



**STATE OF HAWAII**  
**DEPARTMENT OF HUMAN SERVICES**  
Med-QUEST Division  
Medical Standards Branch  
P. O. Box 700190  
Kapolei, Hawaii 96709-0190

December 17, 2004

MEMORANDUM

ACS M04-13

TO: All Medicaid Certified Nursing Facilities

FROM: Steven S. Kawada, Med-QUEST Division Assistant Administrator /s/sk

SUBJECT: ASSESSMENT OF THE COMPETENCY OF NURSES AIDES  
CURRENTLY EMPLOYED BY MEDICAID CERTIFIED NURSING  
FACILITIES

Since the passage of OBRA 87, Federal law required that all nurses aides employed in nursing facilities (NFs) are trained in nurse aide training programs whose curricula are approved by the State (State Certified Nurse Aide Training Programs). In recent years, the number of State Certified Nurse Aide Training Programs has decreased. Thus, many NFs have hired nurse aides who have received their training from programs whose curricula were not approved by the State.

To ensure the quality of nurse aides employed by NFs, the Department of Human Services (DHS), Med-QUEST Division (MQD) collaborated with the Department of Health (DOH), the Hawaii Long Term Care Association (HLTC), and the Health Care Association of Hawaii (HAH) to develop a process to assess the competency of nurse aides currently employed in nursing facilities who did not train in State Certified Nurse Aide Training Programs. The Department of Commerce and Consumer Affairs was given the opportunity to comment.

Beginning January 1, 2005, all Certified Medicaid Nursing Facilities must complete the following proficiency checklist (enclosed) for each nurse aide that is currently working in its NF who has not been trained in a State Certified Nurse Aide Training Program. Facilities will have until December 31, 2005 to complete these proficiency checklists. Instructions to the checklist are also enclosed.

Upon completion of this checklist, the facility must send to DHS a list of the nurse aides who have demonstrated competency and proficiency on all skills on the checklist. This list must be signed by the Director of Nursing (DON) and notarized. The original checklist should be maintained by the NF and should not be sent to DHS.

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The notarized listing of a NF's nurse aides will be sent to DCCA by the MQD to update the nurse aide registry. Assessing the competency and proficiency of its nurses aides through this checklist should be done only once. Completion of annual nurse aide assessments and education performed by NFs should not be reported to the DHS.

A sample of the reporting form is enclosed. Facilities must submit the notarized list to the Department of Human Services, Med-QUEST Division, Attn: NATP, P.O. Box 700190, Kapolei, Hawaii 96709-0190. The report can be sent to DHS before January 1, 2006. **All nurse aides who have not been trained in a State Certified Nurse Aide Training Program and employed by an NF on January 1, 2005, should be evaluated for competency and proficiency on the checklist.**

Should you have any questions concerning this matter, please call Dr. Lynette Honbo, Medical Director at 692-8106.

Enclosures