



STATE OF MICHIGAN
DEPARTMENT OF COMMUNITY HEALTH
LANSING

RICK SNYDER
GOVERNOR

JAMES K. HAVEMAN
DIRECTOR

February 2013

Dear [Insert Name of Contact from Association List]:

The Michigan Department of Community Health (MDCH) has received a large number of questions regarding the Nurse Aide Training and Competency Evaluation Program (NATCEP). NATCEP is a federal program that facilitates the training and testing of certified nurse aides (CNA) for employment with a nursing facility. MDCH is reaching out to your organization due to its association with nursing facilities that participate in the program.

MDCH has developed a Frequently Asked Questions (FAQ) document to promote a better understanding about the rules and expectations of the program within the Long Term Care community. The most recent version of the FAQ is attached to this letter. The FAQ has been sent to all nursing facilities, NATCEP training programs, and related provider associations in Michigan.

This FAQ focuses on the reimbursement of CNAs for training and testing costs and does not address other aspects of the program. The FAQ also does not implement new policy for the program; the information contained within the FAQ clarifies current NATCEP policies and practices. The FAQ will be updated annually based on feedback from providers, CNAs, and other interested parties. The FAQ and related NATCEP documents will be made available for your review on the MDCH website at <http://www.michigan.gov/mdch>. The [NATCEP webpage](#) can be accessed through the following links:

MDCH Home Page >> Providers >> Providers >> Medicaid >> Billing and Reimbursement >> Provider Specific Information >> Nursing Facilities >> [Nurse Aide Training and Testing Reimbursement](#)

MDCH requests that your organization encourage your members to use the FAQ to support and inform their activities that are related to the program.

If your organization has any questions or concerns regarding NATCEP, please contact Phillip Kurdunowicz at (517) 335-5129 or KurdunowiczP@michigan.gov. Thank you for your time and continued support for the Medicaid program.

Sincerely,

Stephen Fitton, Director
Medical Services Administration

attachment

THE REIMBURSEMENT OF COSTS FOR THE NURSE AIDE TRAINING AND COMPETENCY EVALUATION PROGRAM (NATCEP)

Frequently Asked Questions (FAQ)

This FAQ outlines the goal of the Nurse Aide Training and Competency Evaluation Program (NATCEP), explains how certified nurse aides (CNA) may be reimbursed for the costs of participating in this program, and provides resources for additional information. The FAQ and related NATCEP documents will be made available for your review on the MDCH website at <http://www.michigan.gov/mdch>. The [NATCEP webpage](#) can be accessed through the following links:

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<i>What is the NATCEP Program?</i>	NATCEP is a program that supports CNA training and testing for nursing facility employment.
<i>Does an individual have to complete the program to work as a CNA in a nursing facility?</i>	Yes, all individuals who will be or are working as nurse aides in a nursing facility must complete the competency evaluation program.
<i>Can a CNA be reimbursed for funds spent on participation in the program?</i>	Yes, CNAs can be reimbursed for their training and testing costs by their employer if they: <ol style="list-style-type: none"> 1. Complete the competency evaluation program; and 2. Are hired by or working for a Medicaid certified nursing facility within twelve months of the completion of their testing.
<i>Is a CNA who works for a hospital, hospice provider, Home and Community-Based Service provider, or independent living setting eligible for reimbursement?</i>	No, only nursing facilities are obligated to reimburse CNAs under NATCEP.
<i>How much will a CNA be reimbursed for training and testing costs?</i>	For training costs, a Medicaid certified nursing facility will be paid to reimburse a CNA up to the current limit for training costs, which can be reviewed through the Reimbursement Limit document on the website. For testing costs, a Medicaid certified nursing facility will be paid \$176.50 to reimburse a CNA. A nursing facility may reimburse a CNA for more than the specified amounts for training and testing costs, but the facility will not receive additional reimbursement from Medicaid.
<i>How will a CNA be reimbursed by his or her employer?</i>	The employer may either reimburse the CNA through a lump sum payment or installments.
<i>How long does an employer have to reimburse a CNA?</i>	The employer has six months from the CNA's hire date to reimburse the individual if the employer would like to be reimbursed by Medicaid.
<i>What are the "six month" and "twelve month" time periods?</i>	A nursing facility has six months after the CNA's hire date to reimburse them for training and testing costs. A CNA must secure employment with a certified nursing facility within twelve months of completing his or her testing to be eligible for reimbursement.
<i>If a CNA leaves a nursing facility before the six month time period expires, is the employer still obligated to reimburse the CNA?</i>	No, a nursing facility is not obligated to reimburse a CNA who leaves the nursing facility for any reason before the six month time period expires.

Medical Services Administration

**THE REIMBURSEMENT OF COSTS FOR THE NURSE AIDE
TRAINING AND COMPETENCY EVALUATION PROGRAM (NATCEP)**

Frequently Asked Questions (FAQ)

<p><i>If a nursing facility has not reimbursed a CNA after the six month time period has expired and the CNA is still employed with the same facility, what can the CNA do?</i></p>	<p>Please contact the LTC Services Division at 517-241-4293 for additional assistance.</p>
<p><i>If a CNA is hired by a facility after the twelve month time period has expired, is the CNA eligible for reimbursement?</i></p>	<p>No, a nursing facility is not obligated to reimburse a CNA who is hired after the twelve month time period expires.</p>
<p><i>If a CNA leaves one nursing facility without receiving full reimbursement and is hired by another facility, can the CNA be reimbursed for the rest of the training and testing costs?</i></p>	<p>Yes, a CNA can request reimbursement from the second facility if:</p> <ol style="list-style-type: none"> 1. The CNA is hired by the second facility within the twelve month time period; 2. The CNA has not been reimbursed for the full amount of his or her training and testing costs by the first facility; and 3. The CNA can provide documentation to the second facility showing that the CNA has not been fully reimbursed by the first facility.
<p><i>How can a CNA request reimbursement from his or her employer?</i></p>	<p>The CNA should retain the receipts and documentation from the training and testing program. The CNA should request reimbursement from his or her employer within the six month time period. The CNA should complete form MSA-1326, which can be found on the website, and submit it to his or her employer.</p>
<p><i>Can a CNA submit the form for reimbursement to the Michigan Department of Community Health (MDCH) and receive reimbursement directly from the department?</i></p>	<p>No, MDCH does not directly reimburse CNAs training and testing costs associated with NATCEP. Facilities are responsible for reimbursing CNAs, and participating Medicaid facilities will be reimbursed by Medicaid through their annual cost report settlement.</p>
<p><i>Are there additional resources on NATCEP reimbursement? Where are they located?</i></p>	<p>CNAs can check to see if his or her employer has a published NATCEP reimbursement policy that may show how their employer fulfills the requirements of the program.</p> <p>CNAs and nursing facilities can review the entire State of Michigan policy on NATCEP reimbursement in the Medicaid Provider Manual. The policy can be found in the <i>Nurse Aide Training and Competency Evaluation Program (NATCEP) and Competency Evaluation Program (CEP) Section of the Nursing Facility Cost Reporting & Reimbursement Appendix</i>, which can be found on the website.</p> <p>If CNAs or nursing facilities have other questions about NATCEP reimbursement after reviewing this FAQ and other resources, they may contact the LTC Services Division at 517-241-4293.</p>