PROGRAM COORDINATOR TOOLBOX:

A Guide to Basic Nursing Assistant Training Program Operation

April 2013
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PROGRAM COORDINATOR TOOLBOX

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.

HELPFUL 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
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

Illinois Department of Public Health
Education and Training Unit
525 W Jefferson St, 4th Floor
Springfield, IL  62761
www.idph.state.il.us.

Fax 217-557-3363
Alternate Fax 217-524-0137
Jennifer Kempiners, PSA jennifer.kempiners@illinois.gov 217-785-5569
Cindy Colwell, PSA cindy.colwell@illinois.gov 217-785-5132
Connie Jensen, Section Chief connie.jensen@illinois.gov

Illinois Department of Public Health
Health Care Worker Registry
525 W. Jefferson St., 4th Floor
Springfield, IL  62761
http://www.idph.state.il.us/nar/home.htm

Fax 217-524-0137
Main Phone 217-785-5133
E-mail DPH.HCWR@Illinois.gov

Nurse Aide Testing
Main Phone 617-453-4368
Southern Illinois University Carbondale
Toll Free 877-262-9259
Mail Code 4340
Fax 618-453-4300
Email wednat@siu.edu

www.nurseaidetesting.com
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Carrie Smith, Quality Systems Specialist clsmth7@siu.edu

Illinois Board of Higher Education
Main Phone 217-782-2551
431 East Adams, 2nd Floor
Nina Tangman 217-557-7384
Springfield, IL  62701
Fax 217-782-8548
http://www.ibhe.org/PBVS/default.htm

Illinois State Board of Education
Main Phone 217-782-4321
100 N 1st Street
Toll Free 866-262-6663
Springfield, IL  62777
Annie Brooks 217-782-4620
www.isbe.state.il.us
abrooks@isbe.net

Certified Nursing Assistant Educators Association
www.cnaeducators.org
Officers’ Contact Info
on Website
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PROGRAM COORDINATOR

The PROGRAM COORDINATOR is the individual responsible for the planning, implementation, evaluation and overall coordination of a BNATP. This includes verifying proper completion and submission of forms and documents related to the BNATP operation. Maintaining current contact information including telephone number, fax number and email address is vital to a successful BNATP. A change in Program Coordinator requires immediate written notification to the Department. Email notification is acceptable.

All correspondence from the Department and SIUC Nurse Aide Testing Project will be directed to the Program Coordinator. It is highly recommended that all correspondence be opened immediately upon receipt. 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.

NOTE: Always include BNAT Program Name and Program Code Number on all correspondence mailed/ emailed to the Department and to SIUC-NAT.

RULES AND REGULATIONS: STATE AND FEDERAL

Compliance with the Illinois Administrative Code and Code of Federal Regulations is essential. Familiarity with these rules and regulations by Program Coordinators and Instructors promotes compliance. Here’s the ‘where to find them’:

Federal Regulations, CMS Programs and Information: www.cms.hhs.gov. Use the following pathway to access the Internet-Only Manuals which are based on the statutes, regulations and guidelines and are used to administer CMS Programs including those governing NATCEPs and CEPs. Regulations and Guidance → Guidance, Manuals → Internet-Only Manuals → 100-07 State Operations Manual → Chapter 4 Program Administration and Fiscal Management → 4132 NATCEPs and CEPs.


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.
Illinois Department of Public Health:  [www.idph.state.il.us](http://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).


**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

**SOCIAL SECURITY NUMBER INFORMATION**

A memorandum issued by the Department and located on [www.nurseaidetesting.com](http://www.nurseaidetesting.com) (in the main menu) explains the program requirements for provision of Social Security numbers in order for individual competency testing and inclusion on the Health Care Worker Registry. Program Coordinators should familiarize themselves with identifying valid/invalid Social Security Numbers.

Current information on what constitutes a valid Social Security number can be found at [http://www.ssa.gov/employer/ssnvhighgroup.htm](http://www.ssa.gov/employer/ssnvhighgroup.htm). This includes information on the randomization of the SSN effective as of June 25, 2011. It is recommended that you visit this site for the most current information; one section of interest is Frequently Asked Questions for Employers → Invalid or impossible Social Security numbers.
NEW BNATP APPROVAL – 77 Illinois Administrative Code, Sec 395.110

Written approval from the Department is required prior to the start date of a class offering by 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:

- Addition of a theory site with a different physical address/location.
- A program with high school/secondary students.
- Difference in hours of theory/clinical between class offerings of same program sponsor such as day and evening classes.

The Program Sponsor requesting REACTIVATION of a BNATP may be required to complete the same process as for new BNATP approval (77 IL Admin Code, Section 395.140 (c)).

The NATCEP New Program Submission Checklist and BNATP Facility & Equipment/Supplies Form, both located on www.nurseaidetesting.com, 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 Jennifer Kempiners, Education and Training Unit of the Department, either in writing or via email. Following are some thoughts that may be helpful when completing this process:

1. Incomplete submissions will be returned to the Program Sponsor.

2. Allow 90 days from the date that the complete submission is received 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 colored sheet of paper and using a binder clip will help with the review by the Department. It is not helpful if submitted in a binder or in the sleeve protectors.

4. Objectives and Content

- If you state that the model program will be used, you may want to add one or more objectives about HIPAA.

- 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 for you to use. All sections/classes with the same BNATP code number should use the same basic syllabus.

- Textbook choices are abundant. The Department and SIUC NAT do not recommend or endorse any specific textbook; some of textbooks currently being used are listed under Resources on www.nurseaidetesting.com. What is recommended? A detailed review and comparison of several different textbooks by the Program Coordinator and Instructors using pre-determined criteria will help narrow the choices. Consider your students’ abilities and capabilities.
Having sound program policies and procedures stated in your syllabus will lead to a stronger and more solid program. The attendance policy, including make-up guidelines, 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.

5. The Methodology section may seem to be a repeat. 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. BNATP Facility & Equipment/Supplies Form is to be completed and attached to the New Program Submission Checklist.

6. Each individual Instructor must be approved in each BNATP in which they teach. See the Instructor Approval section for additional information.
   - Facility-based programs must identify the Approved Outside Evaluator.
   - Instructors approved by ISBE (secondary school programs) and/or IBHE (private and vocational programs) must also be approved by the Department before teaching in a BNATP. Reference the respective agencies’ guidelines.

7. A copy of each Evaluation Tool to be used in the BNATP is to be submitted. These should include, but are not limited to:
   - 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.
   - Clinical Skills Checklist which should include more skills than just the required 21 Performance Skills that must be evaluated by an Approved Evaluator according to the established standards. Historically, if this clinical skills checklist only contains the required 21 skills, re-development of this tool has been required. The nursing assistant will learn approximately 200 skills in a BNATP so there are many choices.
   - Written Final Examination should be comprehensive and a balance of questions covering all modules/units. Using the Allocation of BNAT Program Hours as a worksheet can help you assess this balance. Remember to submit the answer key!
   - Clinical Performance Evaluation Form is the document the clinical instructor will use to evaluate your student in the clinical setting. Will clinical be a pass/fail or will your student earn a clinical grade? How objective is your form? Is there a signature line for your student to acknowledge receipt of the evaluation and a space for comment by the student?

8. Private and/or Vocational Schools must include a copy of the certificate of approval from the Illinois Board of Higher Education. This document is renewed according to IBHE policy, a copy of which should be forwarded to the Department when received.
9. Allocation of BNAT Program Hours worksheet, found on 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 included in the Theory hours.

10. Notes about the proposed Master Schedule:

- 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.

- The Master Schedule pages 1 & 2 are available in pdf format in the same table of documents. Do not alter these forms.

- Write “pending” for the Program Code Number.

- Write “pending” for the Instructor Code for each of the listed Instructors.

- 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.

- 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 and in-services.

- There must be an instructor who is approved to teach CPR content designated on the Master Schedule. This cannot be a ‘group’ such as the fire department; approval is based on the individual instructor’s qualifications.

- The Outside Approved Evaluator must be identified for a facility-based BNATP.

A letter of program approval will be sent to the Program Sponsor by the Department. Note your BNATP Code Number. Include the BNATP name and program code number in all correspondence to the Department and SIUC NAT. You will also receive packets containing information and forms about Instructor Codes and state written competency testing.

NOTE: 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 it (form, document or information) was required for initial program approval, then Department approval is required prior to implementation of the change(s). Using the appropriate form is recommended, such as using the BNATP Facility & Equipment/Supplies Form for proposed change in Theory Site and using the Allocation of BNAT Program Hours worksheet for proposed changes in program hours.
Any changes made to BNATP’s, including Master Schedule changes, must be sent to the Department. This notification may be submitted via fax or electronic mail.

**INACTIVE STATUS & REACTIVATION of BNATP** – 77 Illinois Administrative Code, Section 395.140

A BNATP can request to be placed on Inactive status. The Department can place a BNATP on Inactive status if there has been no program activity during the last year.

Reactivation of a BNATP that has been on inactive status for one year or less requires a written request to the Department detailing any changes and a completed Master Schedule. A return to active status must be submitted no fewer than 60 days prior to the scheduled start date.

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

**INSTRUCTOR APPROVAL** – Illinois Administrative Code 77, Sec 395.160

The BNATP shall have at least one instructor approved and designated to teach in each of the following content areas for each class offering: Clinical, Theory, Alzheimer’s and CPR content. BNATPs are also required to have a Department Approved Evaluator to competency test the required 21 Performance Skills of each student prior to completion of the course.

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 instructor 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.

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 on [www.nurseaidetesting.com](http://www.nurseaidetesting.com). The Department has 30 business days from date of receipt to approve, deny approval or request additional information regarding the instructor approval request. Program Coordinators should plan accordingly.

Train the Trainer Program and Approved Evaluator Workshop course offerings are posted on the [www.cnaeducators.org](http://www.cnaeducators.org) website by the program sponsors.
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NOTE: Even if an individual is already approved to teach in a BNATP, instructor approval must be requested from and granted by the Department prior to this person teaching in another BNATP.

Procedure to Request Instructor Approval (IDPH)

This procedure shall be followed by the Program Coordinator to request approval for each Theory, Clinical, Alzheimer’s, CPR and Special Content Instructor prior to the instructor teaching for each BNATP. This procedure is the same for new instructor approval with an existing BNATP as well as with a new program application.

1. Letter or email requesting approval; specify the area(s) in which you want the instructor to be approved (Clinical, Theory, Alzheimer’s, Special Content and/or CPR),

2. 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,

    Or,

    Copy of instructor approval letter from Department for another BNATP; if the instructional areas are different than your request, include additional documentation as needed,

3. Copy of Special Content Instructor license or credentials,

4. Copy of Train the Trainer Program Certificate of Completion, if applicable,

5. 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.

Mail to:
    Illinois Department of Public Health
    Education and Training Unit
    Jennifer Kempiners, RN, PSA
    525 W Jefferson, 4th Floor
    Springfield, IL 62761

Or,

Email to:  jennifer.kempiners@illinois.gov

Note: Include BNATP Name and Program Code on all correspondence to the Department and to SIUC NAT.
Obtaining an Instructor Code

Once instructor approval has been granted by the Department, the Program Coordinator can obtain the four-digit Instructor Code for each BNATP instructor from SIUC NAT by following the procedure detailed in the Illinois Nurse Assistant/Aide Training Program Instructor and Evaluator Information Submission Form Guidelines manual on www.nurseaidetesting.com.

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

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

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

- Instructor Code is present; but a “NO” is in the Approved Evaluator column and the Program Coordinator believes this instructor to be an Approved Evaluator. The Program Coordinator should contact SIUC NAT.

Requesting a Change in Instructor Status

A Program Coordinator can email a request to change instructor status to the Education Coordinator at SIUC NAT or to the Department. To ensure that the appropriate action is taken, please review the following options.

1. **Removal from instructor list.** If the instructor has never taught any portion of BNATP content for designated program number, the instructor can be removed by emailing this statement: I am requesting that (Instructor’s Name & Instructor Code, if applicable) who has never taught in (BNATP name & program code) be removed from the instructor list.

   Once the instructor’s information is removed, there will be no record of this instructor’s approval for this program on the database. For the individual to teach or substitute in this BNATP at a later date, re-approval will be necessary unless a copy of the Department approval letter has been kept by the BNATP. To re-add/reactivate this instructor, the Program Coordinator will need to submit a copy of the approval letter.
along with required documents/forms to obtain an instructor code; the approval information will then be re-entered.

2. **Active to Inactive Status.** If an instructor has taught any portion of the BNATP and is no longer teaching, a change to inactive status can be requested by emailing this statement: *I am requesting that (Instructor’s Name & Instructor Code) instructor’s status be changed from Active to Inactive for (BNATP name & program code).*

   This instructor will remain on the BNATP’s instructor list since students are linked to this instructor’s code. To return to ACTIVE status, a written change in status request can be submitted via email.

3. If the instructor does not have an Instructor Code issued for this BNATP, an instructor status change from ACTIVE to INACTIVE can still be requested. However, the Program Coordinator is encouraged to complete the process to obtain an Instructor Code for this instructor. See Option #2. This facilitates the return to ACTIVE status at a later date.

**NOTE:** Any INACTIVE instructor is not considered approved to teach until the reactivation is complete as indicated on an updated Instructor Code List faxed to the Program Coordinator.

**OFFICIAL FORMS for PROGRAM OPERATION**

Using the current forms of these official documents and following the instructions are solid 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 main reason for not altering any of these documents. Submission of these forms and documents according to the timeframes established in the IL Admin Code is also important in maintaining program compliance. All handwritten forms must be legible; illegible forms can be returned to the BNATP resulting in a delay in a class offering or testing.

**Master Schedule.** 77 IL Admin Code, Section 395.110(b)(5). Reference: *IDPH Guidelines for Completing BNATP – Master Schedule* found on [www.nurseaidetesting.com](http://www.nurseaidetesting.com).

It is highly advisable when preparing the Master Schedule to review the guidelines which contain much more than just the ‘how-to complete the form’. Some helpful tips:
1. The Master Schedule must be submitted at least 10 business days prior to the Start Date of the class.

2. Notifying the Department of any changes in the Master Schedule is required. This can be done via email or a phone call to Jennifer Kempiners. A revised Master Schedule must then be sent to the Department.

3. Time used for orientation, meals, breaks, in-services and conference is to be excluded when calculating theory and clinical hours. These hours are to be calculated based on a 60 minute clock hour, not a 50 minute academic hour.

4. Programs must submit a copy of the final Master Schedule, one schedule per clinical group, along with the Official Class Roster when the class is completed. The final Master Schedule which contains any and all revisions is the true representation of how the class was actually taught.


Attach a copy of the final Master Schedule, with any revisions, to the corresponding Official Class Roster for submission to the Department within 30 days after the class End Date. If this is not done, these forms may be returned to the BNATP and may result in the delay of your students’ written exam date. Double checking all information, including signature lines, is recommended.

**Late Completion Form.** The Late Completion Roster Form and instructions for submission are located on [www.nurseaidetesting.com](http://www.nurseaidetesting.com). It is to be used if a student is completing 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.

**Waiver Application for Health Care Workers.** The form and informational documents pertaining to the waiver application procedure can be found on [http://www.idph.state.il.us/nar/home.htm](http://www.idph.state.il.us/nar/home.htm). This information should be presented to potential students prior to enrollment in a BNATP. Questions about the waiver application should be directed to HCWR staff.
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. Assisted Living, group homes and Home Health Agencies cannot be used for the clinical experience. Some BNATPs utilize a medical unit of a hospital; however, other hospital units are not appropriate sites for the clinical experience. Contact the Department with specific questions.

The facility administrator whose signature is required on page 1 of each Master Schedule can provide the Provider number (starts with #14…) and verification that the facility is not restricted from having nursing 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.

- And has a facility-based program, the Program Coordinator will need to contact the Department regarding the continuation of any class-in-progress and the status of the BNATP.

- The administrator can submit a waiver request to the Department.

BNATP PASSING GRADE/SCORE

The IL 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.

Consider the following when determining either the passing score and/or grading scale for your BNATP:

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. Is it ‘in writing’ and 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? When?

6. Does it clearly state:
   a. the average score that must be maintained throughout the course on each assignment?, and/or
   b. the overall (running) average that must be maintained?, and/or
   c. the average that must be obtained to successfully complete the course?

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 are the Program Cluster Scores for the BNATP?

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

11. What is the pass/fail rate of your BNATP?

12. If the Overall Mean Program Cluster Score was below 80%, how does this relate to the current passing score and the grading scale for the BNATP?

13. What is the relationship between your passing score, your Overall Mean Program Cluster Score and the pass/fail rate of your BNATP?

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

15. In what ways are academic freedom practiced in your program?

COMPETENCY TESTING – 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 CNA students are competent to perform the performance skills listed on the clinical skills checklist of each respective BNATP. This clinical skills list shall include, but not be limited to, the required 21 Performance Skills.
Performance Skills Evaluation. The Nursing Assistant Training Performance Skill Evaluation manual includes instructions for administering the performance skills portion of the NATCEP. The 21 Performance Skills that must be demonstrated by the CNA student while being evaluated by an Approved Evaluator according to the established standards as identified and outlined in the manual.

Purpose of Performance Skills DVD. The purpose of the Performance Skills DVD is to prepare registered nurses who meet the minimum BNATP instructor requirements according to 77 Illinois Administrative Code, Section 395.160 (a)(1) to function/be approved in the role of an Approved Evaluator. The standards and the steps of each performance skill/procedure are detailed in the Performance Skills Manual; the DVD is designed to portray the steps as written in the manual. The DVD is not an appropriate instructional tool for use in a BNATP with nursing assistant students because the skills are not demonstrated in their entirety; its intended viewing audience is experienced RNs.

State Written Competency Examination. Reference IL NA/HHA Competency Exam Application Guidelines for IL NA Program Coordinators/Instructors located on www.nurseaidetesting.com. Additional forms and documents relevant to the written competency examination are also found there. It is very important that the postmark deadlines are observed when mailing the completed applications; a U.S. Postal Service postmark after the postmark deadline date will result in the processing of the applications for the next available written exam date. Additional key points are:

- The test application must be submitted with required documentation by the BNATP for the first time test applicant whose training was completed within the previous 24 months.
- Effective 10/2/2010, as stated in a memo from the Department, a student must have a valid SSN to take the written Competency Exam.
- Application packets must be submitted with correct, unaltered fees and complete supporting documents – cover letter, typed roster and completed application forms. Incomplete/inaccurate application packets will be returned to the BNATP which may delay testing for your students.
- Students may choose the site where they will test. When students from the same class choose different test sites, the Program Coordinator must submit separate cover letters and rosters to SIUC NAT. Having the choice of test sites is beneficial to the students.
- Information about requesting special needs testing conditions can be found in the manual.
- Informing your students of the examination center’s admission requirements which are also stated in the guidelines will make testing less stressful.
Written state test examination results (pass, fail or no show) will be mailed to the Program Coordinator along with the Program Cluster Scores Report for each testing group. Checking the names and results of those listed can be beneficial to a BNATP. Students have been known to miscode BNAT Program Numbers on testing material.

- Notify SIUC NAT immediately
  - if there are names of students appearing on the results list who were not your students; and/or,
  - if some of your students’ names are missing from your list.

- Identify students who fail the exam. This allows you to contact them promptly, especially, if an opportunity for review before they retake the exam is provided by your BNATP.

**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.

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

The Program Coordinator will receive a Program Cluster Scores Reports in July; this is the six month summary report based on scores of those students who tested January to June of the given year. This mid-year report may provide a “look and see” if a current Corrective Action Plan is proving to be effective or if steps need to be implemented for program improvement before a CAP is required.

The Program Coordinator will receive an Annual Program Cluster Scores Report in January. These are results of those who tested January to December of a given year. The annual report with the overall program scores 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.

*Program Cluster Score Report Information Sheet* which is a guide to understanding the Program Cluster Scores Report is available on [www.nurseaidetesting.com](http://www.nurseaidetesting.com).
CORRECTIVE ACTION PLAN

The requirement for a BNATP to develop, submit and implement a Corrective Action is 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. 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.

To determine if your BNATP will be required to submit a CAP, compare your BNATP’s overall annual program score, with the following parameters.

1. Mean Score of less than 80%,
   AND/OR
2. Any Test Content Cluster score less than 75%, regardless of mean score.

A CAP template is located on www.nurseaidetesting.com.

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 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; and
6. Assessment of the Program’s documentation and documentation procedures.
OPPORTUNITY for IMPROVEMENT ASSESSMENT PLAN

If you would like to schedule a follow-up Opportunity for Improvement Assessment Plan (OIAP) visit to discuss your current program and determine what can be done to further improve your training program and exam scores, please contact Carrie Smith at clsmth7@siu.edu or (618) 453-1986.

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.

HEALTH CARE WORKER BACKGROUND CHECK. 77 IL Admin Code, Section 955

Programs must counsel their students on the Health Care Worker Background Check Act. All programs are required to initiate a fingerprint-based criminal history records check prior to entry of an individual into the training program.

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.
DOCUMENTS & FORMS LOCATION LIST

The location of documents and forms pertinent to BNATP operation and referenced in the Program Coordinator Toolbox are listed below.

SIUC NAT – www.nurseaidetesting.com
- SSN Program Policy – IDPH SSN Memo, July 26, 2010
- Performance Skills Videos
- Exam Schedule Status
- Competency Exam Application Submission Forms & Documents (click on Forms)
- IDPH NA Training Program Curriculum/2006 IL Nurse Aide Task List Matrix

IDPH forms and other resources pertinent to BNAT program operation can be found on www.nurseaidetesting.com, Forms, 2nd table of documents.
- NATCEP New Program Submission Checklist (to add)
- BNATP Facility & Equipment/Supplies Form (to add)
- Program Coordinator Toolbox – includes NATCEP Contact Information (to add)
- NATCEP Resources for BNATP Instructors (to add)
- IDPH Guidelines for Completing BNATP – Master Schedule and Official Class Roster
- Master Schedule form AND Official Class Roster form templates
- Instructor and Evaluator Information Submission Form Guidelines (instructor code)
- Outside Evaluator & Approved Evaluator Not Affiliated with a BNATP Instructor Code Request Form (to add)
- Program Cluster Score Report Information Sheet (to add)
- Corrective Action Plan template includes instructions
- Late Completion Roster & Guidelines
- BNATP Model Program
- Allocation of BNAT Program Hours
- IDPH 2008 Illinois Nurse Aide Task List Survey

IDPH Health Care Worker Registry – http://www.idph.state.il.us/nar/home.htm.
- CNA Facts
- Search for CNAs on the Registry
- Application forms: Foreign Nurse, Military Personnel, Nursing Student and Out of State CNA
- Waiver Application Facts and Waiver Application

REVISIONS. Check this section & footer to ensure that you have current information.
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