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Nurse Aide Testing and Training (KNAT) and Medication Aide Testing Charges

Section 7.9.1 – General
Section 7.9.2 – Basic Principles
Section 7.9.3 – PeopleSoft Class Setups and Charges
Section 7.9.4 – KCTCS Administrative Recharge
Section 7.9.5 – Registration
Section 7.9.6 – Records
Section 7.9.7 – Testing
Section 7.9.8 – Rationales
Section 7.9.9 – Additional Reference Materials

7.9.1 - General

Kentucky Nurse Aide Training (KNAT) started prior to the technical education ("Tech Ed") involvement in 1987 with a mandate attached to the federal budget requiring states to address the poor state of affairs in long term health care. Prior to the 1987-1989 time frame, "State Vocational Technical Schools" were teaching a nurse aide program of around 360 clock hours and awarding a certificate for successful completion. By 1989, the Commonwealth of Kentucky selected Technical Education (Tech Ed) to do the required testing statewide. From its inception, nurse aide training and testing have been self-supporting through charges to individual students taking the course/test. Fees associated with nurse aide testing and training are split between the testing institution and the KCTCS state-wide office of the nurse-aide coordinator.

There are three courses taught under the Nurse Aide Program umbrella. They are: 1) Medicaid Nurse Aide (with courses listed as MNA100 - Medicaid Nurse Aide, NAA100 - Nursing Assistant Skills I, and, NAA125 - Advanced Nursing Assistant), 2) Kentucky Medication (Rx) Aide (KMA100), and 3) Methods of Instruction for Nurses Teaching the Medicaid Nurse Aide (MOI). Each of these is to be, at a minimum, cost recovery. This document provides necessary guidance and instruction to assure compliance with the Federal and State laws and regulations, contracts and KCTCS fiscal interests.

7.9.2 - Basic Principles

1. Nurse aide training is to be, at minimum, cost recovery.
2. Nurse aide testing is to be, at minimum, cost recovery.

The Commonwealth of Kentucky Department for Medicaid Services (DMS) caps the amount of reimbursement for nurse aide training at $200 per student, including long-term facility (Nursing Home sponsored) students enrolled on-line. In its contract with

KCTCS, DMS has negotiated from the following position: 1) that the State has limited financial resources to support nurse aide training; 2) that increasing the rate of reimbursement is not currently financially feasible; and, 3) that KCTCS is making sufficient financial return on nurse aide testing to offset any losses or minimum return costs associated with nurse aide training.

To offset the administrative support provided for the nurse aide program by the KCTCS System Office a $20 per student charge for NAA100, NAA125, and MNA100 courses is charged to the college.

3. Methods of Instruction, a course to qualify nurses to teach nurse aides in approved care facilities, is to be, at minimum, cost recovery.

4. Kentucky Medication (Rx) Aide (KMA) Training and Testing are to be, at minimum, cost recovery. **NOTE**: KMA Testing and Training are separate item types in PeopleSoft Student Financials.

5. On-site high school health science students [students of the Office for Career Technical Education (KY TECA) and the Kentucky Department of Education] taking the course as dual credit are to be assessed the full cost of attendance for nurse aide training and/or testing. A college may at its discretion waive all or any portion of the cost of attendance. The difference is the amount the student will actually pay, if any, i.e., the $20 per student KCTCS' administrative recovery charge is applicable to the college regardless of whether the college waives any or all of the cost of attendance. For students receiving a cost of attendance waiver (full or partial) the $20 administrative charge may be assessed as a pass-through per KCTCS' Schedule of Approved Charges.

   On-line students dually enrolled with the Office for Career and Technical Education (KY TECH) and/or the Kentucky Department of Education with a college of the Kentucky Community and Technical College System (KCTCS) – Kentucky Virtual University (KYVU) for Medicaid Nurse Aide (NAA100 or NAA125), shall be assessed KCTCS tuition as a dual enrolled student. <u>Per KCTCS' Memorandum of Agreement -- Addendum A of the Kentucky Medicaid Nurse Aide program stipulate that tuition waivers are not accepted in lieu of tuition for these students.</u>

6. All Nurse Aide testing candidates that are trained at a KCTCS college must be checked against PeopleSoft student financials to ensure a test candidate is in good financial standing. In good financial standing is defined as the test candidate's account does not have a financial hold or balance outstanding. To reduce the issue of candidates not being in good financial standing Nurse Aide Coordinators are to furnish a list of candidate names with applicable identification number (e.g. social security or PeopleSoft Emp ID) to the local college business office for verification. The local college business office will notify the Nurse Aide Coordinator if a candidate has a

delinquent balance. The above process may be repeated to verify all test candidates at the discretion of the college. If a test candidate has a delinquent balance, testing is refused until the candidate's account is in good standing. For third party sponsored test candidates, the financial hold may be temporary removed and reinstated after the candidate is entered in PeopleSoft in situations where community relations with the third party demand.

7. Students of the KY TECH and/or the Kentucky Department of Education enrolled in a Kentucky Virtual High School (KVHS) delivered Medicaid Nurse Aide (NAA100 or NAA125) on-line course shall be assessed KCTCS tuition and will be enrolled as dual credit students within KCTCS. Per KCTCS' Memorandum of Agreement -- Addendum A of the Kentucky Medicaid Nurse Aide program stipulate that tuition waivers are not accepted in lieu of tuition for these students.

8. The college business office is to collect payment for nurse aide training or testing.

9. The college business office is to invoice the high school (recognized Technical Education Center) for individuals that are tested when the individual has not paid the college business office directly. A copy of the test roster is to be sent with all invoices. The high school (recognized Technical Education Center) will be billed for all test takers that are listed on a roster, including those who fail to keep their test appointments or provide proper documentation. See Section 7.9.7 points 6 and 7 below.

7.9.3 - PeopleSoft Class Setups and Charges

1. *Nursing Home Sponsored Students – Course Fee Applicable -* KCTCS codes the course for nursing home sponsored students as MNA100. The college will set up the Nurse Aide class with ZERO (-0-) tuition, a course fee, professional liability insurance charge, and the charge for the first Competency Evaluation (state test). At the rates designated in the KCTCS Scheduled of Approved Charges. The PeopleSoft Student Financials item types are as follows: 80xxxxx12160* (where xxxxx is college business unit) for the course fee, 80xxxxx16020 for the professional liability insurance charge, and 80xxxxx12140 for the charge for the first Competency Evaluation (state test).

2. *Regular (Non Nursing Home Sponsored) Students – Regular Tuition Applicable*

In-State Students - taking *Nurse Aide 100 (NAA100) are to be* assessed regular in-state tuition based on the number of credit hours of the course - normally NAA100 is for 3 credit hours.

Out-of-State Students taking *Nurse Aide 100 (NAA100)* are to be assessed tuition at the out-of-state tuition rate based on the number of credit hours.

Out-of-State Contiguous Counties Students – students of contiguous counties of contiguous states bordering Kentucky taking the Nurse Aide are to be assessed tuition at the contiguous counties of contiguous states tuition rate.

NOTE: PeopleSoft Financials item types for the professional liability insurance and the charge for the first Competency Evaluation (State test) are 80xxxxx16020 and 80xxxxx12140 respectively regardless of whether the course is for nursing home sponsored students or regular tuition students.

To facilitate training, testing, and business processes, the receipt of payment for the charges related to Section 7.9.2 – Basic Principles, steps 1, 2 or 3 must be presented to the Nurse Aide Coordinator -Instructor prior to the first day of class. Students who have not paid their tuition and fees or arranged for a payment plan on or before the college's required payment date are subject to having their registration cancelled for nonpayment.

As both nurse aide courses (NAA100 and MNA100) are identical other than cost, both nurse aide courses may be offered within the same college, by the same instructor, for the same hours, and within the same classroom, etc.

Nurse Aide Training Programs	**Code**	**Tuition**	**Fee**	**Item Type** (*Where xxxxx is college business unit.*)	**Local College Portion**	**System Office Portion**
Nurse Aide Training *Sponsored by Nursing Facility*	Medicaid Nurse Aide MNA-100		$200.00	80xxxxx12160	$180.00	$20.00
Nurse Aide Training *All Other In-State Non-Sponsored Individuals*	Nursing Assistant Skills I NAA-100	3 Student Credit Hours (SCH)			Assessed Tuition *less $20.00*	$20.00
Nurse Aide Training – *Out-of-State Students*	Nursing Assistant Skills I NAA-100	3 SCH See Schedule of Fees			Assessed Tuition *less $20.00*	$20.00
Nurse Aide Training *"Contiguous Counties" of Contiguous States Students*	Nursing Assistant Skills I NAA-100	3 SCH See Schedule of Fees			Assessed Tuition *less $20.00*	$20.00
Nurse Aide Method of Instruction – MOI			$175.00	80xxxxx12120	$175.00	$0.00
Dual Credit Secondary Students*	Nurse Aide Advanced NAA-100	3 Student Credit Hours			Assessed Tuition *Less Waiver*	$20.00
Kentucky Medication Aide (RX) Training Programs	KMA-100		Cost Recovery	80xxxxx12170		$0.00

Assessments	**Code**	**Tuition**	**Fee**	**Item Type** (*Where xxxxx is college business unit.*)	**Local College Portion**	**System Office Portion**
Nurse Aide Testing – Written and Performance Combined			$75.00	80xxxxx12140	$55.00	$20.00
Nurse Aide Testing – Written Only			$15.00	80xxxxx12140	$5.00	$10.00
Nurse Aide Testing – Performance Only			$60.00	80xxxxx12140	$50.00	$10.00
Secondary Students**	Written & performance combined		$75.00	80xxxxx12140	$55.00	$20.00
Kentucky Medication Aide Assessment			$40.00	80xxxxx12150	$25.00	$15.00
Other Charges	**Code**	**Tuition**	**Fee**	**Item Type** (*Where xxxxx is college business unit.*)	**Local College Portion**	**System Office Portion**
Setup Charge for Testing at a Nursing Facility (optional)			$75.00 per Setup		$75.00	$0.00
Professional Liability Insurance			$20.00	80xxxxx16020		

***NOTE:** A college enrolling high school or area technical center dual credit students and waiving the cost of attendance for the dual enrolled students may assess the $20.00 (per student) cost recovery charge assessed to the college for the System Office's administrative support. The charge is a pass-through assessment per KCTCS' Schedule of Approved Charges.

****NOTE:** Each college has the discretion to set the test rate (not to exceed contractual amount agreed upon with CHS) for individuals enrolled in a high school (recognized Technical Education Center) health science program. KCTCS requires a minimum charge of $20.00 provided there are <u>no additional costs to the college to accommodate testing.</u> Additional costs to the college to provide the testing may result in additional charges to fully recover associated costs. The system office will be charging $10.00 per assessment (written and performance). If the college charges the minimum charge of $20.00, these assessments will be revenue neutral. The college business office is to invoice the high school (recognized Technical Education Center) for individuals that are tested when the individual has not paid the college business office directly. A copy of the test roster is to be sent with all invoices. The high school (recognized Technical Education Center) will be billed for all test takers that are listed on a roster, including those who fail to keep their test appointments or provide proper documentation. See Section 7.9.7 points 6 and 7 below.

Charges listed above are subject to change. In the event of any questions regarding charges the annual KCTCS Schedule of Approved Charges supersedes this document.

In instances where the delivering college offers the on-line NAA100 or MNA100 course and the home college are different and where the clinical provider and lab provider are different the following distribution of the $200 course charge is presented.

COMPONENTS	MNA FEE	ACTION	NAA TUITION	ACTION
Home College	$20	Collects Fee	Receives Head Count	Invoices the sponsor
Delivering College	$60	Initiate Journal Voucher	67% or 2 credits less $20.00 System Office	Receives payment through PeopleSoft
Clinical Provider	$50	Initiate Journal Voucher or Invoice	16.5% or ½ credit	Initiates Journal Voucher
Lab Provider	$50	Initiate Journal Voucher or Invoice	16.5% or ½ credit	Initiate Journal Voucher
KCTCS System Office	$20	Pull enrollments from PeopleSoft	$20.00	Pull enrollments from PeopleSoft

When the Nurse Aide (NAA) online course is offered by the Kentucky Virtual High School, the Kentucky Virtual High School collects the fee. The Clinical Provider and Lab Provider initiate invoices based on number of students served in the Kentucky Virtual High School delivered Medicaid Nurse Aide (NAA) online course and bills Kentucky Virtual High School. KCTCS System Office will receive $20 per student enrollment from Kentucky Virtual High School for administrative processing.

The deliverer of the clinical and lab components of the Medicaid Nurse Aide course shall forward to the teaching institution - faculty documentation of the following:

a) Verification of Tuberculosis Skin Test/Chest X-Ray
b) Verification of Hepatitis Vaccine or Waiver
c) Statement of Understanding
d) Skills Check Off
e) Clinical Evaluation with Documentation of Hours

7.9.4 - KCTCS Administrative Recharge

The KCTCS System Office provides administrative support services for the nurse aide program. As the program is cost recovery, the System Office sweeps each college's budget at a rate of $20.00 per student enrolled in NAA100, NAA125, and/or MNA100 to recover its administrative support costs of nurse aide training. The System Office also sweeps each college's budget at a rate of $10.00 per assessment to recover its administrative support costs of nurse aide testing and $15.00 per assessment for medication aide testing.

NOTE: For this reason, the college will need to take into consideration the anticipated cost of nurse aide testing and training and allocate a sufficient expense budget to cover this recharge.

7.9.5 - Registration

1. The student, employed by a nursing home paying for nurse aide training and the competency evaluation program, must present documentation of employment and billing information at the time of registration. If there is not adequate documentation from the nursing home to qualify the student under the KCTCS – DMS contract, the student must be enrolled in a section of NAA100 and must pay the non-contract (regular student tuition) rate.
2. Students who have not paid their tuition and fees or arranged for a payment plan on or before the college's required payment date are subject to having their registration cancelled for nonpayment. Students must present a PeopleSoft Student Financials generated receipt for the nurse aide course to the instructor prior to the beginning of the course or the seat is deemed available to be re-sold to the next person on the class "waiting list".

7.9.6 - Records

1. The Nurse Aide Coordinator or designee shall monitor each class to insure the course does not exceed the regulatory maximum cap of 15 students per instructor. *Reference:* Medicaid Program Manual page 5.2 paragraph D (3) for maximum allowable students per class.
2. Sponsored students are not allowed to sit for the Competency Evaluation unless prior payment arrangements with their sponsoring facility have been made.
3. The Regional Nurse Aide Coordinator or designee will monitor and retain copies of student receipts and roster for audit and financial control purposes for three (3) years all other records shall be maintained for five (5) years per KCTCS' Record Retention Schedule.

7.9.7 - Testing

1. Nurse Aide testing revenue should be credited to the nurse aide testing item type (80xxxxx12140) – no exceptions.
2. When the individual is a KCTCS student and a test candidate, it is recommended to consider asking the student to pay for both the test and the course simultaneously. This will reduce the number of trips to the business office by the student. Payment of the test at the time of course registration is at discretion of the student/test candidate.

3. Test candidates are to make their payment(s) at the college's business office. Once payment is tendered, the receipts along with any other necessary credentials are to be brought to the Nurse Aide Coordinator to schedule a test appointment.

4. **COMMENT**: Each college has the discretion to set the test rate for individuals enrolled in a high school (recognized Technical Education Center) health careers program. The KCTCS System Office requires a minimum charge of $20. If the college charges the minimum charge of $20.00, these assessments will be revenue neutral. The college business office is to invoice the high school (recognized Technical Education Center) for individuals that are tested when the individual has not paid the college business office directly. A copy of the test roster is to be sent with all invoices. The high school (recognized Technical Education Center) will be billed for all test takers that are listed on a roster, including those who fail to keep their test appointments or provide proper documentation. See Section 7.9.7 points 6 and 7 below.

   Please refer to Business Procedure 7.9.3 above.

5. High school or area regional technical center dual credit students taking the course may be assessed the $20 (per student) cost recovery charge assessed the college for System Office administrative support. The charge is to be treated as a pass-through per KCTCS' Schedule of Approved Charges.

   Individuals must pay for the test prior to their test appointment. Please consult local college business office for specific required payment date. Students who have not paid their tuition and fees or arranged for a payment plan on or before the college's required payment date are subject to having their test registration cancelled for nonpayment. Requiring payment prior to the test appointment and in sufficient time to allow a personal check to clear the financial institution helps protect the college/district from returned checks that cannot be collected.

   NOTE: Once nurse aide tests are graded, KCTCS has no redress to the credentials to compel collection for a returned check. Please contact the System Office Nurse Aide Coordinator in the event of a returned check for nurse aide testing. If the assessment(s) has/have not been graded, the assessment(s) can be held until payment is settled. If payment is greater than 30 days from the original test date, the original test will be destroyed. In such instance(s) the test taker will need to schedule another test appointment and make good on payment prior to being allowed to re-register and pay for another test.

6. Test appointments will not be given when vouchers or purchase orders are presented unless prior arrangement with the student's sponsoring facility have been made prior to the test date. Payments received for nurse aide – medication aide testing/training require good communication by the college business office and the Regional Nurse Aide Coordinator.

7. Individuals who fail to keep their test appointment or meet the colleges required payment date forfeit their test payment. The individual will also be treated as a "no show" if they do not present the required identification documents at the time of testing. Please refer to the "Kentucky Medicaid Nurse Aide Testing Procedures and Study Guide" for the required documents.

8. Individuals who are considered "no shows" will be required to repeat the registration process, including fee payment, in order to be scheduled for a new test appointment.

9. Requests for refunds for nurse aide test fees may be made to the college business office where the fee was paid. The individual will be required to provide the original receipt and complete the necessary documents to assure fiscal accountability. The business office staff member receiving the request for refund will:

   a) Verify the payment was made and if paid by check or other non-cash method, that the monies have been received (e.g. the check was not returned or the credit card dishonored).

   b) Notify the KNAT coordinator of the request.

   c) The KNAT coordinator will confirm to the business office the test has not been given and the individual is not currently scheduled for a test. Additionally, the KNAT coordinator will assure the person is not tested without additional test fee payment.

   d) Upon receipt of the KNAT Coordinators confirmation the individual has not tested and a notation made to require the individual to re-register for the test if they wish to test in the 365 day window following training, the business office will initiate the refund request.

7.9.8 - Rationales

1. Collecting tuition and all fees at the time of registration simplifies the assessment process for all parties, especially for MNA100. Payment for the test at the time of course registration is at the discretion of the student/test candidate.

2. The rationale for the "no show" practice is to offset costs associated with individuals scheduling a test and the district paying an employee to administer the test, but not receiving offsetting compensation to pay the employee when the test candidate does not show.

3. Having the "tuition" based KCTCS administrative charges budgeted prior to the sweep provides the necessary funds when "sweeps" are conducted.

4. Following these processes and procedures ensures compliance with the contract between KCTCS and DMS.

7.9.9 – Additional Reference Materials

Nurse Aide reference materials may be found on KCTCS' DocuShare website at: http://unity.kctcs.edu/docushare/dsweb/dscgi/ds.py/View/Collection-1264 Materials at this site are available to the general public. Each college's nurse aide coordinator has access to additional restricted documents to assist in the management of the nurse aide training and testing processes. The DocuShare site includes, but is not limited to a Sample Statement of Understanding and Sample Test Instructions. The Sample Statement of Understanding and the Sample Test Instructions may be customized based to local need. Customizations of these materials should be forwarded to the KCTCS' Nurse Aide Coordinator for review prior to local use. No other materials at the DocuShare site may be customized, e.g. Memorandum of Agreement for Nurse Aide Clinical Sites.

NOTE: See Statement of Understanding XI related to reimbursement.

End of Procedure