
*Attention Nursing Assistant Certification (NAC) reimbursement
packet preparers/submitters:*

Beginning 01/31/2022 (4th Quarter 2021) all NAC reimbursement packets must be sent securely to DSHSALTSANACReimbursement@dshs.wa.gov. However, some submitters do not have the ability to generate a secured email. If you are not able to generate a secured email, **you must reply** to a “Secured Email” originating from DSHSALTSANACReimbursement@dshs.wa.gov when submitting NAC reimbursement packets.

A Dear Administrator letter regarding the NAC program via secure email was delivered to all interested parties signed up for the LISTSERV on 9/22/2021. If you did not receive and would like to be put on the LISTSERV, you can sign up at <https://public.govdelivery.com/accounts/WADSHSALTA/subscriber/new>. Enter your email address and submit. The next page will show you all the various lists ALTA maintains and you can sign up for any/all of them. You also can unsubscribe from any at any point. I would recommend browsing through the topics, as different programs can have different lists that may apply to the same provider type. If you are not able to generate a secure email, you must notify DSHSALTSANACReimbursement@dshs.wa.gov with the **Subject:** Secure Email Needed.

- Dear Administrator secured email sent to all Interested Parties signed up to receive LISTSERV on September 22, 2021.
- Beginning 01/31/2022 all NAC reimbursement packet submissions to be **sent via secured email, if you cannot generate a secure email, you must submit your NAC reimbursement packet in a reply** to the secured email above.
- In your reply, change the **Subject:** xx Quarter 202x NAC Submission
- We recommend submitting packets via secured email as soon as possible.

DO NOT SEND CONFIDENTIAL INFORMATION in an original email to the NAC email address unless you are able to generate a secure email.

Sanctioned Facilities

Although your facility has been sanctioned and is not allowed to provide NAC training classes, your facility may still participate in the NAC reimbursement program as **every facility is responsible** for reimbursing employees 100% for their certified nursing training expenses; books, supplies, tuition, and testing fee, as long as your facility is the first facility they work for within a year of being certified. When a graduate is hired full time (32+ hours per week), the employee must be reimbursed in incremental payments, no slower than 1/12th per month. If the nursing assistant becomes employed at another nursing facility before they are **fully** reimbursed, your facility has **no further** responsibility for reimbursement.

Example: If your employee paid for training out-of-pocket at a community college or technical school, and your facility is the first facility they work at as a NA within a year of being certified, **your facility is required to reimburse the employee** for their training expense, in turn, the facility is allowed to submit for reimbursement through the NAC program.

NOTE: A facility is responsible for reimbursing employees 100% of their training expenses, but the facility is reimbursed by the Department at their Medicaid Reimbursement Percent. The

reimbursement percentage is calculated by taking the number of Medicaid patients days reported on your cost report Schedule N divided by the total patient days on the same schedule. The reimbursement percentage is updated July each year and posted on our [website](#).

Nursing facilities have 30 days after the end of each quarter to submit certified reimbursement requests to our secure email mailbox: DSHSALTSANACReimbursement@dshs.wa.gov for review and approval.

****Late submissions will not be accepted**** Reimbursement packets are required to be submitted by the due date. The NAC Lead, Melissa Ayala, has the option to grant exceptions, but only in rare cases with extenuating circumstances.

Quarterly Due Dates:

1st Quarter: July 31st (processed with 2nd quarter to accommodate the cost report review)

2nd Quarter: July 31st

3rd Quarter: October 31st

4th Quarter: January 31st the following year (example - the quarter ending December 31, 2021, would be due by January 31, 2022)