given* **no less than three opportunities to pass.**

10. Submit a Clinical Site Agreement for each facility which will be used as a clinical site. This agreement is a contract that is signed and dated by the program sponsor representative and the facility representative which grants written permission for the use of the facility and/or equipment not owned or operated by the program sponsor. The agreement should include a statement that the Program Coordinator will provide a copy of the master schedule for each clinical group. Site agreements are provided with the initial request for approval, but as new clinical sites are identified new agreements should be forwarded to the Department. *Always ask the facility administrator if the facility has received a NATCEP restriction due to negative survey findings.*

11. The proposed Master Schedule:

    o   Reference: *IDPH Guidelines for Completing BNATP – Master Schedule* found on www.nurseaidetesting.com. It is advisable to review these guidelines when preparing the Master Schedule.
    o   The current Schedule template is dated 01/2018. The template for the 03/2014 Master Schedule is available online and you may continue to use it. On the 01/2018 schedule, you may delete unneeded months or leave them blank if the schedules will be submitted electronically. *Your ability to delete pages depends on your version of Acrobat. You may not be able to delete them.*

o Write "pending" for the Program Code Number.

o Write "pending" for the Instructor Code for each of the listed instructors unless the Instructor was previously issued a code.

o This is a proposed Master Schedule; a revision may/will need to be submitted once the BNATP is approved if the dates change from this proposed submission. If this first class offering is cancelled, notify the Department of the cancellation.

o Both theory and clinical hours must be calculated to allow for break time. Be realistic in setting up your class schedule. The hours listed in the theory and clinical hour columns exclude orientation, break and meal times, pre- & post-conferences, travel time and in-services. For example, if you put 0800-1630 as your clinical times, do not also put 8.5 hours of instruction as this is unrealistic.

o There must be an instructor who is approved to teach CPR content designated on the Master Schedule. This _can_ be an outside agency. Forward the name of the instructor, the facility/institution where s/he teaches CPR and a copy of their credentials (CPR instructor card, for example) which allows them to certify a student in CPR/Heimlich. These instructors will be approved as CPR/Special Content instructors. CPR content can be taught by any approved instructor with a healthcare provider CPR certification. This individual does not have to be a CPR instructor and there is no requirement that CNAs be certified in CPR. If BNATPs wish to certify their students in CPR then the Program Coordinators will have to follow the guidelines provided by the certification agency.

12. Email submissions for new program approvals are preferred in portable document file (.pdf) format. If you have printing on both sides of the paper, make sure your scanner is set to two-sided printing. If you must mail the approvals, please note:
   - *Do not print on both sides of the page*
   - *Do not use staples, paper clips or tape anywhere in the packet*
   - *Do not bind the packet (except with a standard metal office binder clip)*
   - *Do not place pages in protective sleeves*
   - *Send a copy and keep your original. Copies will not be returned for any reason, including initial program denials.*
   - *Packets sent with any of the above will be rejected*

An email of program approval or denial will be sent to the Program Sponsor by the Department. Please ensure that a valid email address and phone number is included with all written and email correspondence. Note your BNATP Code Number. Include the BNATP name and program code number in all correspondence to the Department and SIUC NAT thereafter. Follow the checklists and guidelines herein before submitting your packet. Email or call the Department with any questions or clarifications. Note that rarely are new program packets approved the first time due to missing information. An initial denial is sent with a request for additional information or documentation. Packets may be submitted as many times as necessary to obtain approval. There is no charge for reviewing and approving a BNATP at this time.

13. Please use the name that you initially requested for your program and include your four-digit program code in all correspondence. If your program was approved as ABC High School #1234, do not refer to the program as District 12. If you need to change the name

of your program, a letter or email to the Department is sufficient as long as nothing else in your program has changed. Name changes and changes to curricula will require new program approval. Classes cannot proceed in this case.

Changes Made to Current BNATP

This information and documents submitted for new program approval is also a list for Program Coordinators to use when changes are made to existing BNATPs. **The basic rule of thumb is: if a form, document or information was required for initial program approval, then Department approval is required prior to implementation of the change(s).** If a BNATP is adding a new theory site, it must have a separate BNATP program identification number. Application is the same as for a new BNATP and must be submitted a minimum of 90 days before a course is scheduled. Any changes made to BNATPs, including Master Schedule changes, must be sent to the Department. This notification may be submitted via fax or electronic mail, with email the preferred route.

Inactive Status & Reactivation of a BNATP
Reference 77 Illinois Administrative Code, Section 395.140

A BNATP can submit a written request by email to the Department at dph.bnatp@illinois.gov in order to be placed on inactive status. The Department will place a BNATP on inactive status if there has been no program activity for 24 consecutive months.

The Program Sponsor requesting REACTIVATION of a BNATP which has been inactive is required to complete the same process as for new BNATP approval (77 IL Admin Code, Section 395.140 (b-d)).

Instructor Approval
Reference 77 Illinois Administrative Code, Sec 395.160

Any instructor presenting BNATP curriculum content must have approval from the Department prior to instructing any portion of a BNATP class. Instructors should only teach a content area in which they are approved. If a non-approved individual presents BNATP curriculum content, the content must be repeated to the students by a Department-approved instructor. An instructor may be approved to instruct in one or more content areas depending upon the instructor's qualifications and the BNAT Program Coordinator's written request. BNATPs are required to have a Department Approved Evaluator to competency test the required 21 Performance Skills of each student prior to completion of the course.

Instructor requirements are outlined in the 77 IL Admin Code, Section 395.160; these are also found in the *Nursing Assistant Training Performance Skill Evaluation* manual (aka *IDPH Performance Skill Manual* on www.nurseaidetesting.com). The Department has 60 business days from date of receipt of a request to approve, deny or request additional information regarding the instructor approval request. Program Coordinators are advised to plan accordingly.

Each instructor in a BNATP must be approved to teach theory, clinical, Alzheimer's content and shall be an Approved Evaluator. An instructor shall be a registered nurse who has completed a Department-approved Train the Trainer Program and an Approved Evaluator Workshop prior to initial approval. Train the Trainer Programs and Approved Evaluator Workshop course offerings are posted at www.cnaeducators.org by the program sponsors.

Instructors must have two years of experience as a registered nurse and one year of experience in caring for the chronically ill, the elderly or in the provision of long term care services. Instructors must also have experience teaching adults, take a course in teaching adults, or have experience in supervising nurse aides.

Procedure to Request Instructor Approval (IDPH)

This procedure shall be followed by the Program Coordinator or the Instructor to request approval for each Theory, Clinical, Alzheimer's, Special Content and CPR Instructor prior to the new instructor teaching for a BNATP. This procedure is the same for new instructor approval as well as with a new program application. Once an instructor has received an instructor code, the Program Coordinator must then only verify the instructor's credentials via email to dph.bnatp@illinois.gov. The instructor will be added to the BNATP so that Program Coordinators can continue to receive individual Cluster Score Summary Reports for individual instructors.

1. Send a request via email requesting the instructor is approved for Clinical, Theory, Alzheimer's and Approved Evaluator. These content areas are required for all Theory instructors. Instructors may also be approved to teach CPR or a Special Content subject(s).

2. Send a copy of the Instructor's resume including nursing license number; it is helpful to specify which floor/units/area worked, full or part time, type of patient/resident, and month/year employed. Abbreviated resumes will be rejected and an updated resume requested.

3. Send a copy of Special Content Instructor license or credentials, if applicable.

4. Send a copy of Train the Trainer Program Certificate of Completion (which may include the Alzheimer's component).

5. Send a copy of the Approved Evaluator Certificate, if a separate certificate. Note that some schools include the Train the Trainer, Alzheimer's training and the Approved Evaluator all on one certificate.

6. Send a copy of an Alzheimer's component training certificate if not part of the Train the Trainer program.

7. Copy of the Instructor's CPR Card, if applicable. Minimum requirement for CPR Instructor approval shall be the equivalent to the health care provider level or health care provider instructor level from a nationally recognized program. Online CPR certification is considered valid only with verification that both the cognitive skills and manual skills demonstration portions have been successfully completed. *It is the CPR Instructor's responsibility to ensure that updated CPR cards are presented to the Program Coordinator to forward to the Department.*

Obtaining an Instructor Code

Once a new instructor has been approved by the Department, IDPH staff will send an instructor approval letter to the Program Coordinator and/or the Instructor. Instructor approvals and instructor codes will be issued by the Department at the same time on the

same approval letter. There is no separate approval process or additional paperwork to obtain an instructor code.

Approved Evaluators may obtain their Instructor Code independent of a BNATP. Approved Outside Evaluators for facility-based programs or those evaluators who are recertifying nursing assistants who are no longer active on the HCWR must also meet Clinical, Theory and Alzheimer's instructor requirements, be approved by the Department and have a four-digit Instructor Code. The BNAT Program Code #7999 will be used to identify these outside/independent evaluators. Refer to *Illinois Nurse Assistant/Aide Training Program Instructor and Evaluator Information Submission Form Guidelines* manual for additional information and the forms.

The Program Coordinator and/or Instructor will receive an updated Instructor Code List from SIUC NAT via fax or email when changes in instructor status and/or codes have been made. What to do if:

- o   Instructor Code column is blank. Required forms/documents need to be submitted by the Program Coordinator or the Instructor to the Department in order for the Instructor Code to be issued or added.

- o   Instructor Code column is blank after initial submission by Program Coordinator. Incomplete submission of forms/documents has occurred; the Department or SIUC is waiting to receive missing information, forms or documents; the Program Coordinator and/or Instructor will receive a message via email.

Instructor Refresher Course Information

Reminder: Train the Trainer Refresher courses are ONLINE courses offered by some Community Colleges. Registration information for courses is located at www.cnaeducators.org. Prepare to spend 8 – 15 hours completing the course. Refresher courses are required to be completed every 5 years.

Official Forms for Program Operation

Using the current version of these official documents and following the instructions are the steps toward maintaining compliance with the rules and regulations (both Federal and State). The required information is requested on the forms and this is the reason that these documents should not be altered. Submission of these forms and documents according to the timeframes established in the Illinois Administrative Code (Title 77) is also important in maintaining program compliance. All handwritten forms must be legible; illegible forms will be returned to the BNATP resulting in a delay in a class offering or testing.

Master Schedule

Reference 77 IL Admin Code, Section 395.110(b)(6).

Reference: *IDPH Guidelines for Completing BNATP – Master Schedule* found on www.nurseaidetesting.com.

When preparing the Master Schedule (version 01/2018 or 03/2014), review the guidelines

which contain much more than just the 'how-to complete the form'.

1. The Master Schedule must be submitted at least **15 business days prior** to the Start Date of the class; reference 77 IL Administrative Code, Section 395.170 (a).

2. Notify the Department promptly of any changes, scheduled or unscheduled, in the Master Schedule. This can be done via email to dph.bnatp@illinois.gov. It is not necessary to alter your schedules for this notification but changes should be noted on your copy and kept on file at your BNATP.

3. Time used for orientation, meals, breaks, travel, in-services and conference is to be excluded when calculating theory and clinical hours, reference 77 IL Administrative Code, Section 395.150 (a)(1).

4. Programs must submit the Official Class Roster online and register all students who are eligible to take the certification exam within 30 days of course completion. (See instructions in this document on how to enter a roster). Please note that this is a change in procedure as of 10/2017.

Late Completion Form and Instructions

The Late Completion Roster Form, version dated 03/2014 and instructions are located on www.nurseaidetesting.com. This form must be used if a student is completing the course after the End Date of the original class as stated on the Master Schedule. Read the instructions carefully. Contact the Department if you have questions about this procedure. This student's information is NOT to be listed on the Official Class Roster; this Late Completion Form serves as the official class roster for this student. Notify the Department of the late completion, but do not submit the late completion form to the Department—keep it on file at the BNATP as it may be requested during unannounced program monitoring visits. Ensure that the student is registered to take the certification examination after program requirements have been met.

Waiver Application for Health Care Workers

Program Coordinators and Instructors should inform students at the beginning of class that certain convictions, referred to as "disqualifying convictions" will require a waiver being granted by the Department via the HCWR. Disqualifying convictions are listed in the Illinois Administrative Code, Part 955. The waiver process usually takes 6 to 8 weeks, the beginning date being the date the request was received by the Department. *As not all waiver requests are granted, students should be encouraged to wait to enter a BNATP until a decision has been made on whether the waiver will be approved. Waivers are reviewed by a committee with the Health Care Worker Registry.* Do not request waivers through the Education and Training section of the Department.

The waiver application form and informational documents pertaining to the waiver application procedure can be found on http://www.idph.state.il.us/nar/home.htm. This information should be presented to potential students prior to enrollment in a BNATP; reference 77 IL Administrative Code, Section 395.171. Questions about the waiver application should be directed to HCWR staff at 217-785-5133.

Informing prospective students of disqualifying convictions is not meant to discourage individuals from entering the health care field as a nursing assistant. However, students with disqualifying convictions are prohibited from completing clinicals without a waiver and therefore will not be allowed to take the certification exam. *This is the reason that fingerprint background checks must be done prior to a student entering clinicals. Once the student has signed the consent form, the fingerprints must be obtained within 10 days.*

Clinical Site Selection

There are approximately 950 nursing facilities in Illinois. Program Coordinators should consider these facilities first when choosing a clinical site. There must be ample opportunities for the students to actively provide direct personal care during the scheduled clinical hours. Many of the competency evaluations of the mandated 21 Performance Skills must be demonstrated in the clinical setting on a resident.

Long Term Care Skilled and Intermediate Care Facilities which are not restricted are appropriate. Designated skilled care, "extended care" or "transitional care" units of hospitals are also appropriate as clinical sites. Assisted Living facilities are now allowed to be used as a clinical site. Please keep in mind that students should be exposed to as many skills as possible and evaluation of most of the 21 mandated skills must be done on a resident. Consider this when evaluating a clinical site. Group homes and Home Health Agencies cannot be used for the clinical experience. A medical unit of a hospital may be a clinical site but should only be considered after area nursing homes have been contacted and visited by program staff. If there are no long-term care facilities nearby or if none of the facilities are willing to host student clinicals, contact the Department with specific questions.

The facility administrator can provide the Provider number (starts with #14…) for page 1 of the Master Schedule and verification that the facility is not restricted from having nurse assistant students. Restriction status can also be checked by contacting the Department. Communication with the facility administrator by the Program Coordinator is important to ensure notification if a restriction notice is received during a scheduled clinical experience. Restrictions are in effect for a 2 year period. If a facility becomes restricted after the start date noted on the Master Schedule, the clinical group scheduled at that facility will be allowed to attend/complete the clinical experience. This is at the discretion of the Program Coordinator who may consider the reason for the restriction. Program Coordinators who suspect that a facility has been or is facing NATCEP restrictions should contact the Department as soon as possible for guidance.

For a facility-based program, the Program Coordinator is required to contact the Department regarding continuation of any classes already in progress and the status of the BNATP.

Facility administrators can submit a waiver request to the Department.

Facility restrictions also apply to re-certifications of CNAs.

BNATP Passing Grade/Score

The Illinois Administrative Code does not state what the passing score and/or grading scale

for a BNATP should be. This is to be determined by the BNATP as a program policy. Program Cluster Score Summary Reports require that each content area scored is at least 75% in most cases. Overall scores must be maintained at 80% in most cases. If your requirement is that an overall score of 70% is required to pass the course, this may affect your Cluster Scores if a large number of students are performing at minimum levels. Students will not pass the certification exam if they do not achieve a minimum score of 80%.

1. How are the requirements for passing your program stated in your syllabus?
2. Are the passing score and grading scale objective?
3. Are these clear to both students and instructors?

4. Are the students required to sign a document that they have read and understand the grading policy?

5. Is this policy verbally explained to them if necessary? When?

6. Does the grading policy clearly state the average score that must be maintained throughout the course on each assignment? Is an overall average required to be maintained? Are there minimum average scores that will disallow a student from transitioning into clinicals and thus failing out of the program early?

7. How and when are grades and progress reviewed and discussed with individual students?

8. If you are considering a revision to your passing score or grading scale, what are the reasons cited for the purposed revision?

9. What effect do extra credit assignments have on your passing score and grading scale?

10. How consistent are each of the instructors with the grading/scoring practices?

Competency Testing
Reference 77 Illinois Administrative Code, Section 395.400; 42 CFR § 483.154

An individual who has successfully completed an approved BNATP in Illinois is eligible to be competency tested. There are two components to the competency examination: a performance skills evaluation and a state written examination.

All program instructors are responsible for assuring that their BNATP students are competent to demonstrate the performance skills listed on the clinical skills checklist of each respective BNATP. This clinical skills list shall include the required 21 Performance Skills.

Performance Skills Evaluation

The *Nursing Assistant Training Performance Skill Evaluation* manual (aka *IDPH Performance Skills Manual*) includes instructions for administering the performance skills portion of the NATCEP. The 21 Performance Skills that the CNA student must demonstrate are identified and outlined in the manual.

Performance Skills Videos

The purpose of the Performance Skills videos at www.nurseaidetesting.com is to prepare registered nurses who meet the minimum BNATP instructor requirements to be approved as an Approved Evaluator. The standards and the steps of each manual skill are detailed in the videos available online at www.nurseaidetesting.com → Coordinators & Instructors → Performance Skills Videos.

State Written Competency Examination
Reference 77 IL Administrative Code, Section 395.400

All students must be registered online through the INACE portal at www.nurseaidetesting.com. For paper based tests, the test administration for any given month closes one month prior to the actual test. If there are no seats left available to purchase, the test administration will not appear in the test administration box. For computer based tests, the test administration closes 48 hours before the actual test, provided there are seats left to purchase. Reference *IL NA/HHA Competency Exam Application Guidelines for IL NA Program Coordinators/Instructors* located at www.nurseaidetesting.com. Other related documents may be found at this site.

Students must be registered to take the CNA Competency exam using the INACE Program. The BNATP Program Coordinator must ensure that only those students who successfully complete the training program within the previous 12 months are submitted on a roster using the INACE program. The registration must be submitted within 30 days of the completion of the program to comply with the Administrative Code.

Test applicants are required to have a Social Security Number to take the written portion of the competency exam. ***Social Security numbers do not begin with a 9, do not have 666 in the first three digits, do not contain all zeroes in the first three digits, digits four and five or digits six through eight.*** Students with invalid Social Security numbers will not be able to take the certification exam. The SIUC website will reject any effort to schedule an exam with an invalid Social Security number. It is suggested that BNATPs request a copy of the student's Social Security card for verification during the enrollment process.

Students should create their own accounts and ***will be allowed to choose the site where they will test. Students should be encouraged to complete the course and any review sessions offered before taking the taste. Students may register to take the certification exam independent of the BNATP, but it should be discouraged.*** Having the choice of test sites is beneficial to the students to ensure they pick a test date and time that works with their schedule. Also, students may pick from a paper based test site or a computer based test site, depending on the area of the state in which they reside. ***Note that students are more successful when taking a computer-based test soon after completing the BNATP.*** Up to 15% more students successfully complete the certification the first time when taking the test soon after program completion and taking it online. Take this into consideration when reviewing your Cluster Scores. It is the ***student's*** choice where the test is taken and in what format.

Testing Accommodations

Special accommodations are based on the Individualized Education Plan (IEP) that an individual must provide in order to identify the specific learning disability and the

accommodations that are requested and/or provided at the training level.

Accommodations most often provided are extended time (either time and a half or double time), a reader, and/or a separate testing area. The request is to be made by a qualified professional, usually from the disability support services area of your institution. Specific questions can be directed to SIUC NAT. Documentation of special accommodations must be forwarded to SIUC NAT as far in advance of testing as possible to ensure that SIUC NAT has sufficient time to set up the accommodations at the various test sites. Students must be aware that they need to contact SIUC NAT to set up accommodations for any subsequent tests should they fail the first time.

Informing your students of the examination center's admission requirements, which are stated in the guidelines, will make testing less stressful. These include the requirements that all students MUST have a valid photo ID (containing their photo, name and signature), provide a social security card and bring No. 2 pencils to any paper based test. They should also arrive at least 30 minutes early as the test starts on time and anyone arriving after the test has started will NOT be allowed entry into the test. For computer based tests, the Students MUST have a valid photo ID (containing their photo, name and signature) and MUST have their login ID and password to access the computer for their test. Students who do not have this information or their ID will not be allowed to test.

Program Cluster Scores Report

The Program Coordinator will receive Program Cluster Scores Reports containing different types of testing information throughout the year. Some will provide overall program testing statistics and others will be specific as identified by the lead theory instructor code.

A Program Cluster Scores Report will be received by the Program Coordinator after every month that a test applicant(s) has identified the BNATP as the training program on a test application. An overall summary of scores is provided for the Program Code number and reports are provided for each lead theory instructor code identified.

In January each year the Annual Program Cluster Scores Report comprised of the results of initial testers from January to December of the previous year are sent to each BNATP. The annual report with the overall program scores and the first-time pass rate on the certification exam is used to determine if a Corrective Action Plan (CAP) is required to be submitted to the Department. This report reflects the overall program scores, not individual instructor scores. *Your first-time pass rate for the certification exam will also be taken into consideration before a CAP is requested. Do not automatically submit a CAP unless requested to do so by the Department.*

A Program Cluster Score Report Information Sheet which is a guide to understanding the Program Cluster Scores Report is available on www.nurseaidetesting.com → Coordinators & Instructors → Forms → Program Cluster Score Report Information Sheet

Corrective Action Plans (CAP)

A Corrective Action Plan template is located on www.nurseaidetesting.com. The Department may request that a BNATP develop a plan of correction to address a finding of non-compliance (Illinois Administrative Code 77, Section 395.190 (b)).

A BNATP may also be required to develop, submit and implement a Corrective Action Plan based on the **ANNUAL** Program Cluster Scores Report of the BNATP as identified by the Program Code. The Annual Program Cluster Scores Report is the report from January to December of a given year and is comprised of first-time testers' scores. The need to prepare a CAP is not based on individual instructor's annual scores. The breakdown of the program's overall scores by instructor can also be used for program improvement if used as part of the program's own evaluation process. ***Secondary programs will not be re-evaluated on CAPs and Cluster Score Performance until after the program has finished—typically in May of each year.***

The following parameters will be reviewed to determine if your BNATP will be required to submit a CAP if:

1. The Program Cluster Mean Score (Total Score) is less than 80% and

2. Any one or more Test Content Cluster Scores are less than 75% or

3. Any two or more areas are below the goal of 75% for Test Content Cluster Scores or the Mean (Total) Score plus one or more Test Content Cluster Scores.

4. The first time-pass rate of the certification exam is less than 90%

5. A single Test Content Cluster Score below 75% or a single Mean (Total) Score below 80% will not trigger a CAP.

6. If your first-time pass rate on the certification exam is 90% or greater, a CAP will not be required regardless of program cluster scores.

Thus, any *two* or more scored areas below the goal will trigger a CAP if the first-time pass rate on the certification exam is less than 90%. NO CAP will be triggered, regardless of scores, if the first-time pass rate on the exam is 90% or greater. A single cluster score that does not meet the goal will not trigger a CAP regardless of the first-time pass rate.

Low cluster scores and non-implementation of the CAP may result in a monitoring visit by the Department or SIUC NAT staff and may have an adverse effect on the continued approval of your BNATP. Questions can be directed to the Department.

Monitoring Visit

An unannounced Monitoring Visit of your BNATP may be conducted by Department staff and/or SIUC NAT Education Coordinator.

The on-site visit may include, but not be limited to:

1. Observation of the theory/lab and clinical instructional areas;

2. Evaluation of instructional methods in the theory, lab and/or clinical areas;

3. Interviews with students, instructors and Program Coordinators;

4. Evaluation of Performance Skills as demonstrated by students and/or instructors;

5. Review and discussion of the Program's Cluster Scores Reports;

6. Discussion of Program Operation and Corrective Action Plan(s); and

7. Assessment of the Program's documentation and documentation procedures.

CNA Recertification Procedure

Information regarding the recertification of the CNA is located in the *Nursing Assistant Training Performance Skill Evaluation* manual found on www.nurseaidetesting.com. Nursing assistants requesting recertification must first contact the Health Care Worker Registry at 217-785-5133. CNAs contacting Evaluators directly should be directed to the Registry first.

Health Care Worker Background Check
Reference 77 IL Admin Code, Section 395.171 and Section 955

Programs must provide information to their students on the Health Care Worker Background Check Act and the Health Care Worker Background Check Code in accordance with 77 Illinois Administrative Code, Section 395.171 and Part 955. All programs are required to initiate a fingerprint-based criminal history records check (FEE_APP) **prior** to entry of an individual into the training program. Section 955.110 provides the following definition:

> *"INITIATE" – obtaining from a student, applicant, or employee his or her social security number, demographics, a disclosure statement, and an authorization for the Department of Public Health or its designee to request a fingerprint-based criminal history records check; transmitting this information electronically to the Department of Public Health* or its designee*; conducting Internet searches on certain web sites* from links provided through the Health Care Worker Registry, *and having the student's, applicant's, or employee's fingerprints collected* directly by a livescan vendor *and transmitted electronically to the Department of State Police.* (Section 15 of the Act)

Contact the Health Care Worker Registry staff with questions concerning the Health Care Worker Background Check process and procedures. New Program Coordinators should make this contact at your earliest convenience.

Health Care Worker Registry (HCWR)

The Illinois HCWR at http://www.idph.state.il.us/nar/home.htm contains information on CNA facts, a search engine to locate CNAs on the registry, application forms (for foreign nurses, military personnel, nursing students and out of state CNAs wishing to reciprocate a certification to Illinois), waiver application facts and the waiver application.

If a student is already on the registry and has a FEE_APP or CAAPP identifier under IDPH

Determination of Illinois State Police Background Check on the HCWR, you do NOT have to initiate an additional background check. Negative findings will be posted to the registry for subsequent convictions without additional fingerprinting. There is NO requirement for secondary programs to submit high school students for a background check.

Documents & Forms Location

The location of documents and forms pertinent to BNATP operation and referenced in this guide are found at www.nurseaidetesting.com → Coordinators & Instructors → Forms