

UPDATE Newsletter

Summer 2011

In an effort to utilize today's technology, Health Occupations Credentialing is now providing the *Update* Newsletter to individuals via the Internet. If you wish to receive notice of the *Update* when it is placed on our Website, please send an e-mail to Kathy Fritts at: kfritts@kdheks.gov. The newsletter will be provided primarily in "bullet" style. Paper copies will be provided upon request.

Your comments about the newsletter are welcome. Please e-mail comments to Kathy Fritts at kfritts@kdheks.gov or Marla Rhoden, Director of Health Occupations Credentialing at mrhoden@kdheks.gov.

News Updates

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KDHE Mission/Vision Statement

As the state's environmental protection and public health agency, KDHE promotes responsible choices to protect the health and environment for all Kansans.

Through education, direct services and the assessment of data and trends, coupled with policy development and enforcement, KDHE will improve health and quality of life. We prevent illness and foster a safe and sustainable environment for the people of Kansas.



Health Occupations Credentialing UPDATE

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ANNUAL EMPLOYMENT VERIFICATION REMINDER

The Health Occupations Credentialing Annual Reporting of Employment Verification is a very important process, which keeps CNAs, & HHAs active on the CNA Registry if they have worked.

The purpose of this reminder is to make sure that after you have done your reporting (the timeframe to report is from January 1 thru March 31, annually), that you remove the people that are no longer working at your facility.

Your employment list for the year 2011 are individuals who have worked and are currently working at your facility in 2011. Any CNA or HHA who works a minimum of eight hours during 2011 should remain on your list of employees all year, even if they leave employment with your facility during 2011. By leaving them on your list all year, they get reported by your facility at the beginning of 2012, keeping their certification active for another two years. Then, after you have done your reporting, you can remove the people that are no longer working at your facility.

Any questions, please feel free to call Steve Irwin at 785-296-6647, or email: sirwin@kdheks.gov.

KANSAS CERTIFIED MEDICATION AIDE IMPLEMENTATION DATE

Health Occupations Credentialing is pleased to announce the implementation date for the revised Kansas Certified Medication Aide Curriculum, test and Sponsor/Instructor Manual. The effective date for implementation of the revised regulations, curriculum and test will be Monday, October 3, 2011. All courses beginning on or after October 3, 2011 must be based on the new curriculum, and the tests for those courses will be the revised tests.

Please be sure you have downloaded the final version of the curriculum and manual from our website, www.kdheks.gov/hoc. The guidelines can be found at both the CMA Resources link and the Training Provider Materials link. The manual is at the Training Providers link only.

The CMA training program has been revised and reviewed by a committee of representatives from training programs, industry, and associations throughout Kansas, as well as the Kansas State Board of Nursing and a representative from the Kansas State Board of Pharmacy. The result is a thorough and current set of guidelines for training medication aides to work with our Kansas residents of long-term care facilities. Medications change frequently, so instructors will need to continue to be diligent in keeping materials current, but we are confident that you will be pleased with the revision.

To clarify, courses beginning before October 3 will use the current curriculum and test. Courses beginning October 3 or following will use the revised curriculum and test. We are in touch with training providers and making arrangements for the replacement of current tests with new ones.

The Kansas Certified Home Health Aide course revision is also well underway, and we will keep you apprised of the progress. When the HHA curriculum revision is complete, certified and unlicensed training programs will be current, and we will begin evaluating the next revision of the Kansas Certified Nurse Aide course.

If you have questions, please visit our website, or contact Mary Flin at 785-296-0058 or mflin@kdheks.gov.

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CURRENT INFORMATION ON THE USE OF POWER LIFTS BY YOUNG CNAS, AND COMPETENCY DEMONSTRATION

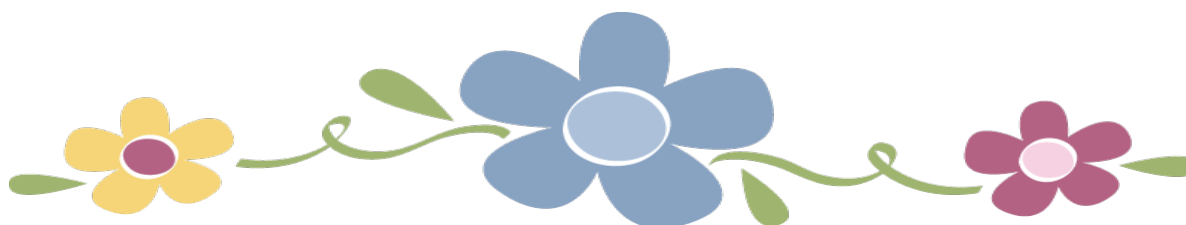
On July 13, 2011, the Department of Labor and Hour Division (WHD) released Bulletin No. 2011-3, which is a field assistance bulletin for facilities regarding the guidelines for use of lifts by CNAs who are under age 18. This bulletin states that, while the WHD continues to investigate safe practices, assistance in the use of lifts by young CNAs may be permitted under very specific guidelines. The guidelines are listed, and the CNAs are to be provided a copy of the attachment which lists what they may and may not do.

This field assistance bulletin is a response to questions regarding the Final Rule which was released in July of last year, restricting operation of lifts by young CNAs. When the 2010 Rule was released, HOC amended the NAT-CEP Task Checklist to preclude the demonstration of lifts by CNA candidates under age 18. All candidates were to be included in training and use, but young students were not allowed to demonstrate the skill.

In response to the 2011 field assistance bulletin, we have amended the checklist once again, and have included demonstration of assistance in the use of the lifts by young CNA candidates. Assistance in the use of equipment is a different skill from the primary operation of such equipment. Instructors should read the guidelines and train students in the assistance of lifts with patient and CNA safety in mind.

By federal law, all CNAs must have demonstrated the direct care skills necessary for the care of residence in long-term care facilities. Facilities will need to be aware that students under 18 who were trained between July of 2010 and upcoming CNA courses will need additional instruction in assistance with lifts and will need to demonstrate competency.

HOC will continue to watch regulations and update training requirements as necessary. As always, we remind all who are involved in aide training programs in Kansas to check our website frequently for updates in forms: www.kdheks.gov/hoc. A link to the Field Assistance Memo and Attachment A will be on our website. Specific information regarding the bulletin should be obtained from WHD. Facility information can be found from Kansas Department on Aging. For further questions regarding the training of Kansas CNAs regarding this topic, contact Mary Flin at mflin@kdheks.gov, or 785-296-0058.



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CRIMINAL RECORD CHECK CLARIFICATION

In the regulatory environment we are all familiar with instances when a single word can impact the meaning of a statute or regulation. One example, found in the criminal record check statute (KSA 39-970), concerns the word “works” as it is used in the first sentence of the statute. The sentence states, “No person shall knowingly operate an adult care home if, in the adult care home, there **works** any person who has been convicted of or has been adjudicated a juvenile offender . . .” Notice the term is not “is employed.” This has been interpreted to mean that the nursing facility must have proof that any individual working in a non-episodic capacity in the nursing facility is not prohibited under the requirements of the statute.

An example of episodic employment would be like a plumber coming in to fix a stopped up sink. A record check is not needed in that instance. An example of non-episodic work would be the nursing facility that contracts out their housekeeping to a company that supplies individuals to do that work. Those individuals working for that company are in the facility on a daily basis for an extended period. In a lot of ways it is similar to the requirement for individuals working in the nursing home that are actually employees of a staffing agency.

There are of course exceptions to the requirement. Licensed individuals as well as volunteers are exempt from the requirement.

Criminal record checks can be submitted online by going to www.kdhecrc.org. However, a first-time user must make sure that KDHE has a correct email address to send the access password to.

One change that became effective July 1, 2011, is that the statute numbers for criminal offenses changed. There is an updated list of convictions that prohibit employment available at <http://www.kdheks.gov/hoc/criminal.html>. Click on the link titled [Criminal Offenses Checked Under Kansas Law](#).

For questions or comments about the criminal record check process, contact the criminal record check staff at crcstaff@kdheks.gov.



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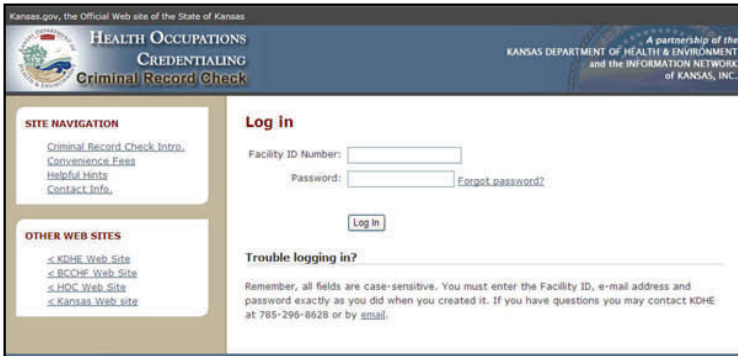


HEALTH OCCUPATIONS CREDENTIALING CRIMINAL RECORD CHECKS

A few weeks ago, we received a phone call from a frustrated administrator who had just received a deficiency during a state survey for failing to submit criminal record check requests to KDHE Health Occupations Credentialing. The administrator had recently completed the time consuming, costly task of submitting criminal record checks for the adult care home's entire staff. During the survey, the administrator learned that the CRC requests would need to be resubmitted to Health Occupations Credentialing in order to satisfy the state statute.

For this reason we thought it was important to clarify some of the differences between Health Occupations Credentialing and Kansas Bureau of Investigation CRCs. Although the two state agencies work together to produce criminal history results for the facilities we serve, there is a difference in the CRC results and services they provide.

Any facility licensed under the Kansas Adult Care Home Act or Kansas Home Health Licensure Law in the State of Kansas, pursuant to K.S.A. 39-970 and K.S.A. 65-5117, is required to submit criminal record check requests through KDHE Health Occupations Credentialing.

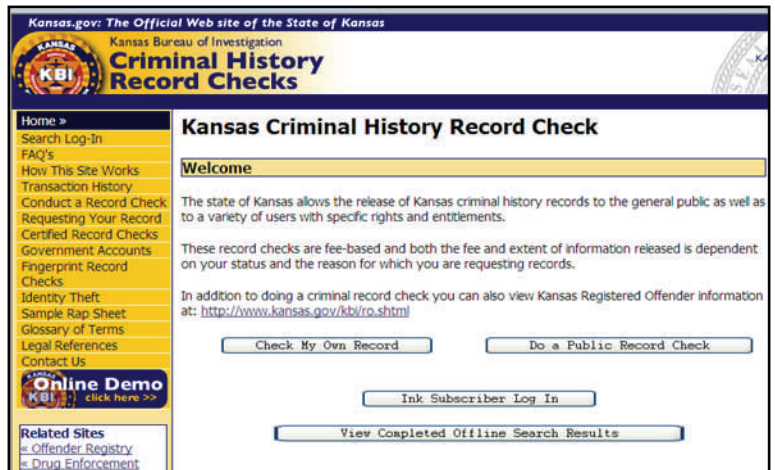


Health Occupations Credentialing CRC

- Satisfies the state statute requirement for criminal record checks on employees.
- Costs \$10.00 (+ convenience fee) per request.
- Includes required juvenile offense information.
- CRC request dates and employers are reported to the Kansas Nurse Aide Registry.

KBI Criminal History Record Check

- Does not satisfy state statute for background checks on employees.
- Costs \$20.00 per request.
- Does not include required juvenile offense information.
- CRC request dates are not reported to the Kansas Nurse Aide Registry.



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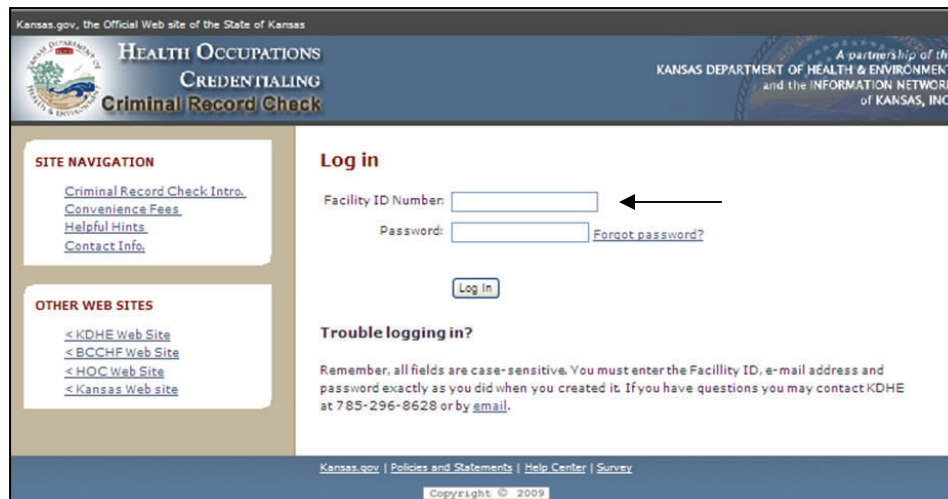
HOW TO SUBMIT CRIMINAL RECORD CHECKS ONLINE THROUGH KDHE

- Contact the CRC staff at www.crcstaff@kdheks.gov to update the facility e-mail address if needed.
- Log on to www.kdheks.gov/hoc.
- On the left hand side of the page under “Links” (FIGURE 1), select “Online Criminal Record Check.” The link will take you to the “Log in” Page.



FIGURE 1 KDHE Health Occupations Credentialing home page

- Enter the Facility ID (letter followed by 6 numbers, i.e. N000444) (FIGURE 2)
- If a new password is needed, select “forgot password.” The temporary password will be sent to the facility e-mail address on file, from helpcenter@ink.org. If the e-mail is not found, check the junk file folder.



6 FIGURE 2 Log in page

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HOW TO RETRIEVE CRIMINAL RECORD CHECK RESULTS ON-LINE

- Log onto www.kdheks.gov/hoc (FIGURE 1).
- On the left hand side of the page under “Links,” select “Kansas Nurse Aide Registry.”



FIGURE 1

- Select “Health Care Facility Access.” (FIGURE 2)



FIGURE 2

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HOW TO RETRIEVE CRIMINAL RECORD CHECK RESULTS ON-LINE (continued)

- Enter “Facility ID.” (FIGURE 3)

The Kansas Department of Health and Environment
Sam Brownback, Governor - Robert Moser, MD, Secretary
Curtis State Office Building, 1000 SW Jackson, Topeka, Kansas 66612
Phone (785) 296-1500. Fax: (785) 368-6368. Email: info@kdheks.gov

For questions or concerns with this web site, please contact: kfritts@kdheks.gov

Health Care Facility Logon Screen

Facility ID Number: Submit

FIGURE 3

- Select “Employment List.” (FIGURE 4)

The Kansas Department of Health and Environment
Sam Brownback, Governor - Robert Moser, MD, Secretary
Curtis State Office Building, 1000 SW Jackson, Topeka, Kansas 66612
Phone (785) 296-1500. Fax: (785) 368-6368. Email: info@kdheks.gov

Please Select the Desired Action:

(Please use the below button to go to the Employment List Page)

Employment List

(Please use the below button to go to the Employment Verification Form)

Employment Verification Form

All information provided on this web page and other associated web pages is made available to provide immediate access for the convenience of interested persons. While we believe the information to be reliable, human or mechanical error remains a possibility, as does delay in the posting or updating of information. Therefore there is no guarantee as to the accuracy, completeness, timeliness, currency, or correct sequencing of the information. Neither this agency, nor any of the sources of the information, shall be responsible for any errors or omissions, or for the use or results obtained from the use of this information.

FIGURE 4

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HOW TO RETRIEVE CRIMINAL RECORD CHECK RESULTS ON-LINE (continued)

- Select ‘refresh’ and scroll down to view facility employment list.
- Select “View Result” and print for file (FIGURE 5)

August 25, 2011
COMMUNITY HEALTHCARE CENTER

If the "View Result" button is not present and further criminal record check details are required, please contact the Kansas Department of Health and Environment at 785-296-6677.

Name	Credential Number	Certification Type	CRC Results	Current Employee
KETRALEUS ALDRIDGE				<input type="radio"/> Yes <input type="radio"/> No
ANNEGRET BALL				<input type="radio"/> Yes <input type="radio"/> No
NEYLA ALEXANDRA BEER			View Result	<input type="radio"/> Yes <input type="radio"/> No
ALONDA ANITA BELL		Certified Nurse Aide		<input type="radio"/> Yes <input type="radio"/> No
CHRISTEN MARIE BENSON		Certified Medication Aide, Certified Nurse Aide		<input type="radio"/> Yes <input type="radio"/> No
JESSICA LYNN BERRY		Certified Nurse Aide	View Result	<input type="radio"/> Yes <input type="radio"/> No
JENNIFER A BIRDSEY			View Result	<input type="radio"/> Yes <input type="radio"/> No
ELENA ALMA BOBERGER			View Result	<input type="radio"/> Yes <input type="radio"/> No
HELLI MICHELLE BOUTON		Certified Nurse Aide	View Result	<input type="radio"/> Yes <input type="radio"/> No
JENNY MAY BRANSON		Certified Nurse Aide	View Result	<input type="radio"/> Yes <input type="radio"/> No
HELEN BROCK			View Result	<input type="radio"/> Yes <input type="radio"/> No
TAMMY BROWN			View Result	<input type="radio"/> Yes <input type="radio"/> No
BRIANNA DAWN BULLOCKS		Certified Medication Aide, Certified Nurse Aide	View Result	<input type="radio"/> Yes <input type="radio"/> No
QUEEN DEAN CALDWELL			View Result	<input type="radio"/> Yes <input type="radio"/> No
RAE L CAMPBELL		Certified Nurse Aide		<input type="radio"/> Yes <input type="radio"/> No
RACHEL LYNN CARROLL		Certified Nurse Aide	View Result	<input type="radio"/> Yes <input type="radio"/> No
CALVIN COLEMAN		Certified Nurse Aide		<input type="radio"/> Yes <input type="radio"/> No
ZEBULON CONLEY			View Result	<input type="radio"/> Yes <input type="radio"/> No
TRACY LEA COOK		Certified Nurse Aide		<input type="radio"/> Yes <input type="radio"/> No
MELONY D COOPER		Certified Nurse Aide	View Result	<input type="radio"/> Yes <input type="radio"/> No
ANGELA MARIE DOMINGUEZ		Certified Nurse Aide		<input type="radio"/> Yes <input type="radio"/> No
DARLENE DUNCAN		Certified Nurse Aide		<input type="radio"/> Yes <input type="radio"/> No
THERESA EAGLEMAN				<input type="radio"/> Yes <input type="radio"/> No

FIGURE 5

- Example of the file that will print.* (FIGURE 6)
*Criminal record check results that contain criminal history cannot be disclosed electronically and will be mailed to the facility.



KANSAS

RODERICK L. BREMBY, SECRETARY DEPARTMENT OF HEALTH AND ENVIRONMENT MARK PARKINSON, GOVERNOR

MAIL TO:

ATTN: HUMAN RESOURCES
TOPEKA COMMUNITY HEALTHCARE CENTER
1821 SE 21ST ST
TOPEKA, KS 66607

The criminal record check process on the individuals listed below has been completed. No documentation of the existence of any criminal history related to prohibited offenses pursuant to KSA 39-970 and KSA 65-5117 has been received from the Kansas Bureau of Investigation on those individuals listed. Final results on other individuals who have been submitted may be pending. If you have any questions please call (785) 296-6647.

DATE: Jan 25, 2011

9 FIGURE 6

Health Occupations Credentialing

HEALTH OCCUPATIONS CREDENTIALING

Marla Rhoden, Director
Curtis State Office Building
1000 SW Jackson, Suite 200
Topeka KS 66612-1365

Phone: 785-296-1240
Fax: 785-296-3075
Email: kfritts@kdheks.gov



**Kansas Department of
Health and Environment
Bureau of Child Care and Health Facilities**

Health Occupations Credentialing
1000 SW Jackson, Suite 200
Topeka, Kansas 66612-1365
(785) 296-1240
Fax (785) 296-3075

Assistance	Call
Not sure who to call... (forms may be downloaded from Internet)	www.kdheks.gov/hoc Contacts
Licensing of speech-language pathologist, audiologist, dietitian, adult care home administrator; verification of same licenses; test for adult care home administrator	Brenda Nesbitt Kroll 785-296-0061
Health Occupations Credentialing Act; Annual Employment Verification; web-based processes	Steve Irwin 785-296-6647
Aide training courses; sponsorship programs; course approvals; continuing education approval for licensees; instructor approvals; education policies	Mary Flin 785-296-0058
Test scheduling for aides or challenging an aide test with higher education, related forms; employment verification and task checklist; certification; interstate or reciprocity for aides	Betty Domer 785-296-1250
Forms; replacement certificates	Sheila Seymour 785-296-0060
Kansas Nurse Aide Registry; criminal record check program; employment prohibition notice questions; staffing agency set up	Melinda Reynard-Lindsay 785-296-8628
Criminal record check program support, CRC results; inquiries related to findings of abuse, neglect, exploitation	Sarita Everett 785-296-6958
Open records request (Kansas Open Records Act)	Debi Nelson 785-296-1251
KANSAS NURSE AIDE REGISTRY WEBSITE www.ksnurseaidregistry.org	
LICENSE VERIFICATION WEBSITE www.kdhehealthlicense.org	



FYI: Three HOC staff will be retiring as of dates listed below. The “Who to Call for Assistance” list above has been revised to reflect the changes.

Dolores Stabb, last date of employment 9/19/2011
Kathy Fritts, last date of employment 10/28/2011
Marla Rhoden, last date of employment 10/28/2011