Nurse Aide Updates Spring 2018

D&S Diversified Technologies

Spring Volume 1

Note from Janet Kennedy at ODH

Several programs have yet to request the 2018 Certificate of Completion. Please refer to November 2017 TCEP Memorandum for information on how to obtain your program's new certificate.

- NATCEP programs are reminded that all student entries must be completed in the EIDC/GATEWAY system. D&S will no longer enter student data from or for programs. Only candidates that meet the requirements of 3701-18-23(1)(2) will be entered by the D&S staff. All successful students of programs are to be entered in the EIDC/Gateway per 3701-18-06-1. Program students will not be permitted to test if their information is not found in the EIDC/Gateway. Additionally, students with Certificates of Completion but no matching data in the EIDC/Gateway are at risk of being assumed to be presenting false documentation.

- Programs are frequently required to submit supporting documentation to the NATCEP Unit. There are four ways to submit supporting documentation. Please feel free to use whichever one is most convenient for you:

- 1) Attaching files to an email to NATCEP Unit at Janet.Kennedy@ODH.Ohio.Gov

- 2) Uploading in the EIDC/Gateway

- 3) per post

- 4) by FAX

When entering new PC's or PI's in the system please review and update the nursing license expiration date. If a nursing license shows as expired the entry cannot be processed or approved. It will be returned to the submitting program.

Any questions please feel free to contact Janet at 614-752-8285.
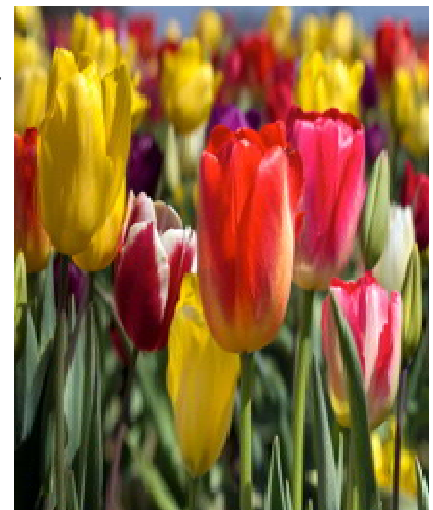
Inside this issue:

Did you know ....

Did you know that Notes from Janet at ODH are now listed on our hdmaster.com web site. You can access the notes by clicking on Ohio STNA, then in the third column "Updates From Janet"." You will be provided with updates from Janet for the past year January 2017 thru January 2018.

Social Security Cards Change Requirements!!

D&S will **no longer accept a copy of the letter** from the social security office. Students are required to have their original social security card **along with** their required government issued non-expired, signed, photo id, **no** other items will be accepted.

We strongly encourage you as a trainer to inform your students of this policy **the first day of class.** A normal time frame after you have applied for a new social security card takes 10-15 days depending on your county social security office.

If a student arrives at testing without their original social security card they will be turned away as a NO Show and will be required to submit a new application and payment.

Upcoming Interface Workshop for D&S

This year's first interface workshop will be held on Tuesday, April 3rd at Fairfield Career Center in Carroll, OH. Fairfield is located south of Columbus. The workshop will be held from 9am to 12:30 pm. If you have not yet attended an interface workshop, you can call Tammy at 877-851-2355 or email us at hdmastereast@hdmaster.com attention Tammy to reserve your spot.

## Getting the most out of the benefit from the Interface Workshop

Did you know that after you have attended the Interface Workshop you will be able to:

1) Print off your students' training certificates

2) Print off scheduling directions so that your students have control of their files and can make changes to their demographic information on their own after they have left your training program.

3) Your students can self- schedule for their Nurse Aide Test

4) If your student loses their notification card showing them their testing date, time and location, you can print off another.

So don't wait! Schedule today to attend after you attend you will wonder why you didn't do it before now!

Watch the hdmaster.com for a complete listing that will be offered throughout the state.
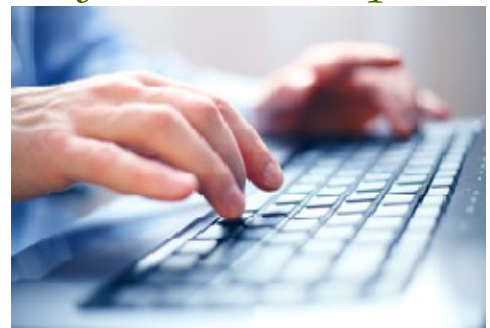
WATCH THE HDMASTER.COM WEB PAGE FOR ADDITIONAL UPCOMING WORKSHOPS.

Tips for Instructors and information for you to pass on to your students..

Test registration – Please make sure you are distributing the "scheduling directions" document to all candidates upon completion of training. When candidates call stating they want to schedule their tests, D&S representatives will ask them if the were given their online scheduling directions by their facility. They will be told where to print the paper applications from our website. Reschedules are an exception to this rule. Please review the policies for rescheduling (ie. timeframes, required documentation, etc.) in the candidate handbook. All cancellations must be in writing.

Paper/Oral vs Written testing – A lot of candidates mark paper and/or oral on their applications/online thinking they have to mark it to be scheduled for a written test. All written tests will either be administered on the computer or with a paper testing booklet and scantron. If the candidate doesn't specifically require a paper or oral test, they do not need to mark on the application or online.

Orals – Anyone can request an oral test. Reminder, orals do cost an extra $10. If doing online scheduling, please make sure "oral" is marked before making the payment for the candidate. Orals do **not** read the last 17 questions of the written test, except if the oral was approved as part of an ADA accommodation. This is not the same as a "reader". Make sure the candidates that are scheduled with orals are aware of this. Candidates that don't know may panic and think something's wrong with the computer or tape while testing.

Troubleshooting scheduling issues – D&S gets a lot of calls from people trying to do online scheduling because it doesn't show dates in the dropdown. The first question we ask is if they made their payment? The second question is did you mark "paper"? If a student marked that they need a "paper" test and is trying to schedule at a web-testing facility, we need at least 10 business days notice. D&S can set up a space for them to schedule on a date doing web-testing, but without an application, our office will not do the scheduling for them.

ADA's!!! – All ADA's must be pre-approved. All students requesting ADA accommodations are required to fill in the 1404 Request for ADA Accommodation form. This form is available on hdmaster.com on the Ohio STNA page under Candidate Forms. Please include the request form and all documentation supporting the request (IEP, 504, doctor or learning specialist information). These forms must be approved by D&S at least 10 business days ahead of the test dates. Also, **ALL ADA TESTING REQUIRES PAPER TESTING, NOT WEB-TESTING**. When scheduling your candidates for testing, please keep the required deadlines in mind, and make sure you do not put them into web-testing packets.

All students requesting ADA accommodations or requesting orals need to sign a green form at testing stating they were either given their accommodations or that they willingly chose to waive their rights to the accommodations/orals. This is a new process to assure candidates are receiving the pre-approved accommodations.

Express and Overnight Fees – Please keep in mind that online scheduling can result in much faster testing dates without the extra fees. Online scheduling can be done the 3rd business day out (2 days between) for web-testing and 11 business days out (10 days between) for paper testing, based on availability on scheduled testing dates. All scheduling done by D&S will require the 10 business day requirement to avoid the fees. Express fees are $15 for all applications processed by the D&S office that are scheduled for less than 10 business days out. Overnight fees are $19.50 and are only charged for paper testing that is less than 10 business days, but more than 5 business days out. The overnight fees are in addition to the express fess.

Policies – Per our testing policies are in the candidate handbook that you are required to distribute during training. This includes scheduling information, required information for testing day (attire and legal documents/ID's), and rescheduling/cancellation information. Test notifications also contain some of these policies. The most common issues on test dates are candidates not being in scrubs/proper shoes, not having the proper ID or social security card, names not being correct on testing material/not matching ID's and students being late. Remember, regardless if your student is taking the written, skill, or both written and skill testing attire is full clinical attire of scrub top and bottom and closed toe shoes. Also, their state id and their original social security card, no copies will be accepted. If your students arrive without required id or clinical attire they will be turned away as a no show and will be required to reapply and repay.

D&S DIVERSIFIED TECHNOLOGIES

EMAIL US AT:
hdmastereast@hdmaster.com

Visit us online at:
hdmaster.com

hdmaster.com

COMPASSIONATE LOYAL DEDICATED HARD WORKING STRONG LOVING RELIABLE SELFLESS DETERMINED MOTIVATED I AM A NURSING ASSISTANT
www.bayada.com

Teaching is a work of Heart

Helping your students pass the state exam....

Did you know that the hdmaster.com STNA website is full of resources for you to utilize during your training classes? Those resources include the following:

- 120 cc fluid Intake practice sheets

- 240 cc fluid Intake practice sheets

- Actual testing day I&O recording sheets

- Mock Testing skills checklist

- Skill Test instruction that is used on testing day

- Written Test instruction that is used on testing day

- Diet Card

These resources are available and can be used in your class room during your simulated mock skill testing day. These resource are the identical materials that the testers use during your students' state testing day. We have made them available to help your students become familiar with the supplies that they will be introduced to on testing day.

So don't wait, check out the web site today to see what's available!