

Administrator Alert

*Policy updates & rule clarifications for Assisted Living,
Residential Care & Nursing Facilities*

Office of Licensing & Quality — Oregon Department of Human Services

May 26, 2011

Nursing Assistant Training and Competency Evaluation Program-NATCEP

Dear Administrator,

Please share this information with Nurse Management, Corporate Finance Officers, Human Resources or others involved in the hiring of nurse aide staff. This Administrator Alert outlines the reimbursement for employee and employer.

Employer Reimbursement Responsibility

The Code of Federal Regulations provides the following direction regarding the obligation and responsibilities for payment or reimbursement to nurse aides for NATCEP training course work at 42CFR 483.152(c) Prohibition of charges:

- (1) No nurse aide who is employed by, or who has received an offer of employment from, a facility on the date on which the aide begins a nurse aide training and competency evaluation program may be charged for any portion of the program (including any fees for textbooks or other required course materials).
- (2) If an individual who is not employed, or does not have an offer to be employed, as a nurse aide becomes employed by, or receives an offer of employment from, a facility not later than 12 months after completing a nurse aide training and competency evaluation program, the State must provide for the reimbursement of costs incurred in completing the program on a pro rata basis during the period in which the individual is employed as a nurse aide.

Oregon Administrative Rule 411-086-0470 Nursing Assistant Training and Competency Evaluation Program Cost Reports (NATCEP) gives further details on the Medicaid licensed



For more information, contact the DHS Office of Licensing and Quality of Care, 1-800-232-3020. Visit the DHS Web site at www.oregon.gov/DHS/

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nursing facilities responsibilities and the reimbursement process to the nursing facilities by (Seniors and People with Disabilities) SPD.

Nursing facilities are not allowed to enter into a contract with the student to continue employment with the facility providing the training.

The hiring nursing facility after the NA completes training and certification is responsible for reimbursement to the NA of incurred approved training expenses. If the NA is hired within the 12 month period from date of completing the program then the reimbursement will be pro rated (411-070-0470 (3)) An example would be a NA accepts a position with the first employing nursing facility six (6) months after completing training, that nursing facility would be responsible for reimbursing fifty (50%) percent of the documented course costs.

$$\$1200 \text{ Total Costs} \div 12 \text{ months} = \$100.00$$

$$\$100.00 \times 6 \text{ months} = \$600.00$$

Reimbursement by DHS

A facility may charge a student for whom no employment offer has been made; however, the student revenue must be reported on the NATCEP Quarterly Payment Request form (SDS 451). Student revenue must be subtracted from the allowable costs used to calculate the allowable NATCEP reimbursement.

NATCEP costs cover the following components:

- All costs associated with the training coursework
- Fees for textbooks or other required course materials
- Registration fees as determined by the Oregon State Board of Nursing
- Administration fees for the competency examinations



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SPD would like to encourage facilities that accept Medicaid residents to participate in the NATCEP program. This program reimburses facilities for the Medicaid proportion of NA education costs incurred by facilities. Reimbursement requests must be submitted to SPD on the NATCEP Quarterly Payment Request form (SPD 0451) which has accompanying instructions. Proportional reimbursements are made for the following allowable costs on a quarterly basis:

- All cost associated with the NA education, licensing, and renewal certificates mandated by the Oregon State Board of Nursing.
- Facility trainers, on-line training or contract trainers used by the facility
- Books and teaching materials
- Equipment required to deliver the training, such as televisions and DVD players dedicated to the NATCEP program*
- Anatomically correct mannequins*
- CPR classes and supplies used in the clinical portion of the program

**Prior authorization is required for purchase prices over \$500.00*

SPD continues to promote the development of this necessary workforce and encourages facilities to not charge any of the students in their course for training. When a graduate is hired by a facility the current employee must be reimbursed at incremental payments no slower than 1/12th per month.

Federal regulation and State administrative rule specifically prohibits charging trainees for participation if the trainee is employed by, or has an offer of employment from a nursing home on the date on which NATCEP begins. Facilities reported to be in violation of rules regarding charging for training or failure to reimburse or reimburse timely may be investigated by SPD or it's affiliates.



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For further information for nursing facility reimbursement and prior authorization requests, please contact Russell Barker at 503-945-6450 or at Russell.Barker@State.or.us

