

In an effort to utilize today's technology, Health Occupations Credentialing (HOC) is now providing the *Update* newsletter to individuals via the internet. If you wish to receive notice of the *Update* when placed on our web site, please send an e-mail to Janell McMillan at: jmcmillan@kdhe.state.ks.us. Paper copies will be provided upon request. You may also e-mail general comments about the newsletter to Janell McMillan at jmcmillan@kdhe.state.ks.us or you may e-mail Marla Rhoden, Director of HOC at mrhoden@kdhe.state.ks.us.

Update

News Update, a look at what's coming...

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HOC HAS MOVED

HOC has moved to a new location.
Please send all mail and correspondence to
1000 SW Jackson, Ste. 200, Topeka, KS 66612.

All telephone numbers have remained the same.

When you have questions or want to contact someone in HOC but do not know the phone number, call:

(785) 296-1240



Special points of interest:

- HOC has moved to a new location
- CRC Administrator's Note
- Online Activity Director Course

HOC UPDATE

SPRING/SUMMER EDITION



Web-Based Access to Kansas Nurse Aide Registry

Health Occupations Credentialing (HOC) went live on April 18 with a new database system purchased from and personalized by GL Suite, Inc. The new system provides web-based access to the Kansas Nurse Aide Registry information. The adult care industry as well as the public is now able to obtain information about any nurse aide, home health aide, or medication aide via the web. In addition, the new database allows automation of a significant number of processes, including criminal record check requests and aide training course approval and tracking. It also simplifies the generation of reports for several HOC operations. Future enhancements include automation of several licensure functions, including on-line license renewal, which is anticipated to be accomplished through INK and AccessKansas.

Instructions on accessing the Web-based registry are available on our Web page. We have also e-mailed information and instructions on the Web-based registry to adult care facilities and home health agencies. For more information on the Web-based registry, please contact Steve Irwin at 785-296-6447 or e-mail sirwin@kdhe.state.ks.us.

ONLINE ACTIVITY DIRECTOR COURSE

The first online activity director course has been approved on a pilot basis. The course was developed by Pratt Community College and will occur between October 3 and November 11. For information, contact Lynn Cline, coordinator, Pratt Community College, 348 N.E. S.R. 61, Pratt, KS 67124, 620-672-5641, extension 158, or e-mail LynnC@prattcc.edu.

*April Showers, bring
May flowers*



**PAID NUTRITION ASSISTANT TRAINING PROGRAM
DEVELOPMENT**

Through the passage of 2004 House Substitute for SB72, the Kansas Legislature amended KSA 2000 Supp. 39-923 to allow the use of paid nutrition assistants to assist adult care home residents without complicated swallowing issues with eating. The nutrition assistant must complete a training program approved by the Kansas Department of Health and Environment (KDHE).

The training program for nutrition assistants is the result of a cooperative effort of the KDHE and the following consultants and contributors: Judy Bagby, RN, LNHA; Kay Billinger, RD/LD; Kathy Bode, RN, MS; Diane Glynn, JD, RN; Kim Halbert, RN, BS, LACHA; Patricia Maben, RN, MN; Marilyn Munoz, CNA, CMA; Isla Richards, RN; Mike Simpson, SLP; Linda Sullivan, MS, RN, ARNP, LNHA; Vera VanBruggen, RN, BA, CDONA/LTC; and Martha Ryan, BS, MA. The group developed program parameters, a course content outline, competency test, and a list of resources. The program will be administered similarly to the other unlicensed/uncertified employee programs (operator, activity director, social services designee).

Thank you to the following associations, agencies and schools for providing excellent committee members: Flint Hills Technical College, Kansas Adult Care Executives, Kansas Advocates for Better Care, Kansas Association of Homes and Services for the Aging, Kansas City Kansas Community College, Kansas Department on Aging, Kansas Health Care Association, Kansas Speech-Language Hearing Association, Kansas State Board of Nursing, and Kansas State Nurses Association.

The training complies with both the federal and state laws. It includes the topics required by the federal regulations and will be taught by a nurse who meets the requirements for conducting certified nurse aide training (two years of licensed nursing experience, at least one year of which must be in the provision of long-term care facility services, and must have completed a course in teaching adults or have experience in teaching adults or supervising nurse aides).

The training course will consist of a minimum of 12 hours which will include a competency test.

When the program is ready for implementation, KDHE will distribute the course content outline, the competency test, and the resources list to approved sponsors of the course. Sponsors will include adult care homes and post-secondary schools under the jurisdiction of the State Board of Regents. The names of the individuals who successfully complete the training will be submitted to the department for recording.

Although the federal regulations do not consider feeding to be a nursing task, according to Ms. Glynn, Kansas State Board of Nursing, in Kansas feeding is considered a nursing task, along with bathing, dressing, grooming, and toileting. The nutrition assistants will work under the delegation and supervision of a nurse. The requirements for nurse delegation are found at KSA 65-1165. The definition of supervision is at KSA 65-1136(a)(4): "Supervision means provision of guidance by a qualified nurse for the accomplishment of a nursing task or activity with initial direction of the task or activity and periodic inspection of the actual act of accomplishing the task or activity."

According to Ms. VanBruggen, the Kansas Department on Aging has drafted proposed adult care home regulation changes which are under review. The changes establish the guidelines for the use and supervision of nutrition assistants in the adult care homes that choose to employ them. The training program will not be implemented until the regulation changes have been adopted.

The statutory and regulatory provisions for paid nutrition assistants were discussed in the Summer 2004 edition of the *Update* which is available on the HOC website at www.kdhe.state.ks.us/hoc.

If you have questions, or would like further information, contact Martha Ryan at (785)296-0058 or mryan@kdhe.state.ks.us.

HOC UPDATE

SPRING / SUMMER EDITION



ATTENTION INSTRUCTORS AND COORDINATORS OF TRAINING

Criminal Record Checks

Explanation should be given to all students regarding the state requirement for criminal record checks. HOC receives many calls from students who have successfully completed the training only to learn that they are not allowed to work for an adult care home or a home health agency. Please alert students before they take the course that certain convictions prohibit an individual from working for an adult care home or a home health agency.

Adult care homes, home health agencies, and staffing agencies are required to request a criminal record check from KDHE for their workers. KDHE sends the results of the criminal record check to the facility/agency. KDHE checks for both adult and juvenile records. On juvenile convictions, with the exception of juvenile theft, records are not released to the facilities/agencies. If convicted of a prohibited crime as a juvenile, the student may not be able to work in an adult care home or a home health agency, depending on the time frame involved.

If prospective or current students have questions about which convictions prohibit a person from working in an adult care home, they will be able to find a list of prohibited offenses on the HOC website or they may contact Melinda Reynard-Lindsay at 785-296-8628 or mreynard@kdhe.state.ks.us. The website address is www.kdhe.state.ks.us/hoc. Choose "Health Care Personnel," then "Criminal Record Check Program," then "Criminal Offenses Checked Under Kansas Law." Some convictions result in a permanent prohibition and others result in a five-year prohibition which begins the day the sentencing guidelines are successfully completed. The list includes the information about which convictions result in permanent prohibition (indicated by "yes") and which result in a five-year prohibition (indicated by "5 years"). The list of prohibited offenses is attached to this article: http://www.kdhe.state.ks.us/hoc/ach_adm_resources/cbc/offenses.pdf

Instructors/coordinators may want to distribute the list of prohibited offenses and the contact information for Ms. Reynard-Lindsay. If you have any difficulty printing the list from the website, contact HOC for a copy. You may also choose to give students a copy of this article.

If the student has been convicted of a crime on the prohibited list, they may not be able to work.

The most common convictions which result in prohibition are:

1. Aggravated assault
2. Aggravated battery
3. Felony robbery
4. Sexual battery
5. Indecent liberties with a child
6. Criminal threat

The most common convictions which do not result in prohibition are:

1. Theft
2. Giving a worthless check
3. Driving under the influence
4. Vehicle or traffic violation
5. Battery
6. Driving while license is cancelled or revoked
7. Felony drug convictions



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SPRING/SUMMER EDITION MAY 2005

The information presented on page 4 reflects the requirements of Kansas law. Some facilities have policies which go beyond the state requirements. They may choose not to hire individuals with convictions which are not on the state list.

If you would like more information, please contact Melinda Reynard-Lindsay at HOC. Contact information is listed above.

Reading Test for Students in the Home Health Aide and Medication Aide Courses

The regulations for both home health aides and medication aides require that each trainee shall be screened and tested for **comprehension** of the written English language at an eighth grade reading level before enrolling in the course.

The CASAS test is the approved reading test for prescreening for the home health aide and medication aide courses. The appropriate CASAS test form to use is the CASAS ECS Form 13 or CASAS ECS Form 15. The eighth-grade equivalency scaled score is 235. The potential student must score a minimum of 235 before beginning the course.

If the potential student cannot obtain a minimum score of 235, the individual should be referred to an adult education program for assistance in improving reading competencies. Potential students should never be given the same form of the test within a six-month time frame. Repeated testing of an individual using the same test form may result in an improved test score due to the test item familiarity instead of reading skills proficiency.

If another test is used, the school needs to check with Diane Glass at dglass@ksbor.org to verify that the test meets the regulatory specifications.

Schools or agencies wanting to administer the CASAS test may participate in training conducted by the Kansas Board of Regents. Questions about acquiring the tests and training should also be directed to Diane Glass at the above e-mail address.



HOC UPDATE

SPRING/SUMMER EDITION MAY 2005

HOME HEALTH AIDE PROGRAM REVISION UPDATE

HOC has completed the field testing for the revised home health aide tests. Staff is working with home health aides to begin the process of setting the pass scores for the three forms of the tests. When that is completed and the pass scores are set, the KDHE will begin the process of regulation changes. Once the regulation changes are adopted, the revised home health aide curriculum will be available for use. The target date for implementation is January 2006.

Thank you to the following schools who participated in the field testing of the new tests: Butler County Community College, Salina Area Technical School, KAW Area Technical School, Neosho County Community College, Pratt Community College, Johnson County Community College, Wichita Area Technical College, Kansas City Area Vocational Technical School, Allen County Community College, and Flint Hills Technical College.

Thank you to the following associations, agencies, and school who helped find home health aides willing to participate in setting the pass score: Kansas Association of Homes and Services for the Aging, Kansas Home Care Association, Kansas Health Care Association, KAW Area Technical School, Advantaged Home Care, Aldersgate Home Health, Brewster Place Home Health, Heartland Home Health and Hospice, Johnson County Nursing Center, and Shawnee County Home Health.

Many, many thanks to those of you who have given generously of your time and energy in the revision of the home health aide program.

CRC ADMINISTRATOR'S NOTE:

Frequently, I receive calls from facility administrators with questions relating to Criminal Record Check request procedure, such as:

“Does it make any difference whether we request criminal record checks by direct request on the KBI web site, rather than submitting requests to KDHE - Health Occupations Credentialing?”

“Can a deficiency be issued to facilities by surveyors for requesting CRC's through the KBI, rather than through KDHE?”

The answer to both questions is yes.

The law specifies that KDHE access criminal history information through KBI records. One reason for the requirement is that certain juvenile convictions would constitute a prohibition of employment. Therefore, facilities must request criminal record checks through KDHE, since the laws allow KDHE access to juvenile records.

Other sources, including KBI, would not allow access to juvenile records to operators, under the Kansas Open Records Act. In addition, criminal record check results obtained by KDHE are reported to and placed on the Kansas Nurse Aide Registry. The information is then disseminated to administrators who call to inquire about the eligibility of new hire CNA/CMAs.

**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: jmcmillan@kdhe.state.ks.us



Health Occupations Credentialing

Assistance	Call
Not sure who to call... (Forms may be downloaded from Internet)	785-296-1240 www.kdhe.state.ks.us/hoc
Licensing of speech-language pathologist, audiologist, dietitian, adult car home administrator. Verification of same licenses. Test for adult care home administrator.	Brenda Nesbitt 785-296-0061
Health Occupations Credentialing Act	Steve Irwin 785-296-6647
Aide training courses, sponsorship programs, course approvals, continuing education approval for licensees, instructor approval	Dolores Staab 785-296-6796
Test scheduling for aides or challenging an aide test with higher education, related forms; employment verification and Task Checklist	Betty Domer 785-296-1250
Medication aides and related forms	Sheila Seymour 785-296-0060
Interstate or reciprocity for aides	Janell McMillan 785-296-0059
Education policies	Martha Ryan 785-296-0058
Administrator of Criminal record check program	Melinda Reynard-Lindsay 785-296-8628
Criminal record check program support, notice of prohibitions, inquiries related to findings of abuse, neglect, exploitation	Sarita Everett 785-296-6958
Open records request (Kansas Open Records Act)	Michelle Rieck 785-296-0583
Ordering prepaid criminal record check forms	Dana Derrick 785-296-0446

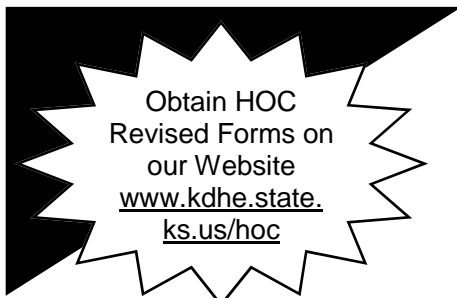
POINTS TO PONDER

As often as possible, choose being kind over being right.



**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



**KANSAS NURSE AIDE REGISTRY
(785) 296-6877
FOR NURSING VERIFICATION ONLY
Monday through Friday
8:00 a.m. to 12:00 and 1:00 p.m. to 3:00 p.m.**