



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Aging and Long-Term Support Administration
PO Box 45600, Olympia, WA 98504-5600

March 17, 2015

AL TSA: NH #2015-008
NURSE AIDE REGISTRY INQUIRY FORM

Dear Nursing Facility/Home Administrators and Interested Parties:

After a careful review of facilities practices, it has come to our attention that many Providers have questions about using the Nurse Aide Registry Inquiry Form (Inquiry Form) submitted to the OBRA Registry (Registry).

This letter is to clarify when and how to use this Inquiry Form:

- The Federal Regulation states that all Nursing Homes must verify with the OBRA Registry the status of any Nursing Assistant Certified (NAC) before hiring them to work directly with residents.
- During your hiring process for NACs your designated staff must submit the Inquiry Form to determine if your potential employee is registered as: Active, Expired or Ineligible.
- The form needs to be ***typed*** and filled out completely. Please submit the form during the initial hiring process, then again every 24 months that the employee remains with your facility and when the employee leaves your facility.
- The downloadable form can be found in both an Adobe pdf and Word format at: <http://www.dshs.wa.gov/fsa/forms/>. In the 'Form Number' box, put 16-193.

Enclosed is an example of the Inquiry Form filled out properly. Line #1 is an example of a potential new hire. The more information you can provide, about their previous work history, will enable us to update their registry and return the confirmation with an "Active Status". Line #4 is an example of an employee who has left your facility. Line #5 is an example of a new graduate with no prior work history.

FREQUENTLY ASKED QUESTIONS:

Q: I have several employees but want to send in one name per form, so I can file them in their individual record. Can I submit an individual form for each employee?

A: Forms are not to be submitted individually. This causes a delay in the processing and a waste of resources. The form will accommodate 10 names.

Q: Do I need to fill out all the boxes on the form?

A: Yes, all boxes need to be filled out completely.

Q: Can I hand-write the Inquiry Form?

A: The Inquiry Form can be downloaded on line at the address above. When you handwrite the forms it slows the process down due to missing information or illegible handwriting especially when writing numbers. The Registry processes between 1,000 and 2,000 a month and with the demand increasing, we can no longer take the time to decipher the information, or investigate the missing information.

Q: How long should I wait before I re-fax my Inquiry Form?

A: All inquiries are processed on a first-come first-served basis and are generally returned within one business day. The Registry has 12-48 hours to return requests. If you have not received a confirmation back within 24 hours, please refax the form or call the Registry at 360-725-2597.

Dear NH Administrator
March 17, 2015
Page 2

Q: Who needs to fill out the form?

A: Only the staff designated by the facility can fill out the Inquiry Form. Do not give it to the prospective employee(s) to fill out. This form has private identification information that should not be made available to unauthorized persons.

Q: Do I need a fax cover sheet to send in with my forms?

A: No, please do not include a cover sheet. The Registry fax (360-493-2581) is a direct line into the Department. Eliminating the cover sheet saves resources on both ends.

Q: I received a message back on my confirmation fax requesting a copy of the prospective employee's social security card. What do I need to do?

A: When you copy the social security card, please enlarge the copy and lighten up the setting. This will make the faxed copy received by the Registry legible.

Q: I received a confirmation report back showing the employee is expired. What do I need to do?

A: The OBRA Registry is a running 24-month cycle period for the work history of the NAC. The note that will accompany the name on the confirmation form, will explain what is needed. This usually requires faxing in the work history for the dates specified in order to update the Registry.

Q: What is the difference between an NAC and an NAR license?

A: Only NACs are listed on the Registry. NACs are certified and have passed all the requirements set forth in the Federal Regulations in order to work in a Nursing Home. NARs (Nursing Assistants Registered) are not allowed to work in a Nursing Home past their four month window for training and testing.

Q: I want to hire a new graduate NAC and sent in the Inquiry Form and it came back – “Not on Registry”. What happened?

A: Most likely you sent in the form too soon. In order to be on the Registry the NA must have passed the training program and taken and passed both the written and skills competency exam. There is sometimes a lag between taking the exam and the results being sent to the OBRA Registry of 1 – 2 weeks. If the NA has graduated but not yet taken the exams, please do not send in an Inquiry Form until one week after successfully passing both parts of the exam.

Thank you for your continued commitment to nursing home residents. If you have any questions, please contact Susan Worthington, NATCEP Manager, Residential Care Services, at (360) 725-2596 or susan.worthington@dshs.wa.gov.

Sincerely,



Carl I. Walters II., Director
Residential Care Services

“Transforming Lives”

[Enclosure](#)



AGING AND LONG TERM SUPPORT ADMINISTRATION
 NURSE AIDE REGISTRY
 PO BOX 45600
 OLYMPIA WA 98504-5600
 (360) 725-2570

Fax Number: 360-493-2581

DSHS web address:
<https://www.dshs.wa.gov/altsa/residential-care-services/nursing-assistant-program-0>

Nurse Aide Registry Inquiry

Facility submitting inquiry and Needing Inquiry Response

FACILITY NAME ABC NURSING HOME	CONTACT PERSON JANE SMITH	TELEPHONE NUMBER 555-555-5555	FAX NUMBER 123-456-7890 OR 360-555-2365
ADDRESS 4500 W. CAPITAL WAY	CITY OLYMPIA	STATE WA	ZIP CODE 98506

For credential information, visit the Department of Health online at www.DOH.wa.gov or call DOH at 360-236-4700

To remain active on the OBRA Registry in Washington, nursing assistants who work in a nursing facility must never have a time period that exceeds two years when he or she does not work for pay as a caregiver. Please write "New Employee" for previous employer if employee has no experience.

EMPLOYEE'S NAME (LAST,FIRST,MIDDLE,INITIAL)	DATE OF BIRTH (MM/DD/YY)	SOCIAL SECURITY NUMBER	NAC OR NAR CREDENTIAL NUMBER	PREVIOUS NAC CAREGIVING EMPLOYER	FIRST DATE EMPLOYED	LAST DATE EMPLOYED
1. JONES, ROBERT E.	01/06/1983	222-55-9877	NC10064005	WEST NURSING HOME	02/08/2012	PRESENT
2.				LACEY HOME	12/11/2006	04/08/2011
3.				TUMWATER CARE CENTER	6/05/2003	11/07/2005
4. SMITH, SALLY M.	08/15/1996	333-55-3695	NC10078523	ABC NURSING HOME	05/06/2014	03/01/2015
5. BARRY, ALLISON J.	11/30/1990	485-65-9874	NA20003366	NEW GRADUATE	03/02/2015	PRESENT
6.						
7.						
8.						
9.						
10.						