

# Kentucky Nurse Aide Training and Competency Evaluation Program COVID 19 Information and Procedures

Due to the current State of Emergency in the Commonwealth of Kentucky, the Cabinet for Health and Family Services, Department of Medicaid Services (DMS) has issued a letter related to Kentucky Nurse Aide Training and Testing Competency Program (NATCEP) providers, frequently referred to as MNA or SRNA state testing.

The statement is below:

Dear Kentucky Nurse Aide Training Providers:

The purpose of this letter is to notify Nursing Facilities and other Nurse Aide Training Providers that due to the COVID-19 precautions, the Department for Medicaid will be temporarily waiving the mandatory sixteen (16) hours of supervised clinical instruction prior to testing as well as the skills demonstration portion of the final examination until further notice. Upon employment, the mandatory sixteen (16) hours of supervised clinical instruction must be completed within the first thirty (30) days of employment. The Department for Medicaid has increased the testing window by thirty (30) days which allows (150) days from date of employment to be identified on the registry. The Department will continue to monitor these waivers and update as needed during this COVID-19 emergency.

**The above statement in no way changes the regulatory requirements in Kentucky to become a State Registered Nurse Aide. This only changes the process/workflow.**

As the provider for Nurse Aide Training and Competency Evaluation Program (NATCEP), the following is being shared to provide clarity for these emergency deviations from the normal policy and procedure. These guidelines will only be in effect as long as the State of Emergency is in force in Kentucky. These guidelines are subject to change at any moment depending on information received from the Governor of Kentucky, Andy Beshear.

The Kentucky Community and Technical College System will provide partial NATCEP written testing on a limited basis starting April 6, 2020. Testing priority will be given as follows:

1. Current facility trained employees
2. Nurse aide training students with an offer of employment or seeking employment to be employed within 30 days.
3. All other nurse aide training students including those seeking testing to obtain College and Career Readiness or for nursing school application.

Training providers will be required to submit the modified COVID 19 Kentucky Medicaid Nurse Aide Testing Roster (see attached) in order to document successful completion of the fifty-nine (59) hours

of didactic instruction including lab. Currently, this will enable individuals to take the written portion of the exam. Later, this modified roster will also be used for the tester to take the practical portion of the NATCEP within 150 days of their date of hire. Only individual testers will be notified of their test scores. If successful on the written test, they would then be allowed to be employed in a LTC facility that has been approved as a clinical site or has an approved nurse aide training program in good standing. These individuals will not be considered a State Registered Nurse Aide (SRNA) nor listed on the Kentucky Nurse Aide Registry. Within 30 days of employment, the approved LTC facility is required to fulfil and document the sixteen (16) hours of supervised clinical instruction. Documentation will consist of the seventy-six (76) skill item check-off list. Each skill that is covered needs to be initialed and dated. Once the state of emergency is lifted and nurse aide testing returns to standard operating procedures, individuals that completed only the written test will then need to schedule the practical portion of the exam. Training providers will be required to submit the COVID 19 Kentucky Medicaid Nurse Aide Testing Roster, a copy of the test results letter from the written only testing, and a copy of the seventy-six (76) skill item check-off list for each individual that needs tested.

Individuals/Training Providers that completed the complete seventy-five (75) hour nurse aide training course but have not previously tested, are also required to follow the above testing process during this time if they want to test to be employed or seek employment in a LTC facility that has been approved as a clinical site or has an approved nurse aide training program in good standing. Otherwise, they may wait until NATCEP resumes normal testing procedures and utilizes the normal testing roster. **If an individual has previously tested under the “old” system, please do not follow these procedures and complete the normal test roster to schedule your written test and performance test when performance testing is once again available.** This is imperative and failure to complete the correct paperwork could result in significant testing result delays.

LTC facilities that are not an approved clinical site, decertified, or do not have an approved nurse aide training program must follow the non-emergency provisions to hire SRNA's. The additional thirty-day (30) extension to 150 days from the date of hire to have them listed on the Kentucky Nurse Aide Registry would apply.

Each individual will have one-year from training completion and three opportunities to pass both parts of the test. If more than one-year passes from training completion or if either or both parts of the test are failed more than three times, the individual is required to repeat an approved KY Medicaid Nurse Aide Training Program. No extensions to the one-year regulation will be granted.

KCTCS System Office and College staff are currently subject to a substantial, if not 100%, reduction of on-site personnel with most employees telecommuting. Unfortunately, this circumstance is likely to result in delays in processing applications and other core functions, system wide but is a necessary precaution to prevent spread of COVID-19 to the public and KCTCS staff.

Updates will be communicated through the KCTCS nurse aide website <https://nurseaide.kctcs.edu> and through the DMS website.