Facility Renewal for Staff Reporting

Minnesota Nurse Aide Registry Tutorial

https://nar.web.health.state.mn.us/

Login to the Nurse Aide Registry

MINNESOTA NURSE AIDE REGISTRY

Sign in to your account

Email

Password

Forgot Password?

Sign In

New user? Register

- Providers (e.g., Nursing and Certified Boarding Care Home facilities) must register an account to update staff reports.

- Providers login to the Minnesota Nurse Aide Registry using your email and password.

- Click "Register" if you have not created an account.

MINNESOTA NURSE AIDE REGISTRY

Register

First name

Last name

Email

Password

Confirm password

« Back to Login

Register

1. The Administrator/Authorized Agent of the facility enters their first name and last name (case sensitive).

2. Enter email to be used for login into the registry. Should not be a personal email.

3. Enter and confirm your password.

4. Select "Register".

- Select the "Provider" category

Register Provider Account

This page is for registering provider administrator accounts, limit 1 per facility. To register a provider user account (e.g. for HR staff to do Semi-Annuals), please contact your facility administrator.

Please enter the following information.

Information

HFID REQUIRED

[   ] Search

Confirm facility:

HFID	Name	Provider Type
▮	▮	SNFNF

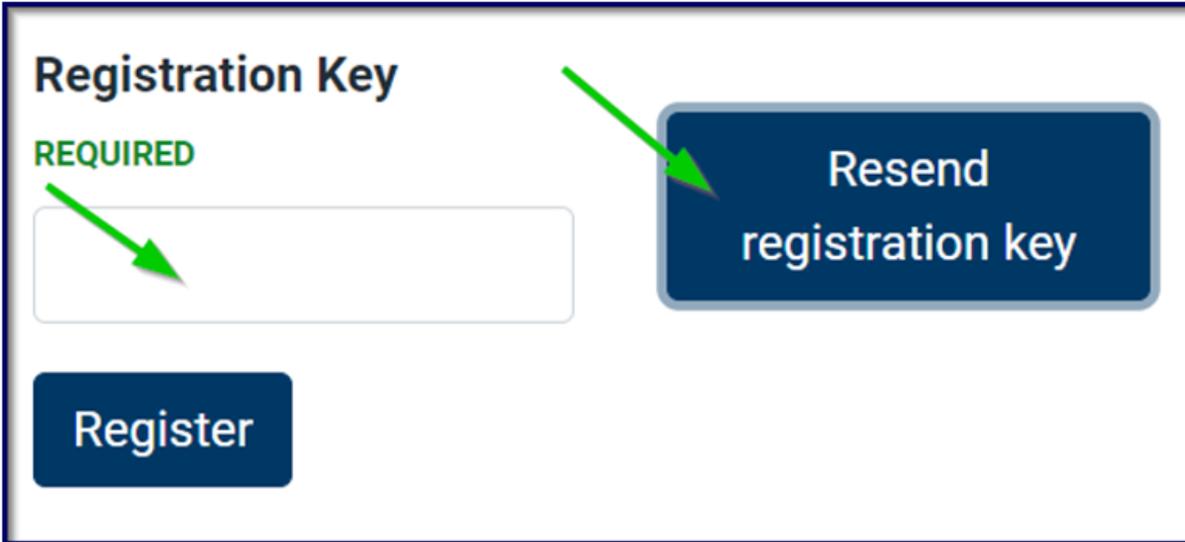| Street Address	City	State	Zip Code
▮	▮	MN	▮

Yes   No

- Enter and search for your facility's Health Facility Identification (HFID) number

- Select "Yes" to confirm the facility

Registration Key

REQUIRED

Register

Resend registration key

Resend verification code?

Click confirm to resend the registration code for ▮▮▮▮▮ CENTER to the email on file, or click cancel to go back.

If you have questions please contact support at health.fpc-nar@state.mn.us.

Confirm   Cancel

- Enter Registration Key into the space provided.
- To retrieve the key again, click on "Resend registration key".

- Select "Confirm".
- A message will state "Registration email resent to facility's account on file".

The facility' dashboard is divided into three sections:

- Active on registry – nurse aides who were previously reported by your facility

- Inactive on registry – nurse aides with expired certificates previously reported by your facility

- Self-reported CNAs – nurse aides who have identified and self-reported themselves as currently working at your facility

Currently verified and employed CNAs

Active on registry:

Last Name	First Name	SSN	Status	Last Worked Date	Actions
████████████			Current	N/A	Change Status

Inactive on registry:

Nurse Aides with an inactive registry status cannot be employed as nurse aides until their status is updated to active. Please communicate directly with the nurse aide to resolve their status. Instructions can be found at Nursing Aide Resources.
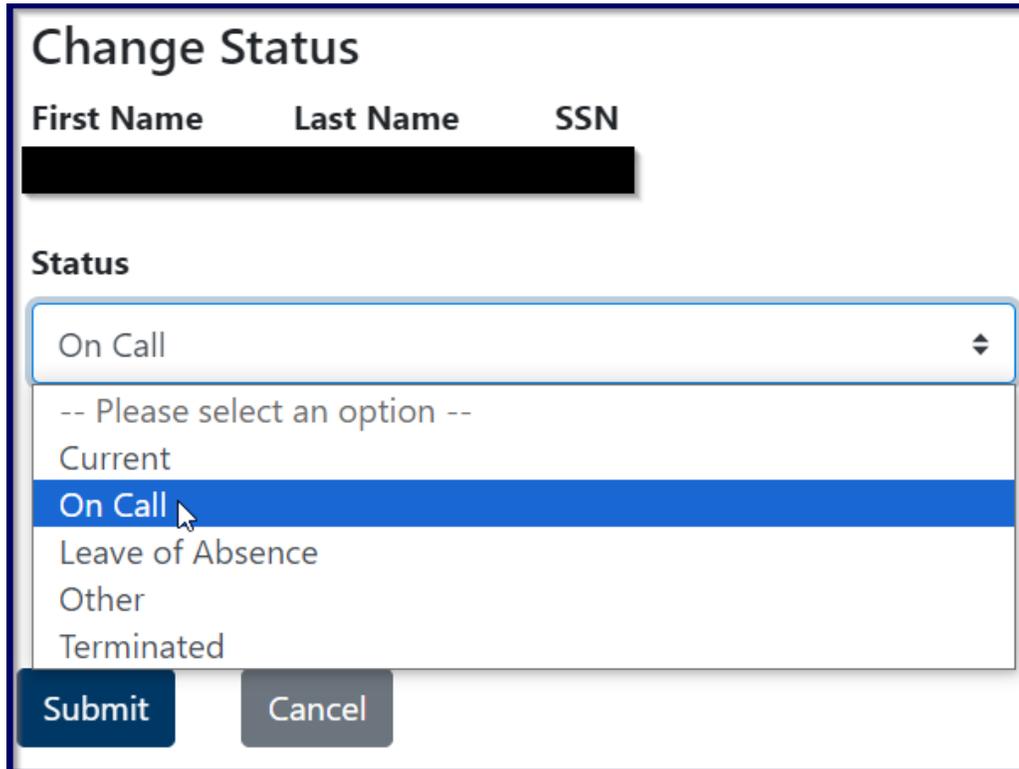
Last Name	First Name	SSN	Status	Last Worked Date	Actions
No CNAs listed.					

Review each sections.

- Select each nurse aide's "Change Status" button under each "Actions" column.

- Select from the drop-down menu the status for the nurse aide.
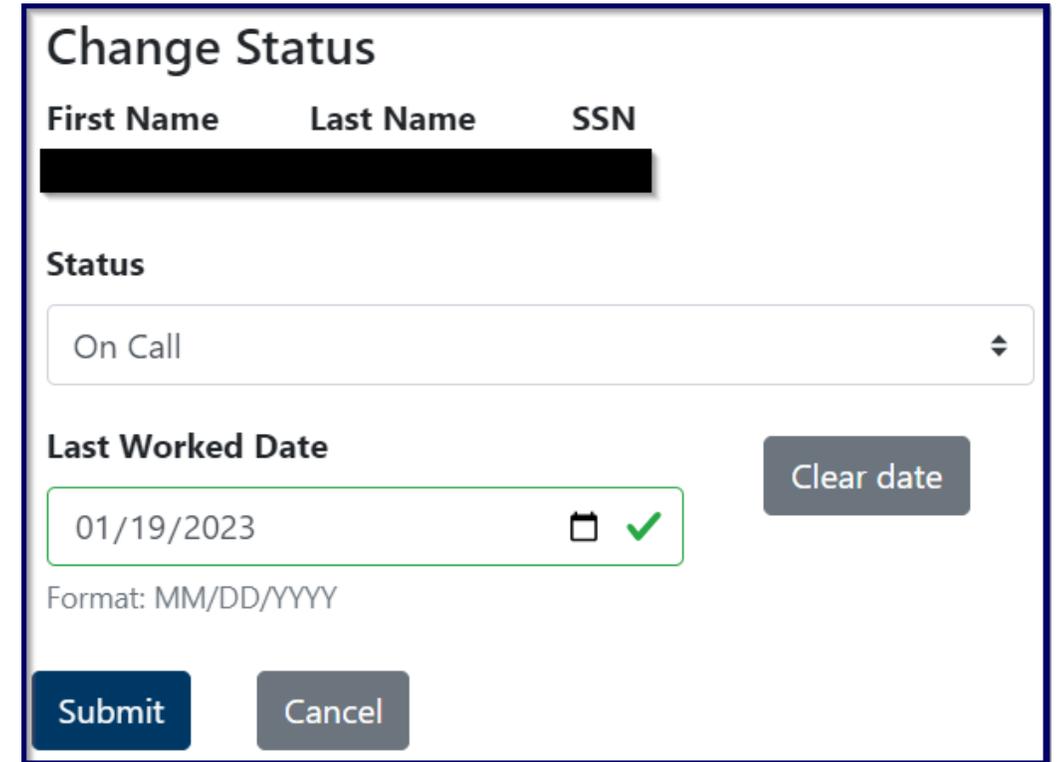
- Select "Last Worked Date" from the calendar. This will extend the nurse aide's certificate for the next 24 months.

- Click "Submit"

- A successful acknowledgement message will appear.

Self-reported CNAs

These are the CNAs that self-reported having worked at your facility which you haven't verified yet.

Last Name	First Name	SSN	Status	Last Worked Date	Actions
██████████████			Current	03/03/2023	Verification
██████████████			Current	03/03/2023	Verification

- Nurse aides are encouraged to update their employment and may have identified or self-reported as working at your facility.

- Click on "Verification"

- If a nurse aide is working at your facility, select the "Yes" node and the status as "Current".

- Once the list is refreshed, the nurse aide will now appear in your upper portion of the dashboard.

- Select "Other" for individuals whose primary roles are non-nurse aides but may pick up nurse aide shift/duties as a secondary role.

- Requirement to free text what the reason in the "Other status". See example for text.

- Enter "Last Worked Date as a Nurse Aide"

- For other statuses, the nurse aide will appear in the "View previously employed CNAs"

- For "Current" statuses, CNAs will appear at the upper dashboard

Self-Reported Nurse Aides Not Working at Your Facility

- Select "No" if the nurse aide has never worked at your facility, then "Submit".
  - Note: If this option is selected, the work history will be deleted from the nurse aide's Minnesota Nurse Aide Registry record.
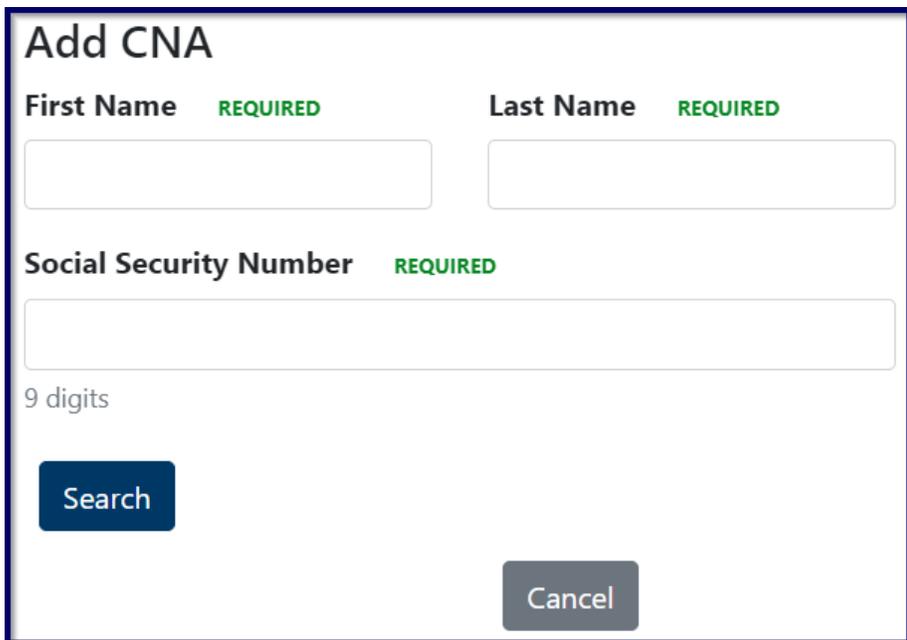 - MDH encourages facilities to verify their records prior to selecting "No".
- The most common error is a discrepancy in the nurse aide's name as it appears on the registry and with the facility.

Adding a New Nurse Aide to Staff Report
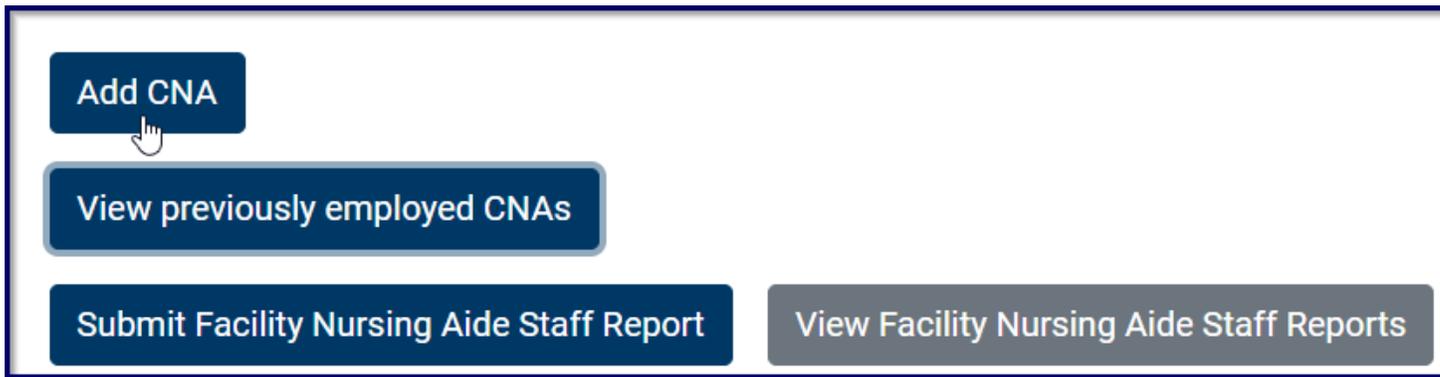
- Click Add CNA

- Enter the nurse aide's first name, last name and social security number. These items must match the registry's record to be added to your staff report.

- If the facility receives an error, verify and confirm with the nurse aide the spelling of their name and social security number as it appears on file with the registry, then resubmit.

Add CNA

View previously employed CNAs

Submit Facility Nursing Aide Staff Report | View Facility Nursing Aide Staff Reports
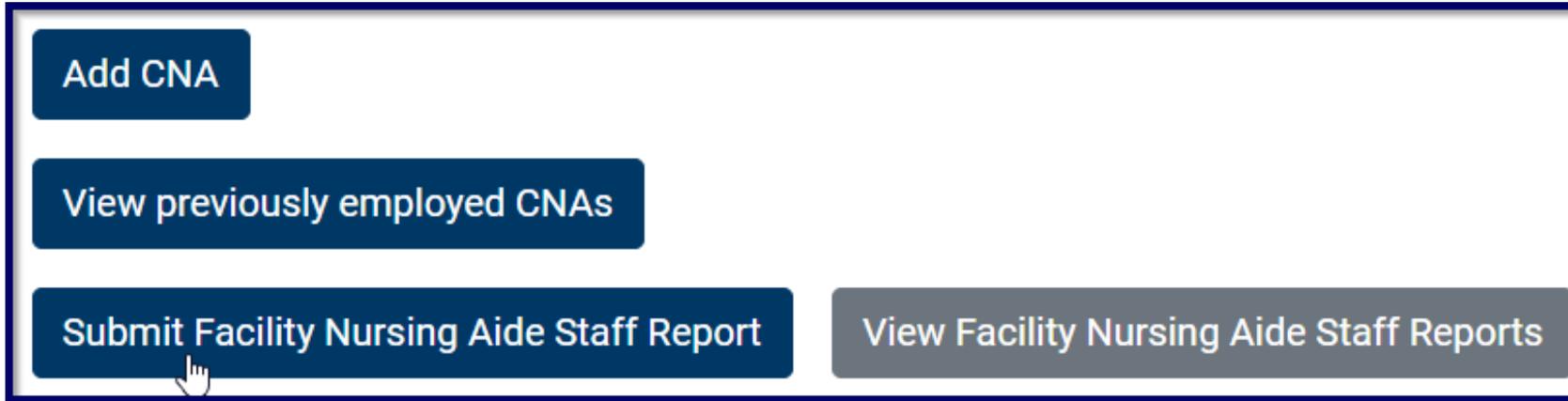
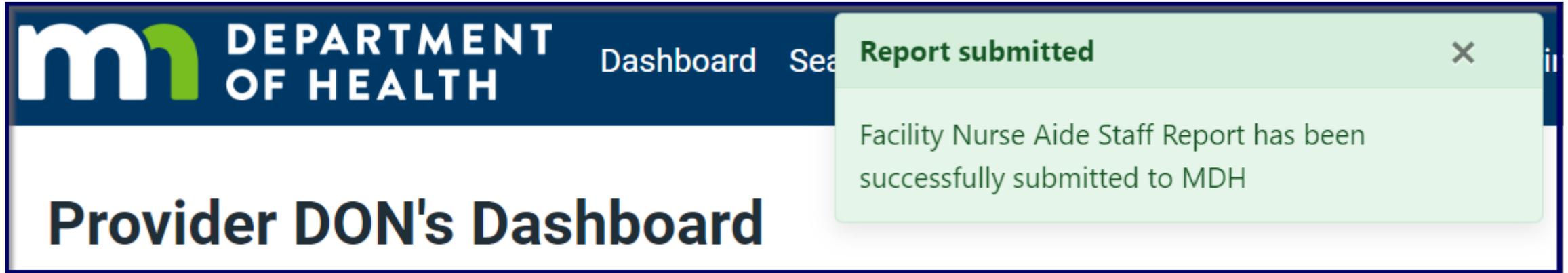## Submit Provider Nurse Aide Staff Report

Click **submit** to affirm that the **Verified and Active CNAs list** is correct to the best of your knowledge and submit your report to MDH. Click **Cancel** to exit.

Submit | Cancel

- Once all staff report is updated, select "Submit Facility Nursing Aide Staff Report".
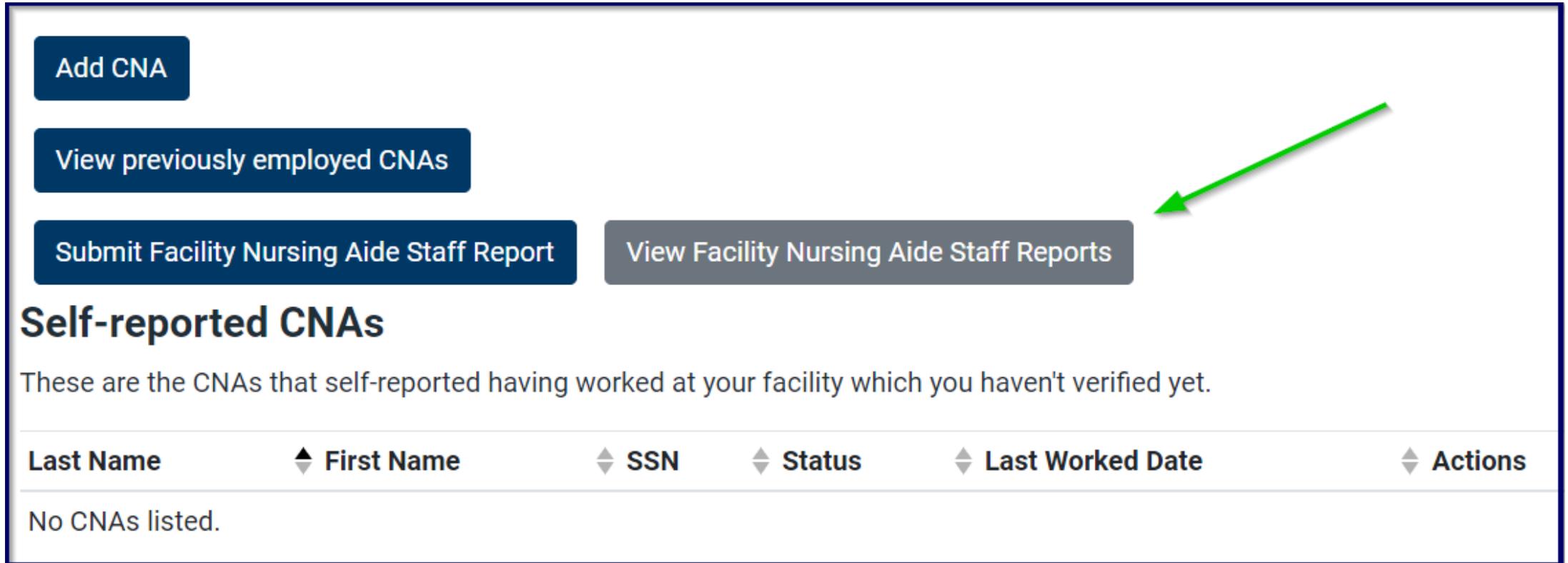
- Click "Submit" to affirm.

- A successful acknowledgement message will appear.

- Select the "View Facility Nurse Aide Staff Reports" to view up to five (5) past submissions.

Printing a Report

Facility Nurse Aide Staff Reports

[Switch to filter view]

Displaying facility nurse aide staff reports from last 2 years:

Report 1 of 2.

Report date
01/19/2024

[Print Report]

First Name	Last Name	Certificate Number	SSN	Status	Last Worked Date
███████████████████████████████████				On Call	01/19/2024
				Current	N/A

Report 2 of 2.

Report date
01/19/2024

[Print Report]

First Name	Last Name	Certificate Number	SSN	Status	Last Worked Date
███████████████████████████████████				Other: Test	01/19/2024

- To print a report, select "Print Report".

Facility Nurse Aide Staff Report for ████████████████████

HFID: ████████
Report date: 01/19/2024

No.	Last Name	First Name	SSN	Status	Last Worked Date
1	████████████████████████████████			Current	N/A
2	████████████████████████████████			On Call	01/19/2024

- A PDF will appear in your Downloads.

- Open the PDF to print.

Adding Authorized Users

- Adding authorized users may be visible on the Dashboard, or

- "Authorized users" to menu/toolbar

- Click on "Add new user"

- Enter new user's email, first and last name (case sensitive), then click on "Add user"

Add new authorized user?

You are about to add new user Provider HR with email address providerhr@test.test to the list of authorized users of this facility.

Press confirm to add the user or cancel to return.

[Confirm] [Cancel]

- Confirm the new authorized user

- The new user will receive an email from MDH to create a new password

Authorized Users Successful Acknowlegement

- A successful acknowledgement will appear

- New users will appear under Authorized Users

- To remove a user, click on "Change status"

- Select "Make Inactive"

Authorized Users

Last Name	First Name	Email	Status	Change status
DON	Provider	providerdon@test.test	Active	Change status
HR	Provider	providerhr@test.test	Inactive	Change status

Add new user

- User's Status will change to "Inactive"

- To make active again, select "Change status" and select "Make Active"

Facilities can update nurse aides' statuses in real-time and are encouraged to do so on a regular basis (e.g., weekly, monthly, quarterly).

If a nurse aide needs a correction to a name change/social security number/date of birth, please instruct nurse aides to log in to the registry to submit a change request accompanied by supporting legal documents. The request will be reviewed by MDH Staff for approval and communicated back to the nurse aide.

It is important to update staff reports so information for all active nurse aides within the Nurse Aide Registry is accurate.

The registration key is sent to the email address MDH has on file for the facility. Staff cannot change email to another staff's email to receive the key as this affects the facility (e.g., licensing, background study, etc.)

Only the Administrator/Authorized Agent for the facility can make the initial registration with the registration key. The Administrator/Authorized Agent can add users thereafter.

Facilities can extend the expiration date of a nurse aide's certificate based on Last Worked Date. Please note that only nurse aides who meet the requirement under 42 CFR 483.156(c) and 42 CFR 483.35 (d) can renew their certificate. Non-related nursing services do not meet the requirement to renew.

If you need help identifying the HFID of a provider, contact MDH or use the MDH Health Care Provider Directory to search.

Thank You!

Nurse Aide Registry Credentialing Team

Health.FPC-NAR@state.mn.us

651-201-4200, Monday to Friday: 8 AM to 4 PM