

Emergency Rule

Title 19—DEPARTMENT OF HEALTH AND SENIOR SERVICES

Division 30—Division of Regulation and Licensure Chapter 84—Training Program for Nursing Assistants

EMERGENCY AMENDMENT

19 CSR 30-84.010 [Nurse] Nursing Assistant Training Program.

The Department is amending the title of the rule and amending sections (4), (5), (6), (7), (9), and (10), and adding two new forms.

PURPOSE: The emergency amendment sets forth requirements for the type of course setting and curricula content and instructional materials. Adds reciprocity qualifications for others states' certified nursing assistants (CNA) to be added to the Missouri CNA Registry and changes testing requirements by allowing a third party proctor to administer the test.

EMERGENCY STATEMENT: This emergency amendment is necessary due to the novel COVID-19 pandemic. COVID-19 has caused a disruption in the training of certified nurse assistants (CNAs). This emergency amendment provides greater flexibility in training CNAs in environments that are more conducive to limit the spread of COVID-19 and that are away from medically vulnerable residents of long term care facilities.

The novel COVID-19 pandemic has also challenged the long-term care facilities in hiring and retaining qualified CNAs. Therefore, the Department is making it easier for CNAs who are on CNA registries in other states to be able to work in Missouri without having to complete additional requirements. This change will allow long-term care facilities to have a greater number of qualified CNA candidates to employ.

The department has updated the current CNA training program to include the most up-to-date standards of practice for CNAs, including the most up-to-date infection control and prevention standards in order to better train CNAs and to protect the medically vulnerable residents who reside in these long-term care facilities. This new CNA training program will also allow the training agencies that teach the nursing assistant program to be able to choose and utilize various instructional training materials that will be easier to access and purchase. The publisher/distributor of the current manual had closed for a period of time making the purchase of the current manuals more difficult for training agencies.

Finally, the department has updated and expedited the testing process for CNAs by allowing a third party test administrator to quickly test the CNAs. The current process requires department staff and certifying agencies to review the required CNA forms for accuracy and completeness which takes up to six (6) to eight (8) weeks or longer for a CNA to be eligible to be placed on the CNA registry. Getting CNAs placed on the CNA registry faster allows long-term care facilities to be able to more quickly hire these CNAs and allow the CNAs to work without nursing supervision.

As a result, the department finds a compelling governmental interest, which requires this emergency action. The scope of this emergency amendment is limited to the circumstances creating the emergency and complies with the protections extended in the *Missouri and United State Constitutions*. The department believes this emergency amendment is fair to all interested persons and parties under the circumstances. This emergency amendment was filed June 14, 2021, becomes effective June 28, 2021, and expires December 24, 2021.

(4) Basic Course Requirements.

The program shall consist of a basic course [consisting] that includes, at a minimum, the following:

(A) [of a minimum of] [s]Seventy-five (75) [classroom] hours of instructional training in the curricula identified in section (5) of

this rule [on basic nursing skills, fire safety and disaster training, resident safety and rights, social and psychological problems of residents, and the methods of handling and caring for mentally confused residents such as those with Alzheimer's disease and related disorder];

(B) [o]One hundred (100) hours of supervised on-the-job training (clinical practice) in an approved laboratory or other setting in which the student demonstrates knowledge while performing tasks on an individual under the supervision of a licensed practical nurse or registered nurse; and

(C) [a] A final examination [; and, following the basic course, continuing in-service training as provided for in 13 CSR 15-14.042(19) through (24)].

(5) Curricula Content.

(A) Until August 31, 2021, a training agency identified in paragraphs (7)(A)1. and 2., of this rule, shall teach the basic course and utilize either the content outlined in paragraphs (5)(A)1.-7. or (5)(C)1. and 2. This basic course includes the following:

1. Curriculum content of the program shall include procedures and instructions on basic nursing skills in the following areas: basic hygiene techniques; bedmaking; personal care of residents; food service; charting; safety measures (including fire/safety and disaster preparedness, and infection control); basic preventative and restorative care and procedures; basic observation procedures, such as weighing and measuring; communication skills; methods of handling and caring for mentally confused residents; residents' rights; ethical and legal responsibilities; death and dying; and mental health and social needs.

[(A)]2. The course curriculum as outlined in the manual entitled The Nurse Assistant in a Long-Term Care Facility, produced by the Instructional Materials Laboratory, University of Missouri-Columbia, 1987, catalogue number 50-5061-S shall be considered an approved course curriculum. Other manuals and course material may be used to supplement the curriculum. Instructors shall use the companion instructor's guide, catalogue number 50-5061-I.

[(B)]3. An orientation module consisting of certain topics identified as such in the approved course curriculum shall be the first material covered in the course unless the course is taught in its entirety before nursing assistants have resident contact. All students must complete the nurse assistant orientation module prior to providing direct care to any resident. For those students already employed by an intermediate care or skilled nursing facility, the orientation module shall be taught at the beginning of the course and before the nursing assistant is allowed to provide direct care to residents independently.

[1.]4. The orientation module shall include, as a minimum, the following topics: handwashing, gloving and infection control; emergency procedures and Heimlich Maneuver; residents' rights; abuse and neglect reporting; safety (fire and accident); lifting; moving and ambulation; answering signal lights; bedpan, urinal, commode and toilet; preparing residents for and serving meals; feeding the help-less; bathing; dressing and grooming; mouth care; bedmaking (occupied and unoccupied); promoting residents' independence; communication and interpersonal skills.

[2.]5. Students shall complete the orientation module taught by a qualified instructor even though they may be employed in a facility that uses the approved course material for orientation as required by 13 CSR 15-14.042 (20). The instructor, in that instance, may adjust the time required to cover the material or may integrate the material into the basic course content.

[(C)]6. The suggested time schedule included for each curriculum topic in the approved course cited in subsection (5)(A) may be adjusted by the instructor to meet the particular learning abilities of the students providing that the orientation module shall be taught in at least sixteen (16) hours for Medicare- or Medicaid-certified

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facilities. Licensed-only facilities shall provide at least twelve (12) hours of basic orientation approved by the division.

[(D)]7. The on-the-job supervised component of one hundred (100) hours shall start after the student has enrolled and started the course curriculum and shall precede the final examination.

[(E)](B) Continuing in-service education shall be offered in the intermediate care or skilled nursing facility (ICF/SNF) to nursing assistants on a regular basis following their successful completion of the basic course as required in 13 CSR 15-14.042 (20) through (23).

(C) On the effective date of this emergency amendment, a training agency identified in paragraph (7)(A)3., of this rule, shall begin teaching the basic course content outlined in paragraphs (5)(C)1. and 2. If, prior to the effective date of this emergency amendment, a training agency identified in paragraph (7)(A)3. had begun teaching the basic course content outlined in paragraphs (5)(A)1.-7., then the training agency may continue to use that course content for the rest of the class as long as the class is completed within sixty (60) days. By August 31, 2021, a training agency identified in paragraphs (7)(A)1. and 2. of this rule, shall transition and begin teaching the basic course content outlined in paragraphs (5)(C)1. and 2. This basic course includes the following:

1. The curriculum content shall include the required seven-fifty (75) hours of instructional training and covers all of the following areas:

- A. Communication and interpersonal skills.
- B. Infection control.
- C. Safety/emergency procedures, including the Heimlich maneuver.
- D. Promoting residents' independence.
- E. Respecting residents' rights.
- F. Basic nursing skills including, but not limited to—
 - (I) Taking and recording vital signs;
 - (II) Measuring and recording height and weight;
 - (III) Caring for the residents' environment;
 - (IV) Recognizing abnormal changes in body functioning and the importance of reporting such changes to a supervisor; and

(V) Caring for residents when death is imminent.

- G. Personal care skills including, but not limited to—
 - (I) Bathing;
 - (II) Grooming, including mouth care;
 - (III) Dressing;
 - (IV) Toileting;
 - (V) Assisting with eating and hydration;
 - (VI) Proper feeding techniques;
 - (VII) Skin care; and
 - (VIII) Transfers, positioning, and turning.
- H. Mental health and social service needs including, but not limited to—
 - (I) Modifying nursing assistant's behavior in response to resident's behavior;
 - (II) Awareness of developmental tasks associated with the aging process;
 - (III) How to respond to resident behavior;
 - (IV) Allowing the residents to make personal choices, providing and reinforcing other behavior consistent with the resident's dignity; and
 - (V) Utilizing the resident's family as a source of emotional support.

I. Care of cognitively impaired residents including, but not limited to—

- (I) Techniques for addressing the unique needs and behaviors of individuals with dementia (Alzheimer's and others);
- (II) Communicating with cognitively impaired residents;

(III) Understanding the behavior of cognitively impaired residents;

(IV) Appropriate responses to the behavior of cognitively impaired residents; and

(V) Methods of reducing the effects of cognitive impairments.

J. Basic restorative services including, but not limited to—

(I) Training the resident in self-care according to the resident's abilities;

(II) The use of assistive devices in transferring, ambulation, eating, and dressing;

(III) Maintenance of range of motion;

(IV) Proper turning and positioning in bed and chair;

(V) Bowel and bladder training; and

(VI) Care and use of prosthetic and orthotic devices.

K. Residents' rights including, but not limited to—

(I) Providing privacy and maintenance of confidentiality;

(II) Promoting the residents' right to make personal choices to accommodate their needs;

(III) Giving assistance in resolving grievances and disputes;

(IV) Providing needed assistance in getting to and participating in resident and family groups and other activities;

(V) Maintaining care and security of residents' personal possessions;

(VI) Promoting the residents' right to be free from abuse, mistreatment, and neglect and the need to report any instances of such treatment to appropriate facility staff; and

(VII) Avoiding the need for restraints in accordance with current professional standards.

2. The basic course shall be taught using current published instruction material(s) that are no more than ten (10) years old. The material(s) shall include current standards of practice for nursing assistants. Other course materials that contain current standards of practice in healthcare and are no more than ten (10) years old may be used to supplement the curriculum.

(6) Student Enrollment and Qualifications.

(B) All full or part-time employees of an ICF/SNF who are involved with direct resident care, and hired in that capacity after January 1, 1980, shall have completed the approved Nurse Assistant Training Program or shall enroll in and begin study in the approved training program within ninety (90) days of employment, except that the following persons shall be permitted to challenge the final examination:

1. Persons who were enrolled in a professional (RN) or practical (LPN) nursing education program for at least four (4) months or who are enrolled in this program and who have successfully completed the Fundamentals of Nursing Course, including clinical hours within the last five (5) years, may challenge the final examination of the course, as this training is deemed equivalent to the required classroom hours and on-the-job training;

2. Professional nursing or practical nursing licensure candidates who have failed state licensure examinations may challenge the final examination, as their training is deemed equivalent to the required classroom hours and on-the-job training;

[3. Persons from other states who are approved to work as a nurse assistance in the other states may challenge the final examination, as their training is deemed equivalent to the required classroom hours and on-the-job training;]

[4.]3. Students who have completed a nursing program outside the United States and who are awaiting the licensure examination in this country shall be required to apply to the division to take the challenge examination. In addition to a completed application, the student must also include: a copy of the out of country license or certificate;

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a copy of the school transcript translated to English; a copy of the out of country criminal background check translated to English. Students shall be required to complete the orientation module of the course as given in subsection (5)(B) of this rule and then may challenge the final examination, as their training is deemed equivalent to the other required classroom hours and on-the-job training;

/5/4. Persons trained in acute care sections of hospitals as nursing assistants or persons trained as psychiatric aides shall complete the orientation module with special emphasis on the geriatric residents' needs, residents' rights and orientation to the facility and shall complete the one hundred (100) hours of on-the-job training in an LTC facility or LTC unit of a hospital and then they may challenge the final examination, as their training is deemed equivalent to the other required classroom hours and on-the-job training;

/6/5. Persons trained in an LTC unit of a hospital and who have been employed in the LTC unit of the hospital for at least twelve (12) months and who submit a letter of recommendation from the administrator or director of nursing documenting their training may challenge the final examination after completing the units on residents' rights and care of the confused resident. Such training shall be deemed equivalent to the other required classroom hours and on-the-job training; and

/7/6. Any other persons whose background, education and training in gerontology and health occupations includes the components of the approved training curriculum may be allowed to challenge the final examination after taking those portions of the course as determined to be necessary based on evaluation of their credentials by the supervisor of health education of the Division of Aging.

7. Individuals who are certified and active on another state's nurse aide registry shall not be required to challenge the final examination. The individual shall submit, in writing to the department, a request to be added to the Missouri Certified Nurse Assistant Registry. At a minimum, the request shall include: the individual's legal name; Social Security number; current address; telephone number; email address, if applicable; and proof of their current certified nursing assistant certificate. The department will respond in writing, either approving or denying the request to be added to the registry.

(C) Those persons designated in paragraphs (6)(B)1.-/7./6., who want to challenge the final examination shall submit a request in writing to the division enclosing any applicable documentation. The division will respond, in writing, either approving or denying the request to challenge the final examination and, if approved, the letter from the division may be presented to an approved training agency to challenge the examination or complete the course or portions of the course as required and then challenge the examination.

(K) A student who received instructional training from the basic course content outlined in paragraphs (5)(C)1. and 2. of this rule, shall register with the department approved third party test administrator upon successful completion of the seventy-five (75) hours of instructional training and one hundred (100) hours of supervised on-the-job training.

(7) Training Agencies.

(G) In the event that a qualified instructor for the basic course did not sign records of a student who successfully completed the program, without justification or due to resignation from his or her position, the administrator or designee of the training agency shall validate the training by signature.

(H) Evidence of successful completion of the basic course shall be documented prior to a student taking the final examination and shall include:

1. Class schedules and form MO 580-2473 (12-07) Certified Nurse Assistant Competency Score Sheet (For Use Only With The 2001 Manual) Appendix A/B, included herein for training agencies using the basic course content outlined in paragraphs

(5)(A)1.-7. of this rule; or

2. Class schedules and form DHSS-DRL-111 (08-20), Classroom and On-the-Job Training Record, included herein for training agencies using the basic course content outlined in paragraphs (5)(C)1. and 2. of this rule.

(I) The training agency shall ensure that all applicable portions of appropriate forms identified in paragraphs (7)(H)1. and 2. of this rule, is complete and shall provide a copy to the student within seven (7) calendar days of successful completion of the seventy-five (75) hours of instructional training and one hundred (100) hours of supervised on-the-job training.

(9) Qualifications of Instructors, Clinical Supervisors and Examiners.

(A) Instructor.

1. An instructor shall be a registered professional nurse currently licensed in Missouri or shall have a temporary permit from the Missouri State Board of Nursing. The licensee shall not be subject of current disciplinary action, such as censure, probation, suspension or revocation.

2. An instructor shall have had, at a minimum, two (2) years of nursing experience and at least one (1) year of experience in the provision of LTC facility services in the last five (5) years. Other personnel from the health professions may assist the instructor; however, they must have at least one (1) year of experience in their field.

3. An applicant to be an instructor, shall submit credentials (resume) and a copy of his/her current license renewal card or temporary permit to the Division of Aging. A letter shall be provided by the division to the applicant indicating the status of the applicant's qualifications and, if not qualified, the reasons and what additional requirements are needed.

4. An applicant to be an instructor shall attend a seminar approved by the Division of Aging to learn the methodology of teaching the course but only after his/her credentials have been reviewed and approved by the Division of Aging. The Division of Aging shall issue a final letter of approval to be a qualified instructor after the person has satisfactorily completed the seminar. The seminar shall be conducted either by an LTC association or the Missouri Department of Elementary and Secondary Education using qualified teacher educators approved by the Missouri Department of Elementary and Secondary Education and the Division of Aging.

5. Any registered nurse approved by the division or the Department of Elementary and Secondary Education as an instructor or examiner prior to January 1, 1990, except those involved in nurse assistant curriculum development with the division or who are employed by a certifying agency, shall attend a training seminar on teaching the nurse assistant course conducted by a LTC association or the Department of Elementary and Secondary Education by July 1, 1993 in order to maintain status as an approved instructor. Instructors approved prior to January 1, 1990 who are exempt from attending the training seminar shall write the Division of Aging submitting documentation of classes and students taught. The division will issue those instructors letters of approval so they will not have to attend the new training seminar. After July 1, 1993 all credentials issued prior to January 1, 1990 shall be void. Nurses who attend the approved seminar shall be issued new certificates and the division shall maintain a list of all approved instructors, including those issued letters of approval.

6. The instructor teaching the seventy-five (75) hours of instructional training and/or sixteen (16) of the one hundred (100) hours of supervised on-the-job training for the basic course content outlined in paragraphs (5)(C)1. and 2. of this rule, shall complete and sign all applicable portions of form DHSS-DRL-111 (08-20), Classroom and On-the-Job Training Record for each student participating in the program.

7. An instructor teaching the basic course content outlined in paragraphs (5)(C)1. and 2. of this rule, shall provide a copy of

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the student's completed form DHSS-DRL-111 (08-20), Classroom and On-the-Job Training Record to the student within seven (7) calendar days of successful completion of the seventy-five (75) hours of instructional training and one hundred (100) hours of supervised on-the-job training.

8. If the course is not completed, records and documentation regarding the completed portions shall be provided by the instructor to the student, if requested, and to the training agency.

(B) Clinical Supervisor (On-the-Job Supervisor). The clinical supervisor shall be a currently licensed registered professional nurse or licensed practical nurse, whose license is not currently subject to disciplinary action such as censure, probation, suspension or revocation. The clinical supervisor shall be licensed in Missouri or shall have a temporary permit from the Missouri State Board of Nursing. The clinical supervisor shall be currently employed by the facility where the students are performing their duties or by the agency conducting the course and shall have attended a seminar approved by the Division of Aging to learn methodology of supervising the on-the-job training. Upon successful completion of the training seminar, the clinical supervisor shall be issued a certificate and the division shall maintain a list of approved clinical supervisors. The clinical supervisor shall be on the facility premises in which the students are performing their duties while the students are completing the on-the-job component of their training and shall directly assist the students in their training and observe their skills when checking their competencies. The clinical supervisor shall have at least one (1) year of experience in LTC if not currently employed by an LTC facility.

1. The clinical supervisor(s) shall complete and sign all applicable portions of form DHSS-DRL-111 (08-20), Classroom and On-the-Job Training Record for each student who participated in the basic course using the basic course content outlined in paragraphs (5)(C)1. and 2. of this rule.

(D) Causes for Disqualification. A person shall not be allowed to be an instructor, clinical supervisor or examiner if it is found that he or she—

1. Knowingly acted or omitted any duty in a manner which would materially or adversely affect the health, safety, welfare or property of a resident;

2. Defrauded a training agency or student by taking payment and not completing a course, not administering the final examination as required, or not being on-site while students are being trained;

3. Failed to teach, examine or clinically supervise in accordance with 13 CSR 15-13.010, or taught students from the state test, changed answers on the state test, lost test booklets, or recorded false information on test materials or test booklets of the program; or

4. Failed to send documentation of a completed course to a certifying agency within thirty (30) days.

5. Is disqualified as a RN Test Observer by the department approved third party test administrator.

(10) Testing.

(D) If the basic course content outlined in paragraphs (5)(C)1. and 2. of this rule, is used to teach the course, testing shall comply with the following:

1. A student shall pass a minimum of three (3) written or oral tests throughout the course with an eighty percent (80%) score or better on each test in order to be eligible to take the final examination. Each test shall consist of a minimum of fifteen (15) questions;

2. The final examination shall be conducted by the department approved third party test administrator and a fee will be assessed for each examination;

3. The instructor shall verify the eligibility of the students by reviewing form DHSS-DRL-111 (08-20), Classroom and On-the-Job Training Record to establish that the student has completed the approved program;

4. The student shall successfully complete an examination proctored by the department approved third party test administrator. The student shall achieve a passing score of at least eighty percent (80%); and

5. The student shall successfully complete the skills evaluation portion of the examination proctored by the department approved third party test administrator. The student shall achieve a score of one hundred percent (100%).

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES

CERTIFIED NURSE ASSISTANT COMPETENCY SCORE SHEET (FOR USE ONLY WITH 2001 MANUAL)

APPENDIX A

STUDENT NAME (PLEASE PRINT) (LAST)		(FIRST)	(MIDDLE)	(MAIDEN)	SOCIAL SECURITY NO.		HOME PHONE NO.				
PERMANENT ADDRESS (STREET)			(CITY)	(STATE)	(ZIP)	DATE OF BIRTH		WORK PHONE NO.			
SITE NAME - 75 HRS CLASSROOM				SITE NO.	BEGIN DATE		COMPLETE DATE	ATTENDANCE	MAKE-UP		
SITE NAME - 84 HRS/100 HRS*				84 <input type="checkbox"/>	100 <input type="checkbox"/>	SITE NO.	BEGIN DATE		COMPLETE DATE - 84 HRS/100 HRS		
SITE NAME - 16 HRS COMPETENCIES				SITE NO.	BEGIN DATE		COMPLETE DATE 16 HRS.				
SITE NAME - WRITTEN/ORAL FINAL EXAM				SITE NO.	1ST ATTEMPT	BOOKLET NO.	EXAM DATE	WRITTEN	ORAL	SCORE	
SITE NAME - WRITTEN/ORAL FINAL EXAM				SITE NO.	2ND ATTEMPT	BOOKLET NO.	EXAM DATE	WRITTEN	ORAL	SCORE	
SITE NAME - WRITTEN/ORAL FINAL EXAM				SITE NO.	3RD ATTEMPT	BOOKLET NO.	EXAM DATE	WRITTEN	ORAL	SCORE	
SITE NAME - PRACTICUM EXAM				SITE NO.	1ST ATTEMPT		EXAM DATE		SCORE		
SITE NAME - PRACTICUM EXAM				SITE NO.	2ND ATTEMPT		EXAM DATE		SCORE		
SITE NAME - PRACTICUM EXAM				SITE NO.	3RD ATTEMPT		EXAM DATE		SCORE		
CLASS TEST SCORES 1. 2. 3. EACH SCORE MUST BE AT LEAST 80% (MUST BE COMPLETED BY INSTRUCTOR PRIOR TO EXAM)							<input type="checkbox"/> APPROVED FOR CERTIFICATION	<input type="checkbox"/> NOT APPROVED FOR CERTIFICATION			
Evaluation of procedures includes: knowledge, safety, encouraged self-help, work habits, student-resident interaction, organization, resident's rights. Other procedures may be determined by resident's needs. All procedures must be evaluated.											
PRACTICUM EXAM PROCEDURES			PASS/FAIL	PRACTICUM EXAM PROCEDURES			PASS/FAIL	PRACTICUM EXAM PROCEDURES			PASS/FAIL
1. BATH				2. VITAL SIGNS				3. TRANSFER TECHNIQUES			
4. FEEDING TECHNIQUES				5. DRESSING AND GROOMING				6. SKIN CARE			
7. HANDWASHING				8. GLOVING				9. ACTIVE OR PASSIVE FOM TO ↑ AND ↓ EXTERMITIES			
<input type="checkbox"/> Examiner advised individual that successful completion of the evaluation will result in the addition of his/her name to the state nursing assistant register. If you have been determined to have committed abuse, neglect or misappropriation of goods in a certified facility, a permanent federal marker will be placed against your name on the CNA register. You will NEVER AGAIN be allowed to work in a certified facility. STUDENT MUST INITIAL.											
1ST INSTRUCTOR SIGNATURE				LICENSE NO.			PRINTED LAST NAME				
2ND INSTRUCTOR SIGNATURE				LICENSE NO.			PRINTED LAST NAME				
ADMINISTRATOR/DON SIGNATURE - 75 HOURS				LICENSE NO.			PRINTED LAST NAME				
CHARGE NURSE SIGNATURE - FACILITY VERIFICATION 84 HRS OJT COMPLETED				LICENSE NO.			PRINTED LAST NAME				
CHARGE NURSE SIGNATURE - FACILITY VERIFICATION 16 HRS COMPETENCY EVALUATION				LICENSE NO.			PRINTED LAST NAME				
CLINICAL SUPERVISOR - 84 HRS OJT		LICENSE NO.	PRINT LAST NAME		CLINICAL SUPERVISOR - 84 HRS OJT		LICENSE NO.	PRINT LAST NAME			
CLINICAL SUPERVISOR - 16 HRS OJT		LICENSE NO.	PRINT LAST NAME		CLINICAL SUPERVISOR - 16 HRS OJT		LICENSE NO.	PRINT LAST NAME			
1ST EXAMINER SIGNATURE		LICENSE NO.	PRINT LAST NAME		2ND EXAMINER SIGNATURE		LICENSE NO.	PRINT LAST NAME			

APPENDIX B

STUDENT NAME - PLEASE PRINT (LAST)	(FIRST)	(MIDDLE)	(MAIDEN)	SOCIAL SECURITY NO.
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APPENDIX A-B – INSTRUCTIONS: 1st. Column: List date of classroom instruction - 75 hours. 2nd Column: Classroom instructor initials. 3rd Column: Date the competency evaluation (16 hrs - #1-#64 below) was completed in state approved training agency. 4th Column: Simulation must be done in white area and only if care issue **NOT AVAILABLE** in state approved training agency. 5th Column: Clinical Supervisor/Instructor must **SIGN CORRESPONDING PINK SHEET THEN** initial that the Nurse Assistant is competent in this skill and that the competency evaluation was completed on a **ONE TO ONE RATIO IN A STATE APPROVED TRAINING AGENCY.**

COMPETENCY	DATE OF CLASSROOM INSTRUCTION	INSTRUCTOR INITIALS	DATE COMPETENCY ACHIEVED	SIMULATION	COMPETENCY EVALUATION INSTRUCTOR INITIALS	COMPETENCY	DATE OF CLASSROOM INSTRUCTION	INSTRUCTOR INITIALS	DATE COMPETENCY ACHIEVED	SIMULATION	COMPETENCY EVALUATION INSTRUCTOR INITIALS
1. Take oral temperature						33. Assist resident to undress					
2. Take rectal temperature						34. Apply and remove elastic stockings					
3. Take axillary temperature						35. Give complete bed bath					
4. Count radial pulse						36. Give tub bath					
5. Count apical pulse						37. Give shower bath					
6. Count respirations						38. Make an unoccupied bed					
7. Measure blood pressure						39. Make an occupied bed					
8. Wash hands						40. Give back rub					
9. Put on and remove daily care non-sterile gloves						41. Give stage 1 pressure ulcer care					
10. Put on and remove mask						42. Give peri care with catheter					
11. Put on and remove non-sterile gown						43. Change a drainage bag					
12. Feed helpless resident						44. Empty a urinary drainage bag					
13. Serve a food tray						45. Assist resident in using urinal					
14. Clear airway obstruction in conscious resident						46. Assist resident in using bedpan					
15. Clear airway obstruction in unconscious resident						47. Give care of an uncomplicated established colostomy					
16. Thicken liquids						48. Move resident to head of bed (two-person assist)					
17. Distribute drinking water						49. Turn resident to one side (¼ turn)					
18. Measure fluid intake						50. Demonstrate one-person pivot transfer from bed to chair					
19. Measure fluid output						51. Demonstrate one-person pivot transfer from chair to bed					
20. Shave with disposable razor						52. Demonstrate two-person pivot transfer from chair to bed (resident able to assist)					
21. Shave with electric razor						53. Demonstrate two-person transfer with a mechanical lift to chair					
22. Assist with oral hygiene						54. Ambulate resident using a gait belt					
23. Administer oral hygiene to resident who is helpless/unconscious						55. Ambulate resident using a walker					
24. Provide denture care						56. Ambulate resident using a cane					
25. Give fingernail care						57. Give range of motion exercises to neck and shoulders					
26. Give toenail care						58. Give range of motion exercises to elbow					
27. Comb/brush hair						59. Give range of motion exercises to wrist and fingers					
28. Give shampoo during tub bath/shower bath						60. Give range of motion exercises to hip and knee					
29. Give bed shampoo						61. Give range of motion exercises to ankle and toes					
30. Give perineal care to male resident						62. Measure weight of resident					
31. Give perineal care to female resident						63. Measure height of resident					
32. Assist resident to dress						64. Give post-mortem care					

PERSONAL COMPETENCY EVALUATION (PASSING SCORE REQUIRED ON ALL ITEMS PRIOR TO BEING ALLOWED TO TAKE FINAL EXAM)

	RATER NAME	LICENSE NO.	COMP.		RATER NAME	LICENSE NO.	COMP.
65. Wears clean uniform, wears name tag and is free of body odor				72. Utilizes plan of care to meet resident's needs			
66. Observes resident rights				73. Maintains a safe environment for resident/self			
67. Reports to work on time				74. Uses appropriate body mechanics			
68. Uses facility's procedure for absenteeism				75. Reports & records pertinent information to appropriate personnel			
69. Completes assignments				76. Shows enthusiasm for learning			
70. Communicates well with others, is courteous				77. Applies critical thinking during class and clinical work.			
71. Incorporates acceptable techniques when caring for the confused resident, the mentally ill resident or the resident with unconventional behaviors.				78. Shows care and empathy while providing care.			

COMMENTS

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MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 DIVISION OF REGULATION AND LICENSURE
 SECTION FOR LONG-TERM CARE REGULATION
CLASSROOM AND ON-THE-JOB TRAINING RECORD

(1) STUDENT NAME (LAST, FIRST, MIDDLE)				(2) FORMER NAMES USED				
(3) SOCIAL SECURITY NO.				(4) STUDENT E-MAIL				
(5) STUDENT PERMANENT ADDRESS (STREET, CITY, STATE, ZIP)				(6) DATE OF BIRTH		(7) STUDENT PHONE NO.		
(8) APPROVED SITE NAME - 75 HRS INSTRUCTIONAL TRAINING			(8A) SITE NO.	(8B) BEGIN DATE		(8C) COMPLETION DATE	(8D) COMPLETED INSTRUCTIONAL TRAINING	
(9) APPROVED SITE NAME - 16 HRS OR 100 HRS ON-THE-JOB-TRAINING (OJT)			(9A) SITE NO.	(9B) BEGIN DATE		(9C) COMPLETION DATE	(9D) COMPLETED OJT HRS	
(10) APPROVED SITE NAME - 84 HRS OJT			(10A) SITE NO.	(10B) BEGIN DATE		(10C) COMPLETION DATE 84 OJT HOURS		
(11) CLASS TEST SCORES						<input type="checkbox"/> (11A) APPROVED FOR FINAL EXAM	<input type="checkbox"/> (11B) NOT APPROVED FOR FINAL EXAM	
1.	2.	3.	Each test score must be at least 80% (must be completed prior to final exam)					
(12) 1ST INSTRUCTOR SIGNATURE - INSTRUCTIONAL HRS				(12A) LICENSE NO.		(12B) LAST NAME		
(13) 2ND INSTRUCTOR SIGNATURE - INSTRUCTIONAL HRS				(13A) LICENSE NO.		(13B) LAST NAME		
(14) ADMINISTRATOR/DIRECTOR OF NURSING (DON)/CEO SIGNATURE				(14A) LICENSE NO.		(14B) LAST NAME		
(15) CHARGE NURSE SIGNATURE - FACILITY VERIFICATION 84 HRS OJT COMPLETED				(15A) LICENSE NO.		(15B) LAST NAME		
(16) CHARGE NURSE SIGNATURE - FACILITY VERIFICATION 16 HRS OR 100 HRS OJT COMPLETED				(16A) LICENSE NO.		(16B) LAST NAME		
(17) 1ST INSTRUCTOR SIGNATURE - 16 HRS OJT		(17A) LICENSE NO.	(17B) LAST NAME	(18) 2ND INSTRUCTOR SIGNATURE - 16 HRS OJT		(18A) LICENSE NO.	(18B) LAST NAME	
(19) CLINICAL SUPERVISOR SIGNATURE - 84 HRS OJT		(19A) LICENSE NO.	(19A) LAST NAME	(20) CLINICAL SUPERVISOR SIGNATURE - 84 HRS OJT		(20A) LICENSE NO.	(20B) LAST NAME	

STUDENT NAME - (LAST, FIRST, MIDDLE)

SOCIAL SECURITY NO.

PG 2 – INSTRUCTIONS: **1st Column:** List date of 75 hours instructional training. **2nd Column:** Classroom instructor initials. **3rd Column:** Date the OJT evaluation was completed in state approved training agency. **4th Column:** Simulation may be done only if care issue is **not available** in state approved training agency. **5th Column:** Clinical Supervisor/Instructor must initial the student is competent in this skill and the competency evaluation was completed on a **one to one ratio in a state approved training agency.** **NOTE: An instructor must provide at least 16 hours of the 100 hours OJT.**

SKILLS	DATE OF CLASSROOM INSTRUCTION	INSTRUCTOR INITIALS	DATE OJT ACHIEVED	SIMULATION	OJT EVALUATION CS / INSTRUCTOR INITIALS	SKILLS	DATE OF CLASSROOM INSTRUCTION	INSTRUCTOR INITIALS	DATE OJT ACHIEVED	SIMULATION	OJT EVALUATION CS / INSTRUCTOR INITIALS
1. Take oral temperature						35. Give complete bed bath					
2. Take axillary temperature						36. Give tub bath					
3. Count radial pulse						37. Give shower bath					
4. Count apical pulse						38. Make an unoccupied bed					
5. Count respirations						39. Make an occupied bed					
6. Measure blood pressure						40. Give back rub					
7. Wash hands						41. Give stage 1 pressure ulcer care & discuss prevention					
8. Put on/remove daily care non-sterile gloves						42. Discuss pressure relieving devices					
9. Put on/remove mask						43. Reposition for pressure relief in bed					
10. Put on/remove non-sterile gown						44. Reposition for pressure relief in chair					
11. Feed a resident that requires total assistance						45. Suspend resident's heels					
12. Serve a food tray						46. Give perineal care with catheter					
13. Clear airway obstruction in conscious resident						47. Change a drainage bag					
14. Clear airway obstruction in unconscious resident						48. Empty a urinary drainage bag					
15. Thicken liquids						49. Assist resident in using urinal					
16. Distribute drinking water						50. Assist resident in using bedpan					
17. Measure fluid intake						51. Care of an uncomplicated established colostomy					
18. Measure fluid output						52. Turn resident to one side (¼ turn)					
19. Shave with disposable razor						53. Move resident to head of bed (two-person assist)					
20. Shave with electric razor						54. Demonstrate one-person pivot transfer from bed to chair					
21. Assist with oral hygiene						55. Demonstrate one-person pivot transfer from chair to bed					
22. Administer oral hygiene to resident that requires						56. Demonstrate two-person pivot transfer from chair to bed (resident can assist)					
23. Denture care						57. Demonstrate two-person transfer with a mechanical lift to chair					
24. Fingernail care						58. Ambulate resident using a gait belt					
25. Toenail care						59. Ambulate resident using a walker					
26. Comb/brush hair						60. Ambulate resident using a cane					
27. Shampoo tub bath/shower bath						61. Range of Motion (ROM) exercises neck and shoulders					
28. Bed shampoo						62. ROM exercises elbow					
29. Perineal care to male resident						63. ROM exercises wrist/fingers					
30. Perineal care to female resident						64. ROM exercises hip/knee					
31. Assist resident to dress						65. ROM exercises ankle/toes					
32. Changing a brief						66. Measure weight of resident					
33. Assist resident to undress						67. Measure height of resident					
34. Apply and remove therapeutic stockings						68. Give post-mortem care					

COMMENTS

Emergency Rule

GUIDE TO CLASSROOM AND ON-THE-JOB TRAINING RECORD

Guide for page 1

8. Name of approved training agency site where 75 hours of instructional training was conducted.

8A. Site number of training agency where instructional training was conducted.

8B. Beginning date of instructional training (this date must pre-date any on the job training).

8C. Date instructional training was completed.

8D. Number of instructional training hours completed.

9. Name of approved long-term care (LTC) facility where student completed 16 or 100 hours of OJT.

Note: If all 100 hours of OJT were completed in an approved LTC facility, boxes 10 through 10C may be left blank.

9A. Site number of approved LTC facility where student completed 16 or 100 hours of OJT.

9B. Date student began 16 or 100 hours of OJT in an approved LTC facility.

9C. Date student completed 16 or 100 hours of OJT in an approved LTC facility.

9D. Number of hours of the 16 or 100 hours of OJT the student completed.

10. Name of the approved LTC facility where student completed 84 hours of OJT.

Note: An approved LTC facility that has been denied the ability to provide 100 hours of OJT due to enforcement issues may be able to provide only 84 hours of OJT. The other 16 hours of OJT must be completed in an approved/eligible facility.

10A. Site number of approved LTC facility where 84 hours of OJT was completed.

10B. Date 84 hours of OJT began.

10C. Date student completed 84 hours of OJT.

11. During the course of 175 hours of training, the student must take and pass at least three sample tests with a score of at least 80% prior to sitting for the final exam. Those test scores shall be documented by the instructor at (11) 1., (11) 2., and (11) 3.

11A.\11B. Instructor checks applicable box if student has successfully met all required criteria to sit for final exam or failed to successfully complete all required to sit for final exam.

12. The signature of the first classroom instructor shall ensure that all training requirements are met according to 19 CSR 30-84.010 and that all portions of form DHSS-DRL-2473 is complete. Signing indicates all training, with the exception of the final exam has been completed.

12A. First instructor's nurse license number.

12B. First instructor's last name.

13. If applicable, signature of the second instructor who assisted with the instructional training, indicating he/she provided instructional training to the student.

13A. If applicable, second instructor's nurse license number.

13B. If applicable, second instructor's last name.

14. Signature of the Administrator, DON, or CEO of the approved LTC facility where 16 hours of OJT occurred. This signature is to acknowledge the CNA training occurred in the facility named in box #9.

14A. Administrator, DON, or CEO's license number.

14B. Administrator, DON, or CEO's last name.

15. Signature of charge nurse verifying the student was present in the LTC facility for 16 or 100 hours of OJT.

15A. Charge nurse's nurse license number.

15B. Charge nurse's last name.

16. Charge nurse's signature verifying that the student was present in the facility for 84 hours of OJT (may be left blank if charge nurse signed for all 100 hours at #15.)

16A. Charge nurse's nurse license number.

16B. Charge nurse's last name.

17. Signature of first instructor who provided at least 16 hours of 100 hours OJT in an approved LTC facility. (These 16 hours of training may be shared between one or more instructors.)

17A. Instructor's nurse license number.

17B. Instructor's last name.

18. If applicable, signature of second instructor who provided any portion of the 16 hours of 100 hours of OJT for the student in an approved LTC facility.

18A. If applicable, the second instructor's nurse license number.

18B. If applicable, the second instructor's last name.

19. Signature of clinical supervisor who supervised 84 hours of the OJT.

19A. Clinical supervisor's nurse license number.

19B. Clinical supervisor's last name.

20. If applicable, the signature of the second clinical supervisor who supervised any portion of 84 hours of OJT.

20A. If applicable, the second clinical supervisor's nurse license number.

20B. If applicable, the second clinical supervisor's last name.

Guide for Page 2

All boxes on page 2 must be completed prior to the final exam with the exception of the comments box, which may be filled out as appropriate to the student.

All clinical supervisors and instructors who provided training and/or supervision must sign this form. If extra space is needed, signatures may be included in the comment section at the bottom of page 2.

Emergency Rule

*AUTHORITY: sections 198.009, 198.079, RSMo 2016, and section 198.082, RSMo [1994] Supp. 2020. This rule originally filed as 13 CSR 15-13.010. Original rule filed Aug. 13, 1982, effective Jan. 13, 1983. For intervening history, please consult the **Code of State Regulations**. Emergency amendment filed June 14, 2021, effective June 28, 2021, expires December 24, 2021. An emergency amendment and a proposed amendment covering this same material will be published in the July 15, 2021, issue of the **Missouri Register**.*

PUBLIC COST: This emergency amendment will cost state agencies or political subdivisions thirty-four thousand three hundred six dollars (\$34,306) in the time the emergency is effective.

PRIVATE COST: This emergency amendment will cost private entities three hundred seventy-seven thousand two hundred ninety-four dollars (\$377,294) in the time the emergency is effective.

Emergency Rule

FISCAL NOTE PUBLIC COST

- I. Department Title:** Department of Health and Senior Services
Division Title: Division of Regulation and Licensure
Chapter Title: Training Program for Nursing Assistants

Rule Number and Name:	19 CSR 30-84.010 Nursing Assistant Training Program
Type of Rulemaking:	Emergency Amendment

II. SUMMARY OF FISCAL IMPACT

Affected Agency or Political Subdivision	Estimated Cost of Compliance in the Aggregate
(14) Skilled Nursing Facilities (SNFs)	\$24,014
(6) Hospitals	\$10,292
TOTAL COSTS =	\$34,306

III. WORKSHEET

Costs of Student Training Materials/Materials on public entities

SNFs: (1 student manual @ \$51.68) x (10 students per class) x (14 long term care facilities) x 3 classes = \$21,705.60

Hospitals: (1 student manual @\$51.68) x (10 students per class) x (6 public owned hospitals) x 3 classes = \$9,302.40

Total for costs of student manual/instructional materials for public entities: \$21,705.60 + \$9,302.40 = \$31,008.00

Costs of Instructor Training Materials/Manuals on public entities

SNFs: (1 instructor manual @ \$54.95) x (3 instructors per facility) x (14 facilities) = \$2,307.90

Hospitals: (1 instructor manual @ \$54.95) x (3 instructors per facility) x (6 hospitals) = \$989.10

Total for costs of instructor materials/manuals for public entities: \$2,307.90 + \$989.10 = \$3,297.00

TOTAL COSTS: \$31,008.00 (total for student manual/instructional materials) + \$3,297.00 (total for instructor materials/manuals) = \$34,305.00

Emergency Rule

IV. ASSUMPTIONS

Costs of Student and Instructor Manual/Instructional Materials on public entities

All approved training agencies are required to provide each student and instructor his or her own instruction training material(s) that encompasses the required curricula content found in 19 CSR 30-84.010. A training agency conducting the nursing assistant basic course must purchase material(s) that is published, includes all the curricula content for the basic course listed in 19 CSR 30-84.010, and is no more than ten (10) years old. The proposed regulation contained in the emergency amendment will require a licensed hospital or department licensed intermediate care or skilled nursing facility to begin using newer training materials.

The public fiscal note is based on the assumption that all department approved nursing assistant training agencies will purchase the required training material(s) for each student and instructor.

There are two (2) types of approved publicly-owned training agencies that will be affected by the emergency amendment period: skilled nursing facilities and hospitals. Currently, there are fourteen (14) skilled nursing facilities and six (6) hospitals that are publicly-owned. Furthermore, it would only be these entities that would be affected during the emergency amendment period.

For the purposes of this emergency public fiscal note, the department only used the two (2) types of affected training agencies (skilled nursing facilities and hospitals) to calculate its determination. The formula for determining the costs an approved training agency would incur to purchase the required nursing assistant training materials for instructors and students would be at least one (1) textbook for each student and one (1) textbook for each instructor. The department estimated that each approved training agency would maintain an average number of instructors per class, conduct a certain number of training classes per year with an average number of students per class. During the emergency amendment period, only a licensed hospital or department licensed skilled nursing facility will be required to begin using new training materials.

The department reviewed three (3) entities that publish a nursing assistant training textbook for students and instructors to determine an average costs for a training manual/material. Based on the information, the department estimated the average cost for a student nursing assistant training manual/materials to be: \$51.68 and the average cost for an instructor's nursing assistant training manual/materials to be: \$54.95

The department received input from several training agencies on the number of instructor's employed/contracted, number of students per class, and the number of classes held per year. Based on the information provided the estimated number of instructors per class is 3; average students per class is 10; and the number of classes held per year is 3.

The formula for determining the cost to a training agency to purchase the nursing assistant training material for each student is as follows: (Average cost of one (1) student textbook) x (number of students per class) x (number of publicly-owned training agency) x (number of classes).

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The formula for determining the cost to a training agency to purchase the nursing assistant training material for each instructor is as follows: (Average cost of one (1) instructor textbook) x (number of instructors per training agency) x (number of privately-owned training agency). NOTE: Because some instructor textbooks and online teaching instruction are free with the purchase of student texts, this will help keep instructor costs more affordable. Also, the department assumes that the training agency keeps the instructor materials, regardless of who instructs the course and instructor materials are only purchased once during the year.

Costs of CNA final examination for individuals

The department is not including costs for approved publicly-owned training agencies regarding the CNA final examination. Certified intermediate care facilities and skilled nursing facilities are reimbursed for costs to train nursing assistants through the Missouri Medicaid CNA reimbursement program, which includes the final examination. The department believes that approved publicly-owned training agencies can recoup costs through tuition fees. Hospitals and Veterans' homes are not required to pay for the CNA final examination; however, they may offer incentives or bonuses such as paying for a CNA final examination to retain them for employment. The fiscal impact would be a private cost for an individual who may have to pay for the CNA exam out of his/her own pocket.

Emergency Rule

FISCAL NOTE PRIVATE COST

- I. Department Title: DEPARTMENT OF HEALTH AND SENIOR SERVICES**
Division Title: Division of Regulation and Licensure
Chapter Title: Training Program for Nursing Assistants

Rule Number and Title:	19 CSR 30-84.010 Nursing Assistant Training Program
Type of Rulemaking:	Emergency Amendment

II. SUMMARY OF FISCAL IMPACT

Estimate of the number of entities by class which would likely be affected by the adoption of the rule:	Classification by types of the business entities which would likely be affected:	Estimate in the aggregate as to the cost of compliance with the rule by the affected entities:
183	Intermediate Care Facilities (ICFs) and Skilled Nursing Facilities (SNFs)	\$313,891
10	Hospitals	\$17,153
370	Individuals not reimbursed for cost of the CNA final examination	\$46,250
	TOTAL COSTS:	\$377,294

III. WORKSHEET

Costs of Student Manual/Instructional Materials on private entities

ICF/SNFs: (1 student manual @\$51.68) x (10 students per class) x (183 facilities) x 3 classes = \$283,723.20

Hospitals: (1 student manual @\$51.68) x (10 students per class) x (10 hospitals) x 3 classes = \$15,504.00

Total for costs of student manual/instructional materials for private entities: \$299,227.20

Costs of Instructor Materials/Manuals on private entities

ICF/SNFs: (1 instructor manual @\$54.95) x (3 instructors per facility) x (183 facilities) = \$30,167.55

Hospitals: (1 instructor manual @\$54.95) x (3 instructors per hospital) x (10 hospitals) = \$1,648.50

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Total for costs of student manual/instructional materials for private entities: \$31,816.05

Costs of CNA final examination for individuals taking the exam

Fee to administer a CNA final examination: \$125.00

The total number of CNA final exams administered was calculated by averaging the number of CNA final examinations sent out for 2019 and 2020: $7,490 + 7,312 = 14,802 / 2 = 7,401$

The department estimates that approximately five percent (5%) of individuals taking the CNA final examination would have to pay for the costs on their own.

The costs for the number of CNAs not receiving reimbursement for the final examination was calculated by the average number of active CNAs (7,401) x .05% = 370 x cost of final examination (\$125.00) = \$46,250.00

Total costs for the number of CNAs who will not receive reimbursement for taking the final examination: \$46,250.00

IV. ASSUMPTIONS

Costs of Student and Instructor Manual/Instructional Materials on private entities

All approved training agencies are required to provide each student and instructor his or her own instruction training material(s) that encompasses the required curricula content found in 19 CSR 30-84.010. A training agency conducting the nursing assistant basic course must purchase material(s) that is published, includes all the curricula content for the basic course listed in 19 CSR 30-84.010, and is no more than ten (10) years old.

The private fiscal note is based on the assumption that all department approved nursing assistant training agencies will purchase the required training material(s) for each student and instructor.

There are two (2) types of approved privately-owned training agencies that will be affected by the emergency amendment period: intermediate care/skilled nursing facilities and hospitals. Currently, there are one hundred eighty-three (183) intermediate/skilled nursing facilities and ten (10) hospitals that are privately-owned. Furthermore, it would only be these entities that would be affected during the emergency amendment period.

For the purposes of this emergency public fiscal note, the department only used the two (2) types of affected training agencies (intermediate/skilled nursing facilities and hospitals) to calculate its determination. The formula for determining the costs an approved training agency would incur to purchase the required nursing assistant training materials for instructors and students would be at least one (1) textbook for each student and one (1) textbook for each instructor. The department estimated that each approved training agency would maintain an average number of instructors per class, conduct a certain number of training classes per year with an average number of students per class. During the emergency amendment period, only a licensed hospital or department licensed

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intermediate care or skilled nursing facility will be required to begin using new training materials.

The department reviewed three (3) entities that publish a nursing assistant training textbook for students and instructors to determine an average costs for a training manual/material. Based on the information, the department estimated the average cost for a student nursing assistant training manual/materials to be: \$51.68 and the average cost for an instructor's nursing assistant training manual/materials to be: \$54.95

The department received input from several training agencies on the number of instructor's employed/contracted, number of students per class, and the number of classes held per year. Based on the information provided the estimated number of instructors per class is 3; average students per class is 10; and the number of classes held per year is 3.

The formula for determining the cost to the affected training agencies during the emergency amendment period to purchase the nursing assistant training material for each student is as follows: (Average cost of one (1) student textbook) x (number of students per class) x (number of privately-owned training agency) x (number of classes). NOTE: Because some instructor textbooks and online teaching instruction are free with the purchase of student texts, this will help keep instructor costs more affordable. Also, the department assumes that the training agency keeps the instructor materials, regardless of who instructs the course and instructor materials are only purchased once during the year.

Costs of CNA final examination

Regulation 19 CSR 30-84.010 requires an applicant/student who has taken the nursing assistant training program to successfully pass the final examination (written & skills) in order to become a certified nursing assistant (CNA) and be added to the active Missouri CNA Registry. The department is proposing a new requirement that allows a department approved third party test administrator to set a cost/fee to administer the CNA final examination. The applicant/student is required to register with the department approved third party test administrator to take the final examination.

Current regulation allows examiners to set their own fee to administer the final exam. The Section for Long-Term Regulation (SLCR), Health Education Unit (HEU) made contact with various examiners to obtain an average cost of what an examiner may charge an applicant/student to administer the final examination. The costs an examiner currently charges to administer the final examination has been wide ranging from \$30.00 to \$300.00 per final examination. The new proposed regulation requires a third party test administrator to administer the final examination. The third party test administrator will impose one set fee for the final examination.

The regulation does not require an approved privately-owned training agency to pay for the CNA final examination. The proposed regulation requires the applicant/student to register with the department approved third party test administrator in order to take the final examination and submit payment.

The department is not including costs to approved privately-owned training agencies regarding the CNA final examination. Certified intermediate care facilities and skilled

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nursing facilities are reimbursed for costs to train nursing assistants through the Missouri Medicaid CNA reimbursement program, which includes the final examination. The department approved privately-owned training agencies such as vocational technical schools and comprehensive high schools, public community colleges, public colleges and universities, proprietary schools, private agencies, or associations can recoup costs through tuition costs. Hospitals and Veterans' homes are not required to pay for the CNA final examination; however, they may offer incentives or bonuses such as paying for a CNA final examination to retain them for employment. For the purposes of this fiscal note, the department is accounting only for the costs that an applicant/student in an average year would have to pay on their own for the CNA final examination.

The fee that will be imposed by the department approved third party test administrator to administer the CNA final examination is: \$125.00

The department is estimating that during the emergency amendment period the number of individuals that would have to pay out-of-pocket to take the CNA final examination will initially be low. It is estimated at least five percent (5%) of individuals taking the CNA final examination would have to pay for the costs of the test on their own. The department attributes the low percentage to the fact that the emergency amendment requires only two (2) types of training agencies that will be affected.

The formula used to determine the costs to the number of individuals not receiving reimbursement for the final examination was calculated by: (average number of active CNAs) x (.05%) x (cost of final examination).