*Nursing Assistant Reimbursement (****Hybrid Learning****)*

*Online NAC Training Reimbursement Policy*

The Nursing Facility must notify the Office of Rates Management once the facility’s Online Training Module has been approved with the Department of Health. ORM will track this information for reimbursement purposes. Please send this notification as an email to [melissa.ayala@dshs.wa.gov](mailto:melissa.ayala@dshs.wa.gov).

The nursing facility will be reimbursed for the use of the online training module in one of two ways-

1. **Subscription**: The Office of Rates Management will reimburse the member monthly fee each quarter in addition to the one-time fee for the training subscription when applicable. The subscription must be utilized through the training program; this means that the facility cannot be sanctioned, must have the credentials to train students in-house in the hybrid format, and the facility must utilize the number of student login credentials provided through the program to qualify for reimbursement.
2. **Per Student Basis**: The Office of Rates Management will reimburse the cost per student each quarter upon certification completion. The cost of the student login credential is required to be listed on the quarterly reimbursement where the student completed their class hours.

Please note that the amount for reimbursement will be adjusted according to the facility’s Medicaid Share of Cost. For example, if a facility’s Medicaid Share of Cost is 75% and they purchase the program subscription $1,000 in February 2017 which is then utilized immediately, the first reimbursement will occur with the first quarter packet due April 30, 2017, in the amount of $750.00 ($1,000 X .75).

**Policies and Procedures for Facility Online Training Reimbursement**

1. The nursing facility must provide proof of their approved curriculum change from the Department of Health to incorporate the online training module to receive reimbursement.
2. The nursing facility must provide proof of purchase for the online training program; proof includes the invoice which notes that the student login credential or that the monthly subscription was purchased along with payment verification (this can be a check or the credit card statement showing the purchase was made).
3. A copy of the certification that the students receive upon program completion must be submitted with the quarterly reimbursement packet.
4. The facility requesting reimbursement must verify that the student has not completed the program at another facility as the first facility receives the reimbursement.

For any questions regarding NAC reimbursement, please contact the NAC Reimbursement Lead, Melissa Ayala, at [Melissa.Ayala@dshs.wa.gov](mailto:Melissa.Ayala@dshs.wa.gov) or (360) 725-2416.