



**STATE OF WASHINGTON**  
**DEPARTMENT OF SOCIAL AND HEALTH SERVICES**  
Home and Community Living Administration  
Residential Care Services • P.O. Box 45600 • Olympia, Washington 98504

04/22/2026

**HCLA: NH #2026-018**  
**Updated Nursing Assistant Registry Inquiry Form**

Dear Provider/Administrator:

The Nursing Assistant Registry form (DSHS 16-193) has been updated and is now available on the Department of Social and Health Services (DSHS) [Nurse Aide Registry](#) page.

Effective **May 1, 2026**, all nursing homes and facilities must utilize the updated Nursing Assistant Registry form, revision date 04/2026.

While the required information remains unchanged, these minor revisions clarify the data and submission format requested by DSHS Omnibus Budget Reconciliation Act of 1987 (OBRA) staff to help facilities complete the form accurately and efficiently.

Federal regulation states that all Nursing Assistants Certified (NACs) working in nursing facilities/homes must be active on the OBRA Nurse Aide Registry (Registry). The Registry ensures NACs working in nursing homes do not go longer than 24 months without at least one shift of compensated NAC related duties. The Registry tracks NAC work history dates.

The inquiry form must be submitted at least **three business days prior** to the **hire date**. It is against federal regulations at [42 CFR § 483.35\(d\)\(4\)](#), for a NAC to be hired as a NAC without an inquiry being submitted and verified. Employees **cannot** begin working in a facility until the date verified by the registry as there is no provisional employment allowed in nursing facilities/homes. Facilities must submit an inquiry for a new employee or rehire, for employee renewal, and employee termination. These requests are made on the OBRA inquiry form.

Forms must be completely filled out, typewritten and provide all the contact information for the facility. All the information for the NAC must be filled out including name, date of birth, Social Security Number, NAC credential number, action requested (New Hire, Renewal, Termination), effective date of action and any needed work history.

For your convenience, a copy of the updated form is attached to this letter. You may also access the form and the associated guidance at the bottom of the [Nurse Aide Registry](#) page or via the following links:

- Updated Inquiry Form (DSHS 16-193): <https://www.dshs.wa.gov/office-of-the-secretary/forms>
- Instructions for Nursing Homes Completing an OBRA Inquiry Request Form: <https://www.dshs.wa.gov/sites/default/files/ALISA/rcs/documents/nh/OBRA%20FORM%20INSTRUCTIONS%20FOR%20FACILITIES%20REV%202023.pptx>

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Nursing home/facility administrators are encouraged to communicate this update to staff members responsible for completing and submitting the Nursing Assistant Registry Inquiry Form. It is recommended that administrators ensure all relevant personnel are aware of the updated form and have access to the associated training to ensure continued compliance with the new form.

As a reminder, failure to comply with OBRA requirements by permitting a NAC to begin employment prior to receiving official verification from the registry that the NAC has met competency evaluation requirements could result in the nursing home/facility being cited for noncompliance at Federal Tag [\(F-tag\) 729](#).

For questions related to the updated Nursing Assistant Registry Inquiry Form (DSHS 16-193) please email [OBRARegistry@dshs.wa.gov](mailto:OBRARegistry@dshs.wa.gov).

Sincerely,



Amy Abbott, Director  
Residential Care Services

DSHS: *"Partnering with People"*

**Related References:** [Nursing Assistant Registry form \(DSHS 16-193\)](#), [42 CFR § 483.35\(d\)\(4\)](#), [State Operations Manual Appendix PP \(F729\)](#)