



OHIO DEPARTMENT OF HEALTH

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August 2018 TCEP MEMORANDUM

TO: NATCEP Program Coordinators, TTT Program Administrators
FROM: NATCEP Unit Coordinator
SUBJECT: Accurate Data Entry of Program and Student Information
DATE: August 30, 2018

- On August 16th, 2018 the Test Advisory Panel met to review the state test and other aspects of NATCEP in Ohio. Participating on the panel this year were Athena Rivera of St. Mary's Alzheimer's Center, Patti Rodman of Vancrest Health Care Center, Michael Hanson of Adams County Manor, Angela Reese of Clark State Community College, Ruth Nichols of Apollo Career Center, Deb Wilt of Vanguard-Sentinel Career & Technology Center and Tiffany Behrendsen of Companions Nurse Aide Training. Also attending was Mary Mellenkamp, LPN, a primary instructor with experience in facility based and nonfacility based programs as well as Dining Assistant programs. Thanks to all for sharing their knowledge and experience.
- As a result of the Advisory Panel the Candidate Handbook will be updated and republished with a projected date of November 1, 2018. Please watch for future notices.
- The Ohio Administrative Code **3701-18-06.1** and the Code of Federal Regulations 483.156 require timely and accurate program and student data to be entered in to the Health Care Provider Online Business Processing - Enhanced Information Dissemination & Collection (EIDC). **STUDENTS WHO ARE NOT ENTERED CORRECTLY IN THE GATEWAY CANNOT SCHEDULE TESTING.** Please, consider the following:
 - ❖ Student email addresses are required as part of the student data. Please do not use the program's email or dummy emails. Student contact information is utilized by entities beyond the training programs.
 - ❖ Enter student names exactly as it is shown on the Government issued ID or social security card. This will preclude problems that may occur with State Testing and Nurse Aide Registry queries. Do not enter students who have no social security card/number. Call the NATCEP Unit for assistance.
 - ❖ Program Coordinators are responsible for keeping program and personnel information current. ALL demographic information should be reviewed and updated regularly. Programs without current demographics may not receive renewal or survey notices. Review all information in the Gateway at the demographics and personnel tabs and update as appropriate.
- Reimbursement of nurse aides is not stated in the NATCEP portion of the Ohio Administrative Code 3701-18. The code references for reimbursement fall under the nursing home rules and federal regulations. As such, the NATCEP Unit has no authority or input regarding facilities who are non-compliant with those rules. Programs should encourage students to work with their employers to resolve requests for reimbursement as it is required by Medicaid.
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