MI-NATES
USER GUIDE

FOR

NURSE AIDE TRAINERS

Table of Contents

OVERVIEW **3**
Log into MI-NATES 3
Welcome to MI-NATES 4

MI-NATES DASHBOARD **4**
New Application for Permit 5
Application Information 5
Requirements and Experience 6
Pay and Submit Application 7

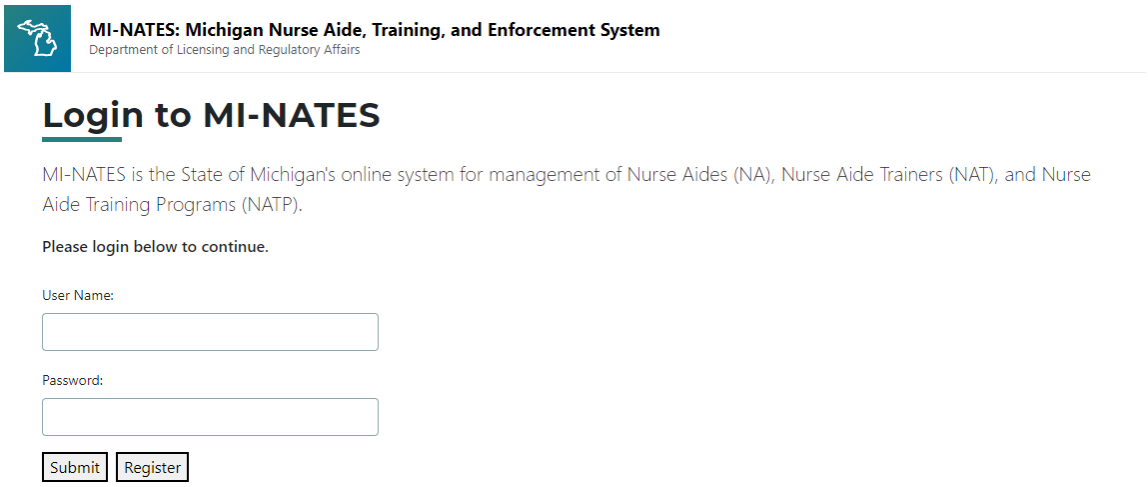
PERMIT RENEWAL **9**
Renewal Application 9
Completing the Renewal Process 10

REVIEW/UPDATE INFORMATION **13**
Your Nurse Aide TrainerProfile 13
User Profile Screen 16
Additional Screens 17
Enforcement Actions 20

1) Overview

MI-NATES: Michigan Nurse Aide, Training, and Enforcement System (MI-NATES) is a web-based application that automates the process for applications, renewals, enforcement, communication, and payments related to nurse aide registrations, nurse aide trainer permits, and nurse aide training program permits in Michigan.

2) Login to MI-NATES: Once the user has successfully created their MI-NATES account (reference the MI-Login Account Set Up for MI-NATES Manual available at www.michigan.gov/bchs), the Nurse Aide Trainer will log in with the Username and Password they created and select **Submit**.



The user will then be directed to the Welcome to MI-NATES screen.

3) Welcome to MI-NATES: This screen has several options, the upper righthand corner has a Home, My Profile, and Logout button (these buttons are available on all screens and may be utilized at any time). There are additional buttons in the center of the screen offering the user access to the Dashboard, as well as the option to add a second and/or third registration or permit type to their account. The main button in the center of the screen represents the users current registration/permit type, ie…"Nurse Aide Trainer", selecting this box will take the user to their dashboard.

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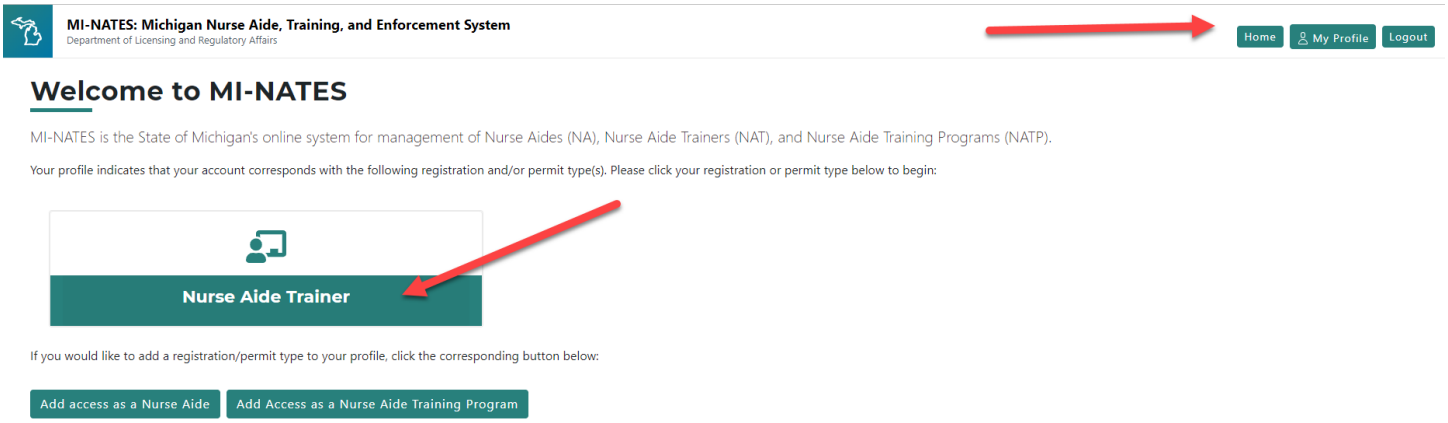
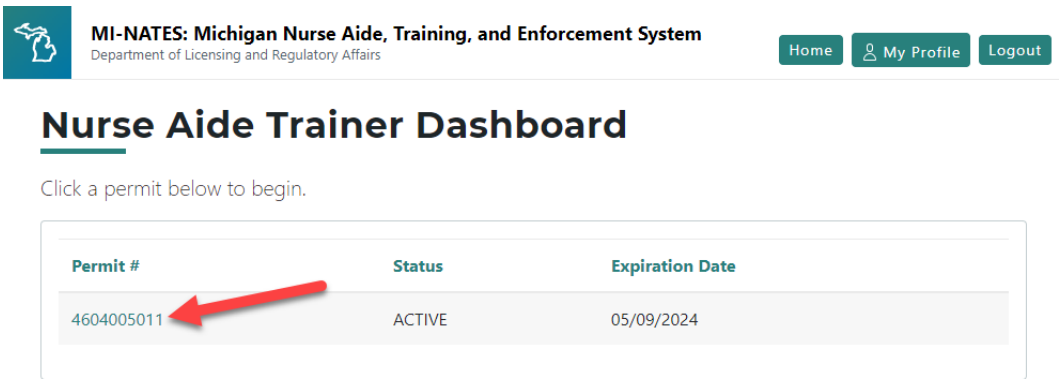
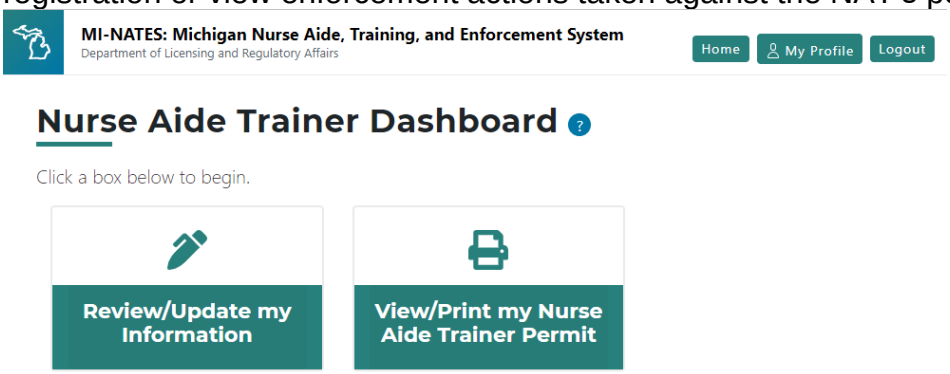


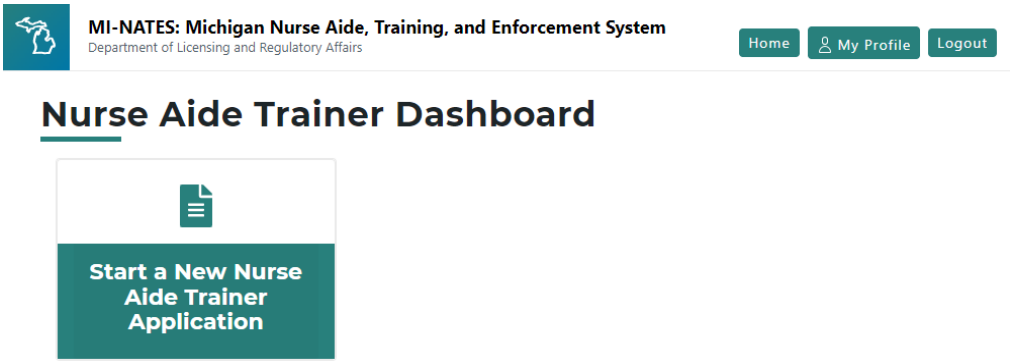
4) MI-NATES Dashboard: After logging into MI-NATES and selecting the Nurse Aide Trainer (NAT) button, the user will be redirected to their main dashboard where they can select the permit number and advance to the next screen which will provide options based on the status of their permit.



It is here that the NAT may make name and address changes/corrections, apply for a first-time permit or a renewal, if applicable. The NAT may also view their account status, print a certificate of registration or view enforcement actions taken against the NAT's permit.

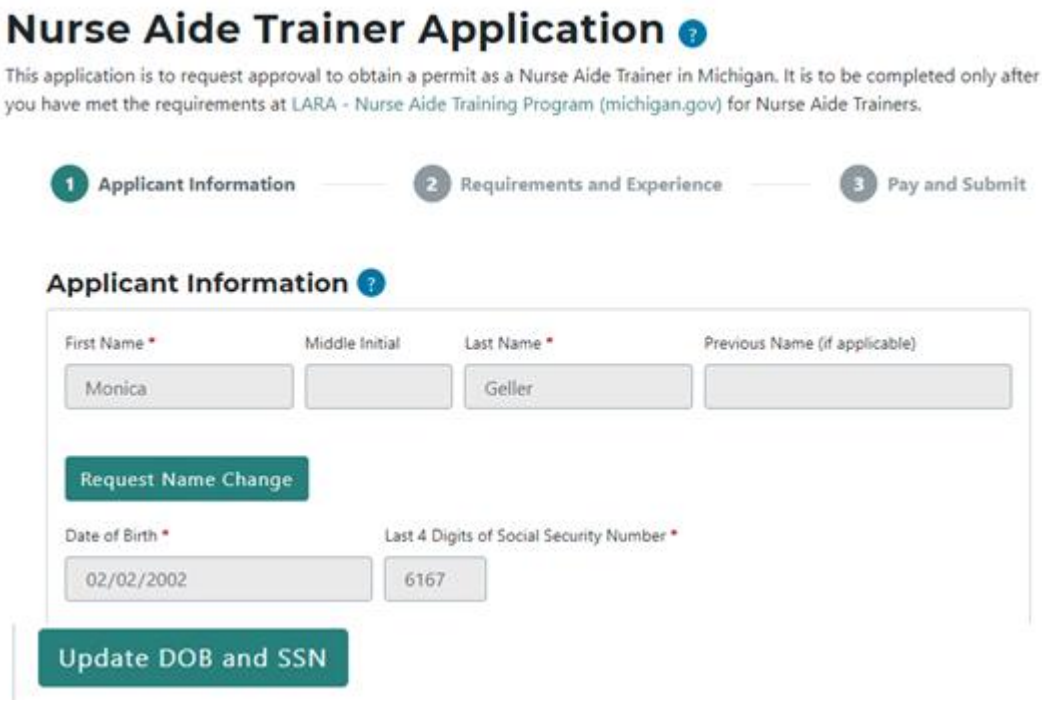


4a) New Application for Nurse Aide Trainer Permit: This application is used to request a nurse aide trainer permit in Michigan. It is to be completed only after you have met the requirements and experience to become a nurse aide trainer in Michigan.



The on-line application **must** be completed in its entirety, there are three tabs to be completed: 1) Applicant Information, 2) Registration Option and 3) Pay and Submit. Verify your contact information and update if there are any inaccuracies or changes. Nurse aide trainers are required to maintain an active unrestricted Michigan registered nurse (R.N.) license.

1) **Applicant Information:** This screen will auto-populate with the information provided during your first time logging in to MI-NATES. Prior to submitting your application, you are allowed the opportunity to update your date of birth and social security number, in case of typos. You can also use this screen to request a name change, if applicable. If all information is correct on the screen, click, NEXT. Applications can also be saved as a draft by clicking SAVE.



Update DOB and SSN

Street Address *

611 W Ottawa St.

City * | State * | Zip *

Lansing | Michigan | 48906

County*

Clinton

Phone Number *

(000) 000-0000

Email Address *

StGermainS@michigan.gov

Update Contact Information

Michigan RN License Number * | Expiration Date *

4704- | mm/dd/yyyy

Next Save

2) Requirements and Experience: Nurse aide trainers are required to have a minimum of 2 years of nursing experience as a registered nurse within the last 5 years immediately preceding the application, including teaching in a health care related field or a job that requires the use of the nursing competencies. At least 1 year (1600 hours) of which must be in the provision of long-term care facility services, i.e., a participating CMS facility.

Long term care facilities may include nursing homes, hospital long term care units, county medical care facilities, homes for the aged, assisted living facilities, hospice and other like provider types.

“Provision of skilled nursing care” would NOT include any hospital services other than a long-term care unit.

You must also have completed a course in teaching adults or have experience in teaching adults or supervising nurse aides.

This screen allows the user to specify if they have completed the necessary requirements to become a Nurse Aide Trainer.

Nurse Aide Trainer Application

This application is to request approval to obtain a permit as a Nurse Aide Trainer in Michigan. It is to be completed only after you have met the requirements at LARA - Nurse Aide Training Program (michigan.gov) for Nurse Aide Trainers.

1 Applicant Information — 2 Requirements and Experience — 3 Pay and Submit

Requirements and Experience

Please answer the following questions regarding your experience.

Have you had at least 2 years of nursing experience as a RN in Michigan within the last 5 years immediately preceding this application? *

- Yes
- No

Have you had at least 1 year of experience in the provision of skilled nursing care or related services in a long-term care facility or setting serving an aged population? This would include individuals that require non-hospital residential medical, nursing, or rehabilitative services. *

- Yes
- No

Have you completed a course in teaching adults or have experience in teaching adults or supervising nurse aides? *

- Yes
- No

Back Next Save

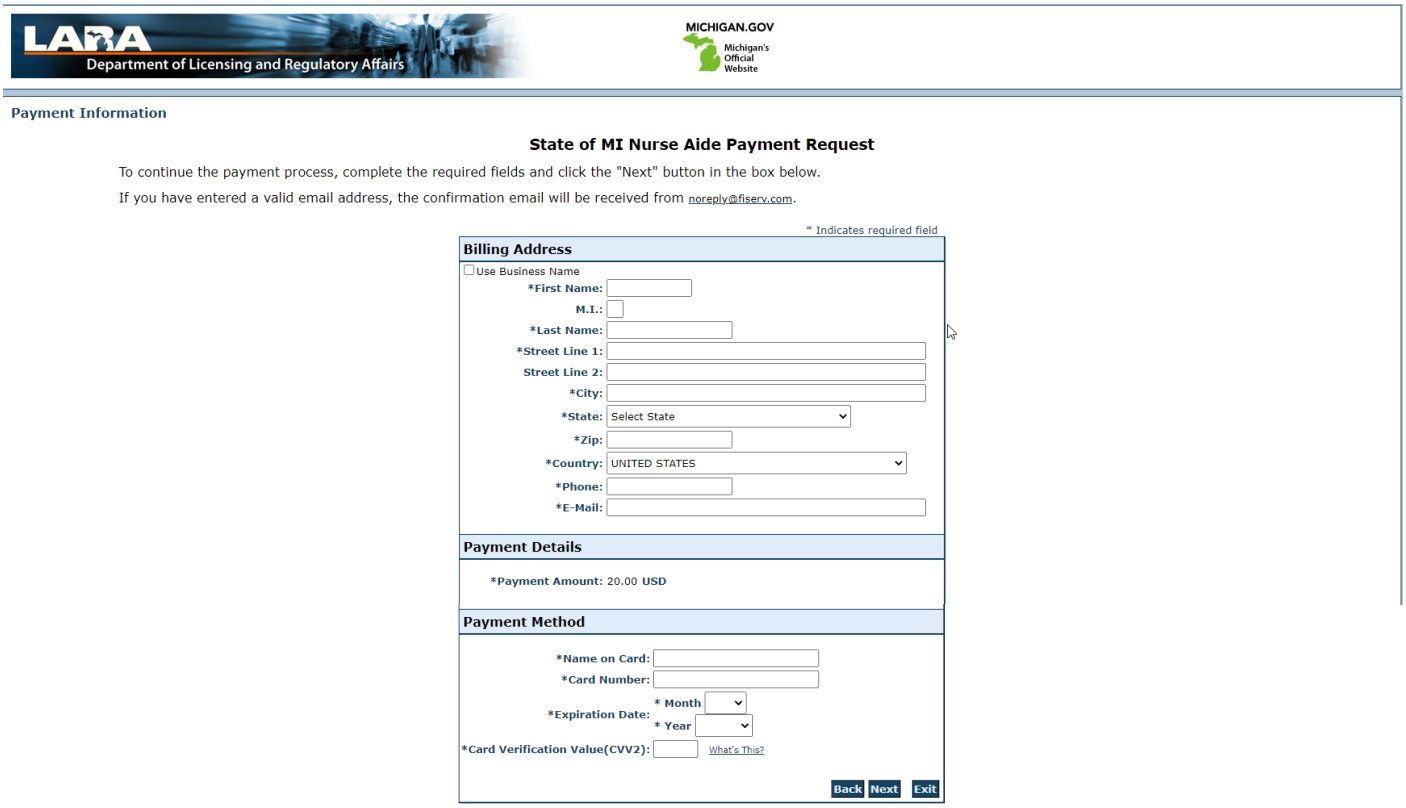
2a) A new nurse aide trainer permit is available to applicants that have completed all requirements and experience in Michigan, specified above. Selecting next will prompt the user to complete the e-signature screen and pay the application fee.

3) Pay and Submit: This section allows the user to certify their application with an e-signature, pay the application fee and submit the NAT application for a permit with the State of Michigan

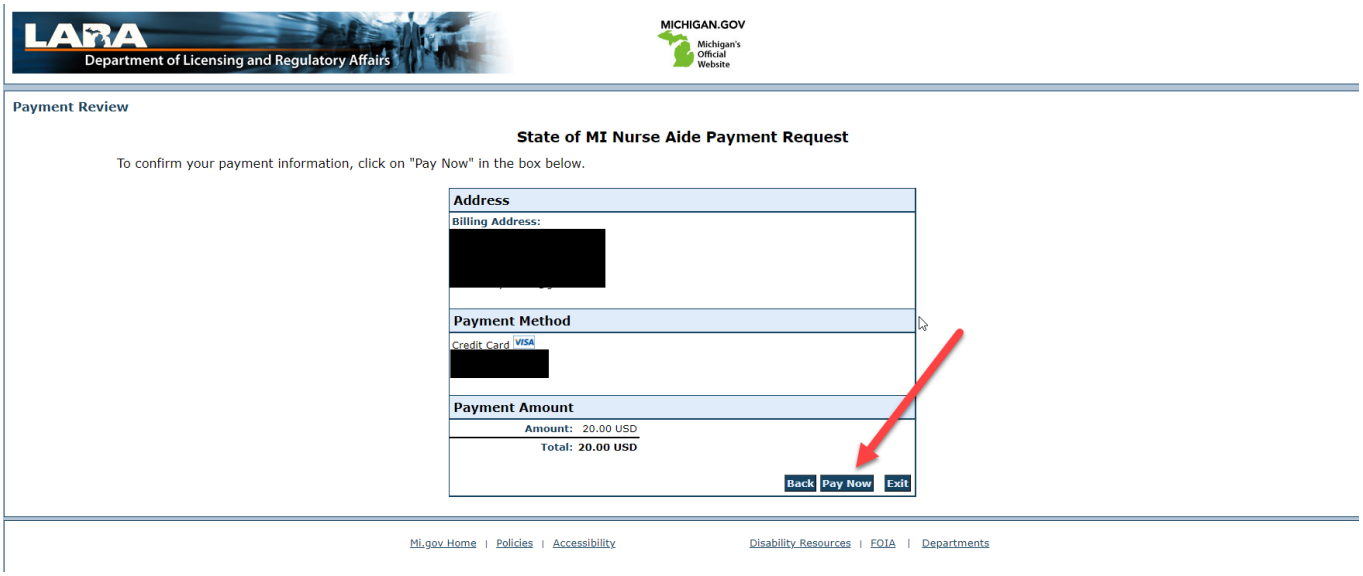
3a) User must accept the e-signature conditions by checking the accept box and entering their first and last name. User will then select “Click here to submit application and provide payment information” where the user will be directed to another screen to pay the application fee online.

3b) Payment-Application Fee –Once the payment request screen displays, select “Next”.

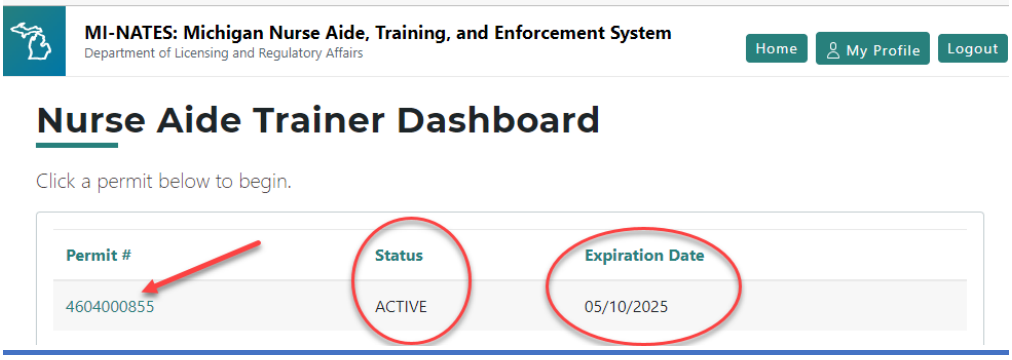
The payment screen will require the users name and address along with the credit card information in order to submit the on-line applciation fee. Once the form is completed, the user will select “Next”.



By selecting “Next”, the user will be redirected to the confirmation page which will allow the user to verify their information and confirm it is accurate by selecting “Pay Now” at the bottom of the box.



Once the user selects “Pay Now”, they will be redirected to the Nurse Aide Trainer Dashboard where the newly assigned registration number will appear, along with the active status and expiration date of the permit. The user may click on the registration number in order to open the newly created account and can then view/print their permit, as well as make any necessary changes to their record.



5) PERMIT RENEWAL:

5a) Renewal Application for Nurse Aide Trainers:

A nurse aide trainer permit must be renewed every 2 years.

To renew a nurse aide trainer permit, the individual must:

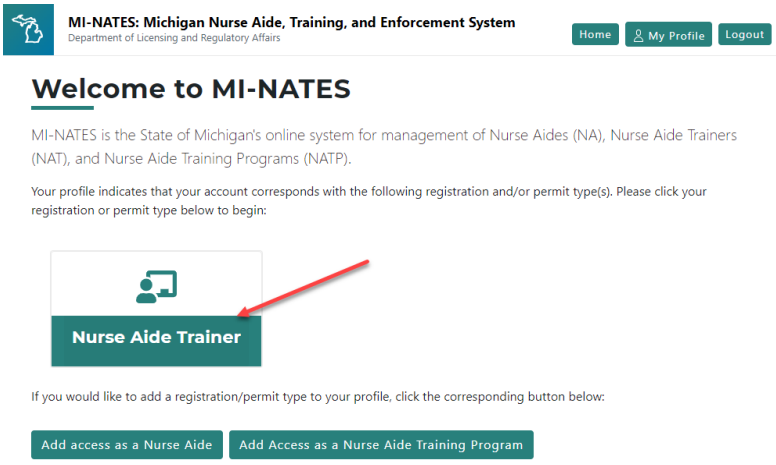
- Hold a valid, unrestricted registered nurse license issued by the Bureau of Professional Licensing.
- Successfully submit the Nurse Aide Trainer Renewal Application, along with electronic payment of the non-refundable $40 application fee.

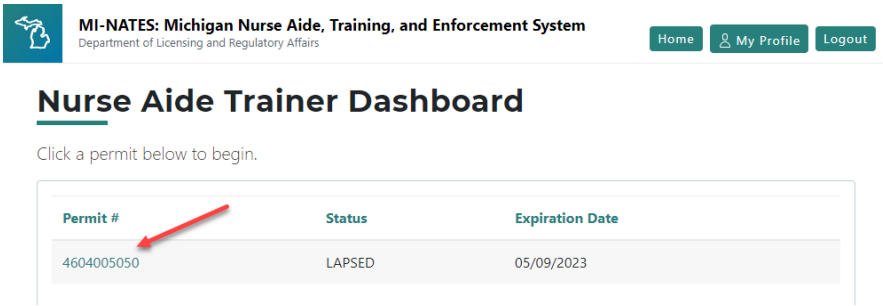
A renewal notice will be sent via email 45 days before the expiration date listed on the permit. To receive this notice, it is important that your email address is accurate in MI-NATES.

A permit must be renewed prior to the expiration date listed on the current certificate.
It is encouraged to submit renewal requests and payment as soon as possible after receipt of a renewal notice (but cannot be done earlier than 45 days before the permit’s expiration date).

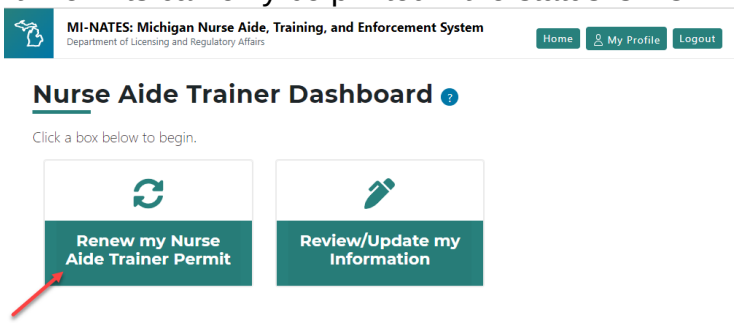
A renewed permit is good for 24 months from the last expiration date.
If a renewal is not submitted timely, or is incomplete, the permit will lapse the day after the expiration date. If a permit is not renewed within 30 days of expiration, the status of the permit will automatically change to NULL AND VOID. An individual may not work as a nurse aide trainer with a lapsed, expired, or null and void permit. A null and void permit can no longer be renewed and a new application will be required to obtain a new permit.

5b) Completing the renewal process: A nurse aide trainer can only renew their permit if they are in ACTIVE or LAPSED status. Upon selecting the Nurse Aide Trainer Permit button from the Welcome screen, the user's permit #, status, and expiration date will be displayed and can be verified as correct. Once the user verifies this is their account and clicks on the permit #, the second Dashboard screen with additional options will appear.



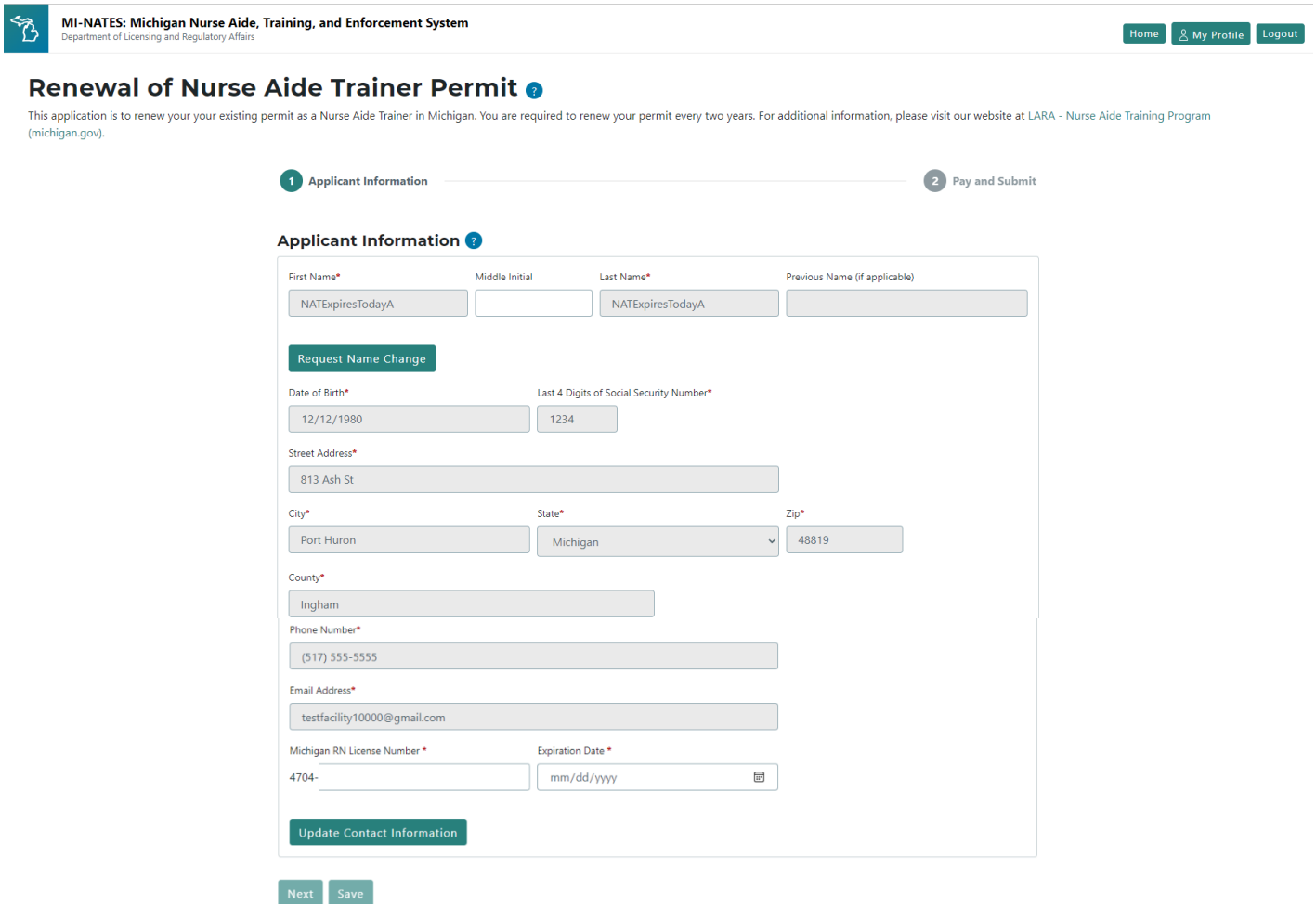


Here the user will find the options to renew a permit, if applicable, Review/Update their information or View/Print their permit. Permits can only be printed if the status is ACTIVE.

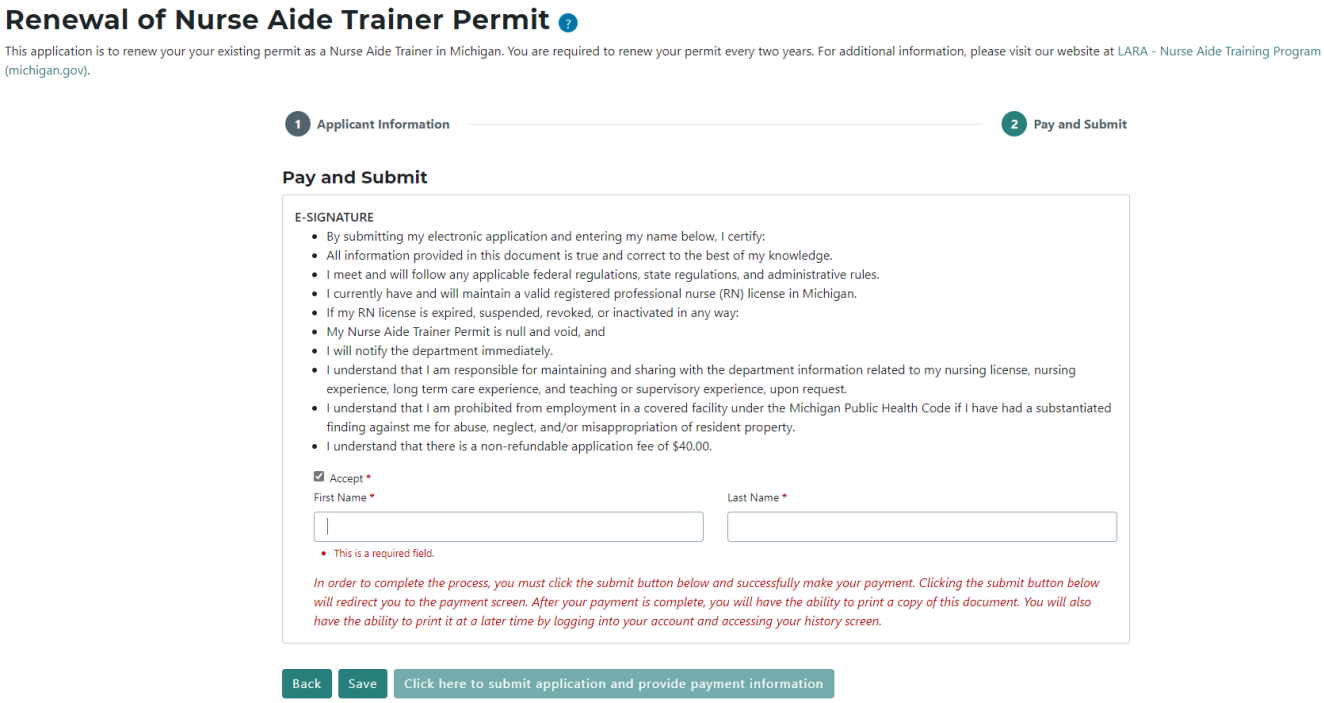


5c) Renewing A Nurse Aide Trainer Permit: By selecting “Renew My Nurse Aide Trainer Permit” tab the Renewal of Nurse Aide Trainer Permit screen will appear. This will allow the user to renew their NAT Permit on-line, on or before the expiration date of their current permit. The on-line application **must** be completed in its entirety. There are two tabs to be completed: 1) Applicant Information, 2) Pay and Submit.

1) **Applicant Information:** The renewal application will allow the user to request a name change and/or update their information prior to renewing the registration. Once the user has verified that all information is accurate and up to date they will select “Save” and “Next”.

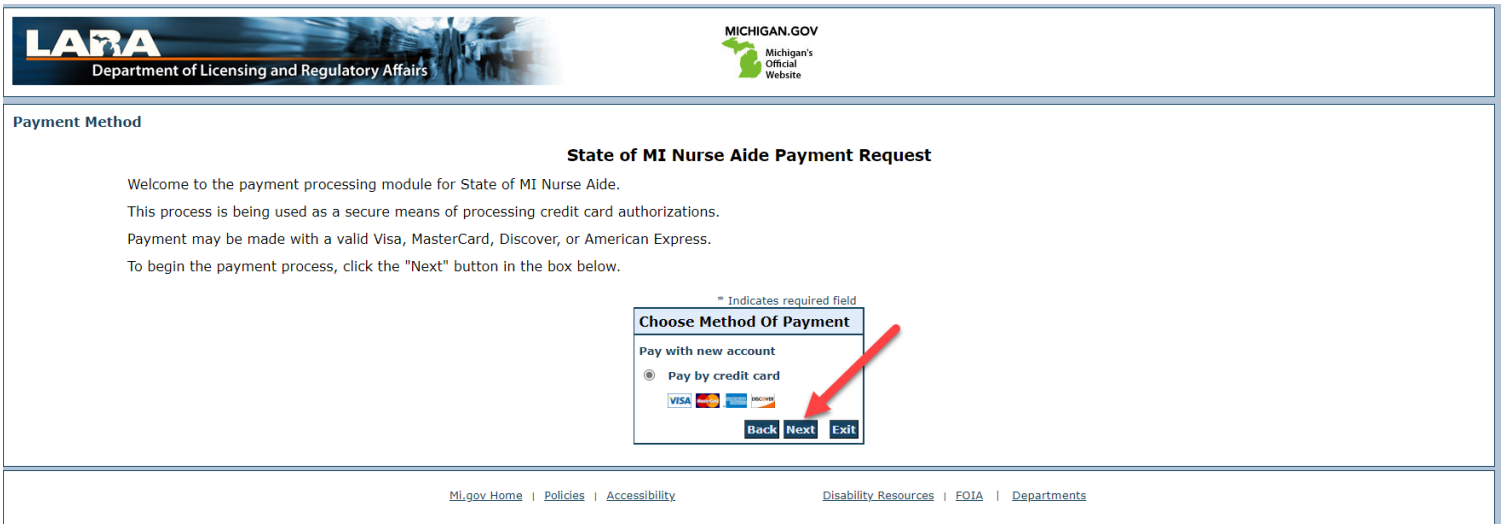


2) **Pay and Submit:** This screen allows the user to pay the renewal application fee and submit the renewal application.

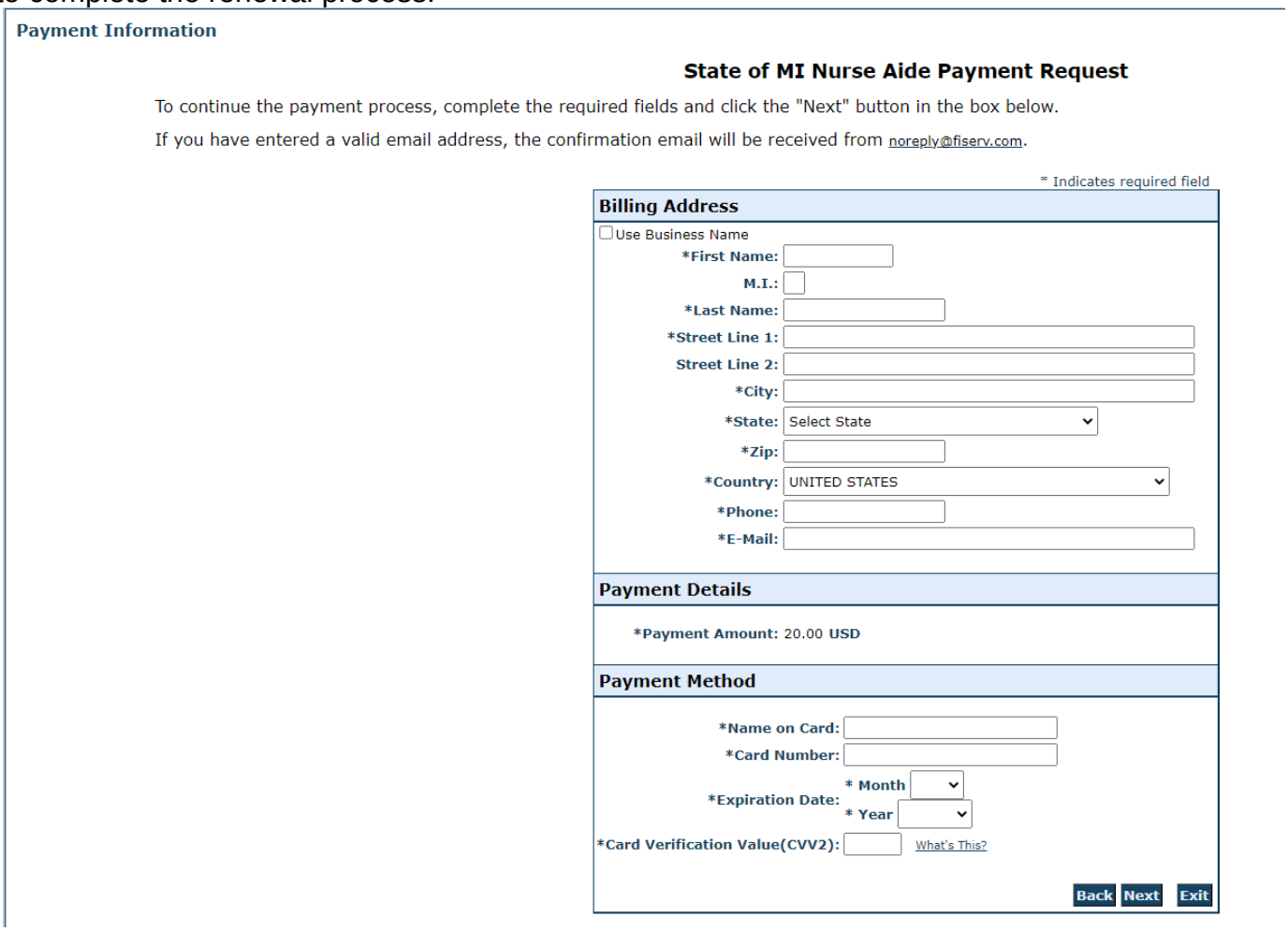


3a) E-SIGNATURE: User must accept the e-signature conditions by checking the accept box and entering their first and last name. User will then select "Click here to submit application and provide payment information" where the user will be directed to another screen to complete the steps to pay the renewal application fee online.

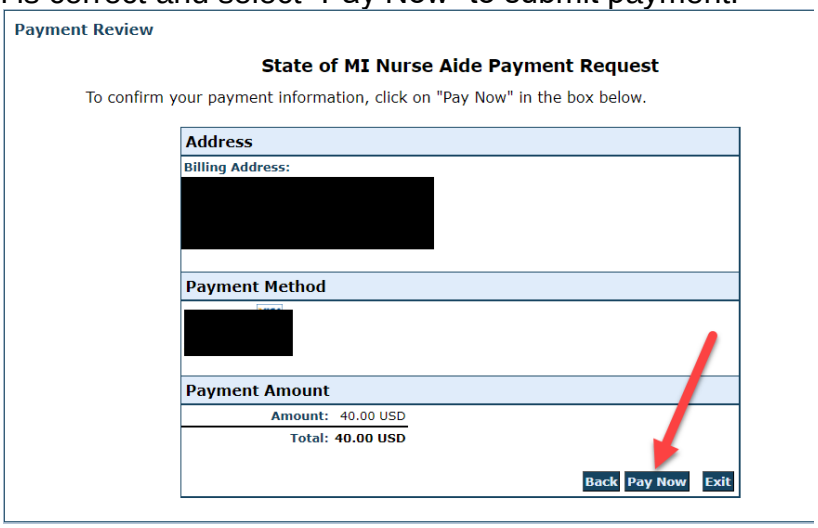
3b) Payment-Application Fee –Once the payment request screen displays, select "Next".



User must fill in the billing address, payment details, and payment method and select “next” in order to complete the renewal process.

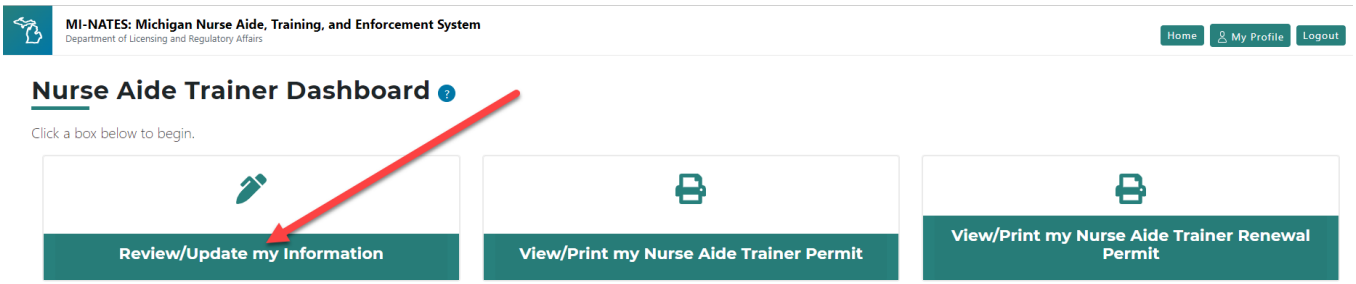


Confirm all information is correct and select “Pay Now” to submit payment.



3c) Renewal Dashboard: If the Nurse Aide Trainer has renewed their permit prior to their current expiration date, their Nurse Aide Trainer Dashboard will now provide two options for printing a permit. The user may print their current (soon to expire) permit and/or their newly renewed permit with a future effective date and expiration date.

6) Review/Update my Information: By selecting the Review/Update button the user will be directed to the Nurse Aide Trainer Permit Details screen. This screen contains the nurse aide trainer's contact information, personal information, and Enforcement, History, Associated Training Programs, Correspondence, and Attachments, as applicable.



6a) YOUR NURSE AIDE TRAINER PERMIT DETAILS: Your Nurse Aide Trainer Permit Details page is a comprehensive view of the details of your nurse aide trainer permit.

Permit Number - This is your nurse aide trainer permit number that will print on your certificate of permit and will appear on the public registry.

Current Effective Date - This is the date of your initial permit or your last renewal, as applicable.

Current Expiration Date - This is the expiration date of your permit.

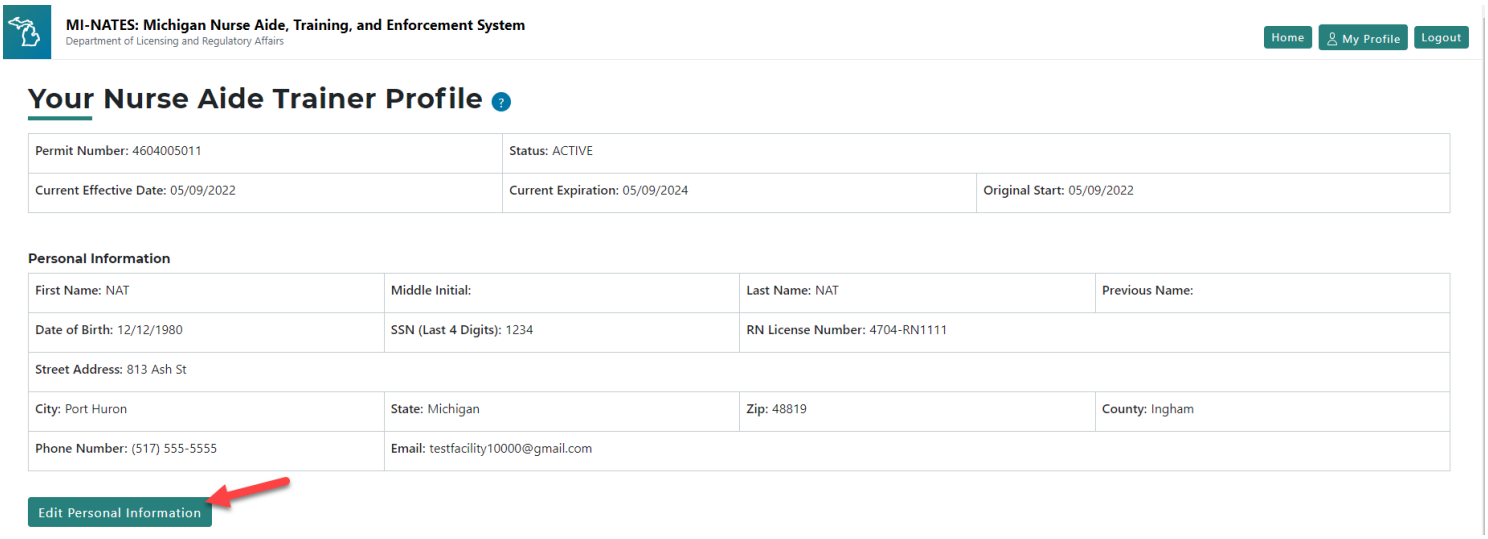
Initial Effective Date - This is the earliest date on record that your permit was first active.

Status: The primary status of your permit is what will appear on the public registry. Permits can also have secondary statuses assigned to track actions such as a pending name change request. Below are the definitions of the primary and secondary statuses for nurse aide trainers:

Primary Statuses:
DRAFT - Application draft saved.
DECEASED - Permit holder is deceased.

VOLUNTARILY SURRENDERED - Permit holder has voluntarily surrendered their permit (this action can only be done if the permit does not have a history of misconduct or enforcement actions).
INACTIVATED - State agency has temporarily inactivated the permit.
REVOKED - State agency has revoked the permit.
SUMMARY SUSPENSION - State agency has summarily suspended the permit.
SUSPENDED - State agency has suspended the permit.
ACTIVE - Permit is active and in good standing.
LAPSED - Permit was not renewed timely and has lapsed.
NULL AND VOID - Permit was lapsed more than 30 days and is now null and void (must submit a new application to re-activate).

Secondary Statuses:
CE CLASS - Permit holder is required to complete a continuing education class under the state agency's enforcement process.
PROBATION - Permit holder has been placed on probation under the state agency's enforcement process.
REPRIMAND - Permit holder has been reprimanded under the state agency's enforcement process.
NAME CHANGE REVIEW - Permit holder has submitted a name change request and it is pending review by the state agency.
INFORMATION REQUESTED - State agency has requested information from the registration/permit holder and is waiting for the registration/permit holder to upload the information in MI-NATES.



The “Edit Personal Information” button can be selected to update your contact information or request a name change. The Enforcement section will show any enforcement actions taken against the permit, if applicable. The History section will display a history of all actions related to the permit. The correspondence section contains a history of correspondence sent to the nurse aide trainer via the MI-NATES system. The attachments section contains attachments uploaded by the nurse aide trainer. This section can also be used to respond to any requests for information from the state agency.

USER PROFILE:

By selecting the “Edit Personal Information” button, the user is taken to their USER PROFILE screen.

Your User Profile screen shows the details associated with your MI-NATES user account. Initially, the information displayed is what was collected during your first-time login to your account, when you created your MI-NATES account profile.

If you need to update your contact information, click the button to "Edit Contact Info".

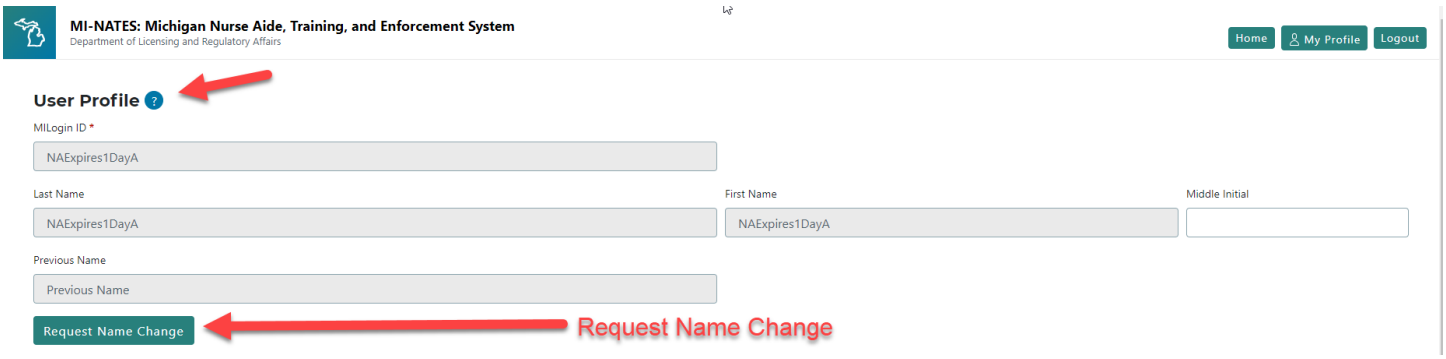
If you need to change your name, click the button to "Request Name Change".

To add a role (NA = Nurse Aide, NAT = Nurse Aide Trainer, and NATP = Nurse Aide Training Program), go to your home page and click to add access for the desired role. You cannot remove a role if you have a registration or permit that matches the role, regardless of the status of the registration or permit.

If your profile is associated with a nurse aide or a nurse aide trainer, you can make edits to the date of birth or social security number (in case of typos) only until your account is linked to a registration or permit. Once your profile is associated with a registration or permit, you cannot change your date of birth or social security number.

State users are unable to edit your profile information.

Once the user is on the “User Profile” screen they may request a name change by selecting “Request Name Change”, completing the on-line form, attach documentation supporting the name change and selecting “Submit Name Change Request”. Once submitted, the user will receive an e-mail indicating name change request has been submitted, the user may also print a copy of the request. A state worker will also receive an e-mail indicating a name change request has been submitted. The state worker will then review the request and either approve or deny the request. The user will receive notification via e-mail once the request has been received and processed. The user may also make any necessary changes to their mailing address, phone number or e-mail on this screen.

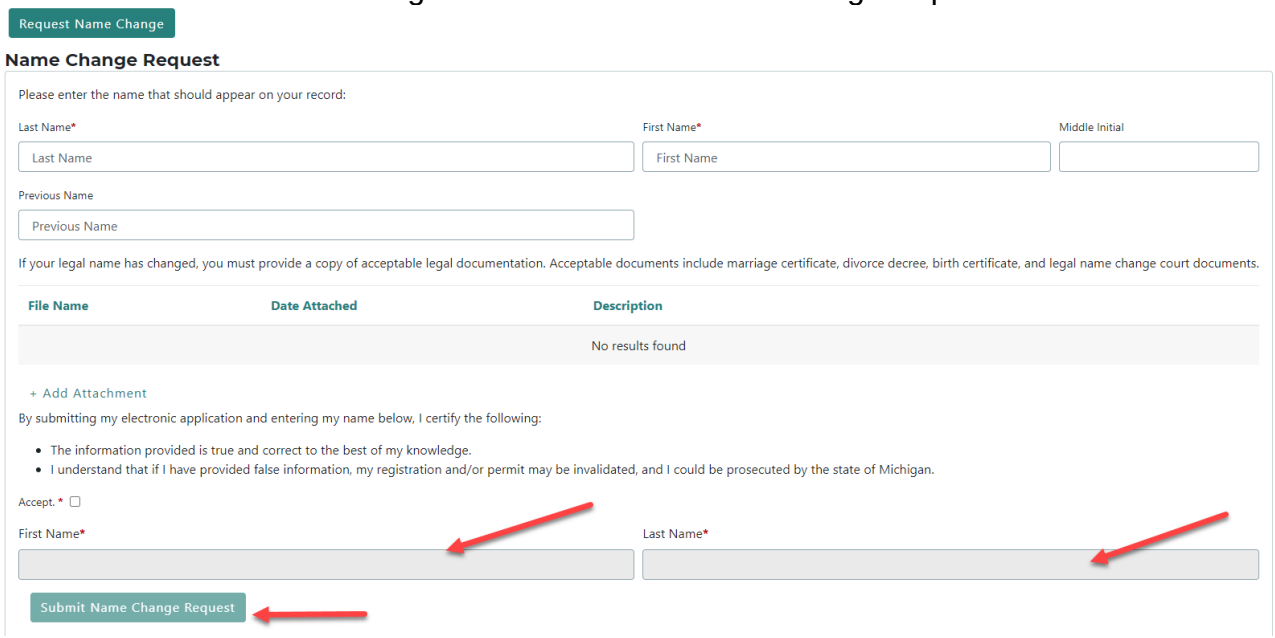


For nurse aides and nurse aide trainers:
If your name has changed, you must submit a name change request to be reviewed and approved by the state agency. Approval will only be granted if proof of the name change is attached to the request. If you have an active registration or permit, a notification will be sent to your email address on file once your name change request is approved.

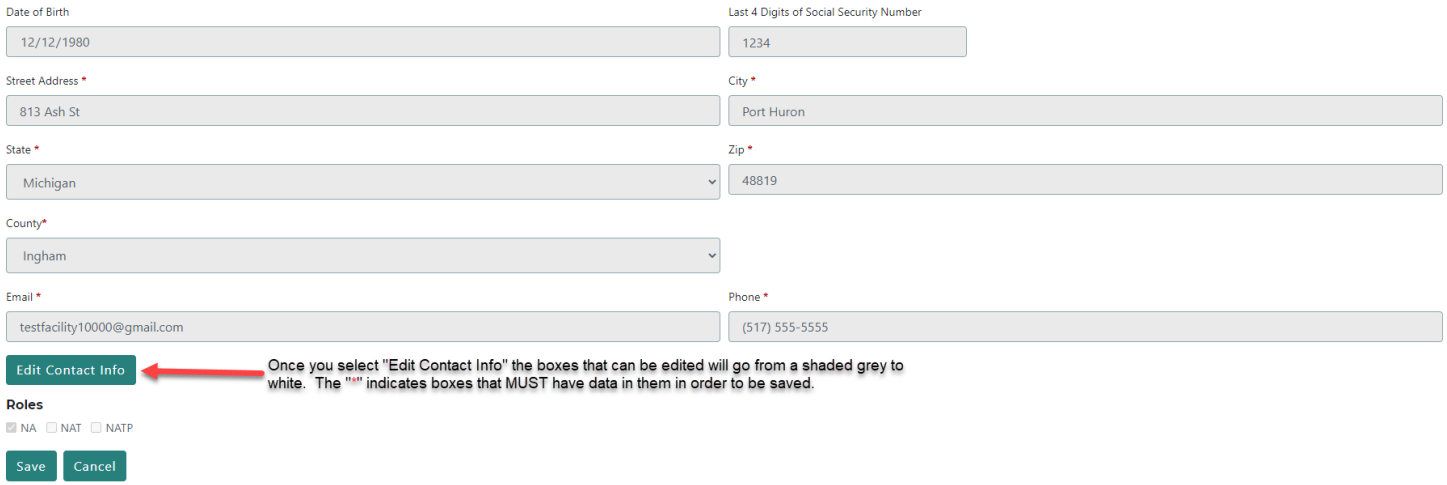
For authorized representatives of nurse aide training programs:

If your name has changed and you only use MI-NATES as an authorized representative of a nurse aide training program, you do not need approval, or provide an attachment to change your name. Once you provide your new name and submit, the change will be made automatically. If you have a nurse aide registration or a nurse aide trainer permit associated with your profile, you must upload documentation of the name change and await approval.

User must complete all boxes that have "*", once completed the e-signature line and submit button will be accessible for the user to sign and submit their name change request.



To edit the user's contact information, select the "Edit Personal Information" button and then select the "Edit Contact Info" button, this will make the boxes "editable" for any necessary updates or changes. Make required changes and SAVE.

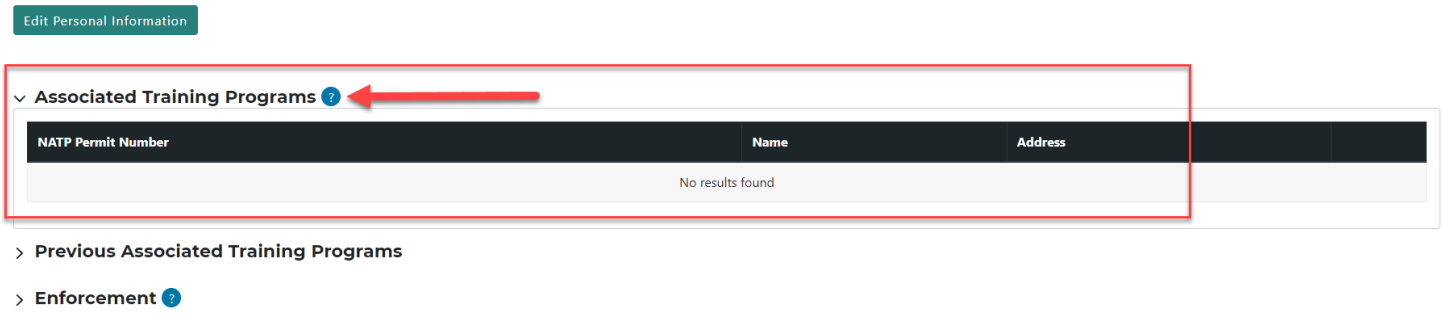


6b) <u>ADDITIONAL SCREENS</u>: Associated Training Programs, Previous Associated Training Programs, Enforcement, History, Correspondence, and Attachments.

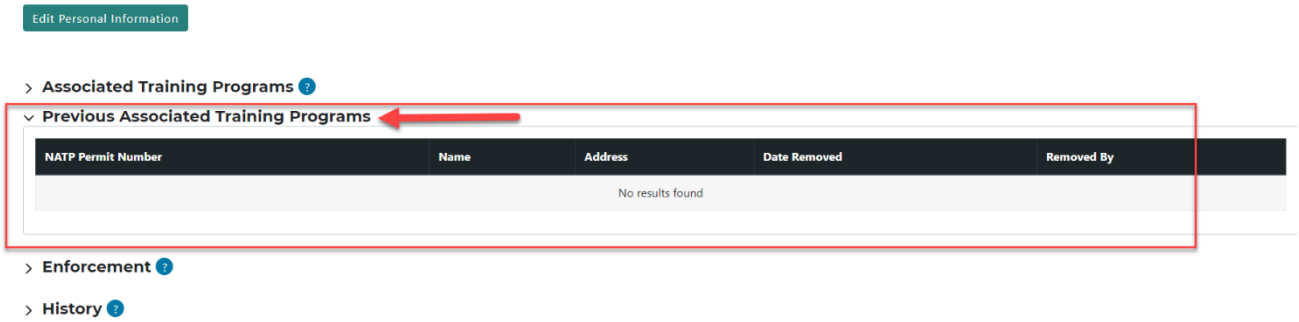
ASSOCIATED TRAINING PROGRAMS: The associated training programs section lists any nurse aide training programs that have you listed as a designated trainer for the program. If a program is

listed that you are no longer associated with, you can remove the program from your profile by clicking "remove" and saving the record. Once removed and saved, the designated representative for the training program will be notified of the removal via email.

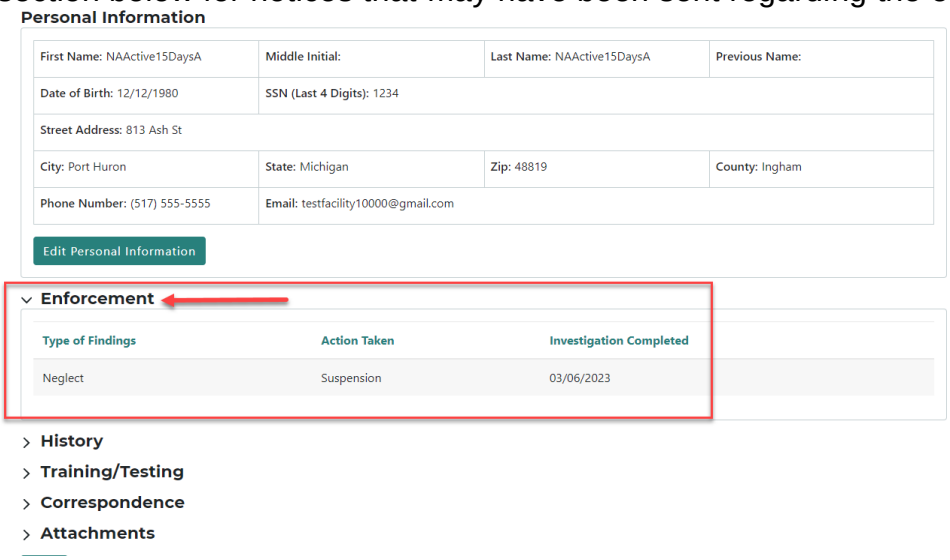
If a program is not listed and it should be, please ask the training program to login to MI-NATES and add you as a trainer. Once complete, it will show here.



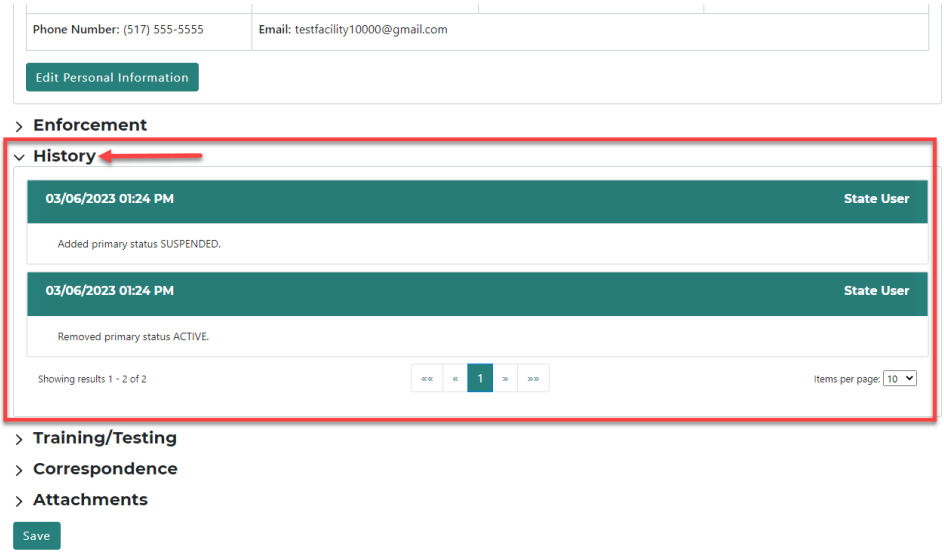
PREVIOUSLY ASSOCIATED TRAINING PROGRAMS: This section lists the MI-NATES history of any training programs you have been previously associated with as a trainer.



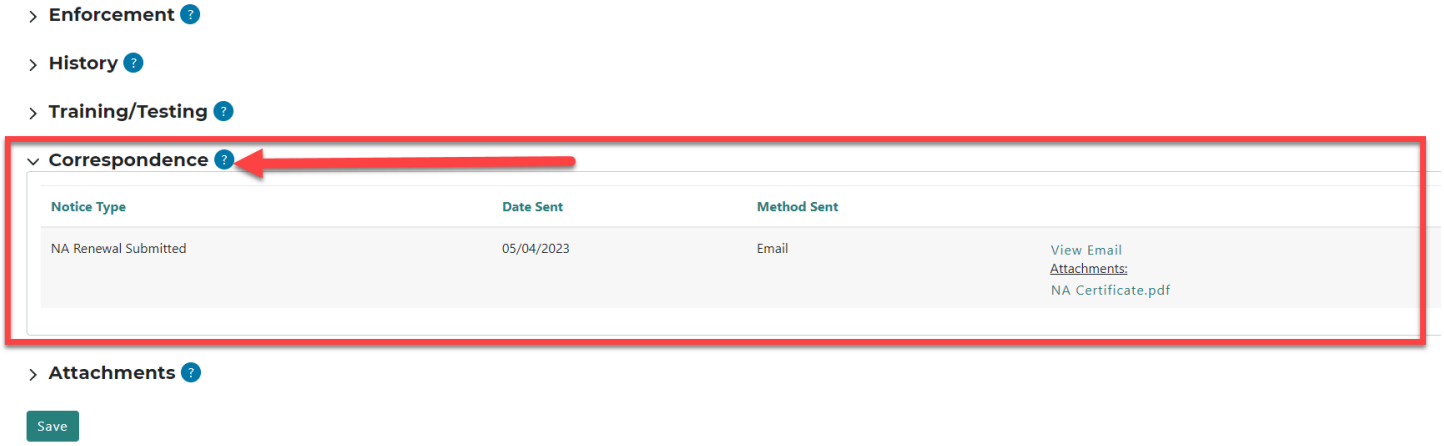
ENFORCEMENT: The enforcement section will show basic information related to any enforcement actions taken against your permit. If anything is listed in this section, you can review your correspondence section below for notices that may have been sent regarding the enforcement.



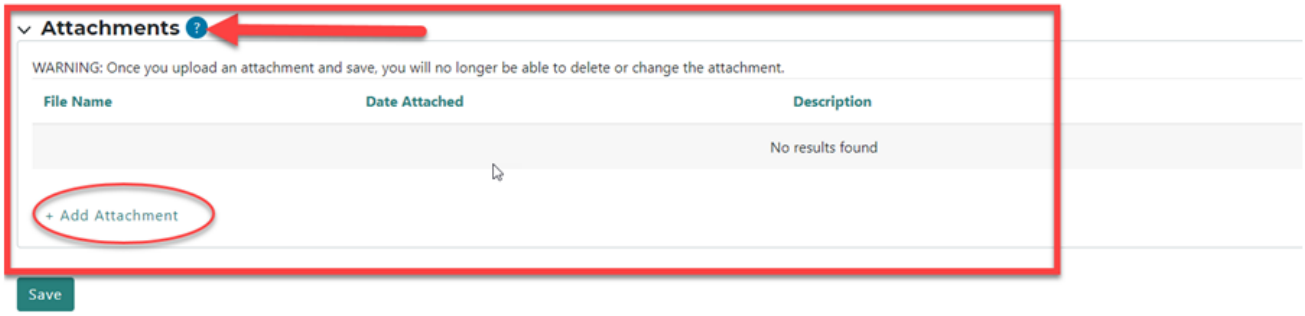
HISTORY: The history section displays a history of applications, renewals, actions, and status changes related to the registration.



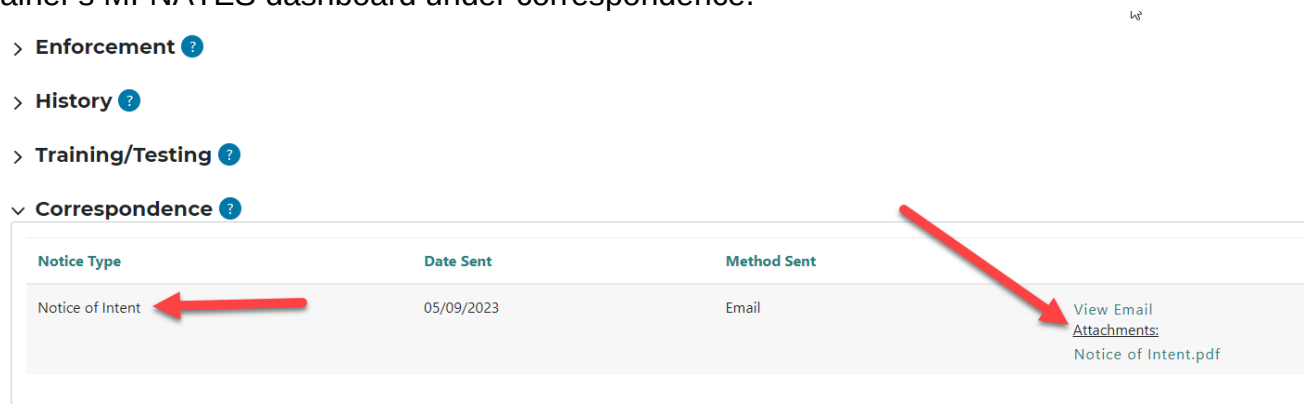
CORRESPONDENCE: The correspondence section lists all electronic correspondence that has been sent via MI-NATES regarding your nurse aide trainer permit. You can view and/or print the correspondence and any attachments, if applicable.



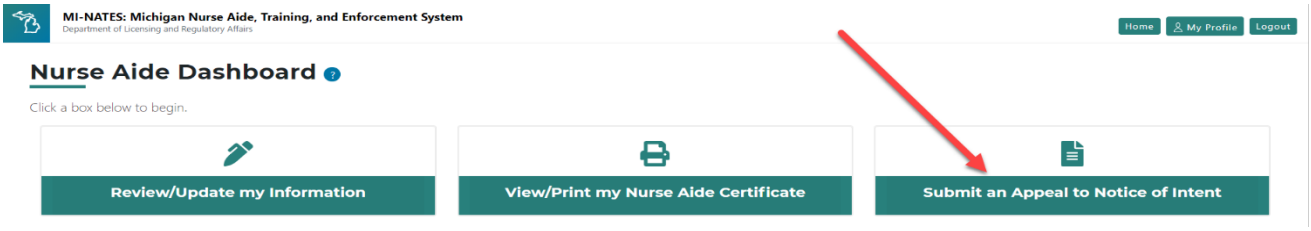
ATTACHMENTS: The attachments section can be used to upload documents and information relative to your nurse aide trainer permit. This is also where you would attach information that is requested by the state agency. Once an attachment is added and you save your record, the state agency will be notified that the information has been uploaded and you are no longer able to delete or modify the attachment. The state agency can only view your attachments. The state agency does not have the ability to update or delete them.



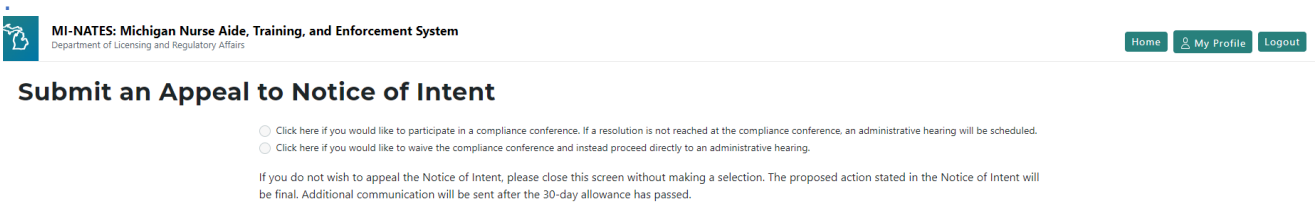
ENFORCEMENT ACTION: When the department issues a Notice of Intent to the Nurse Aide trainer, an e-mail will be sent to the e-mail address of record, and the notification will post to the Nurse Aide Trainer's MI-NATES dashboard under correspondence.



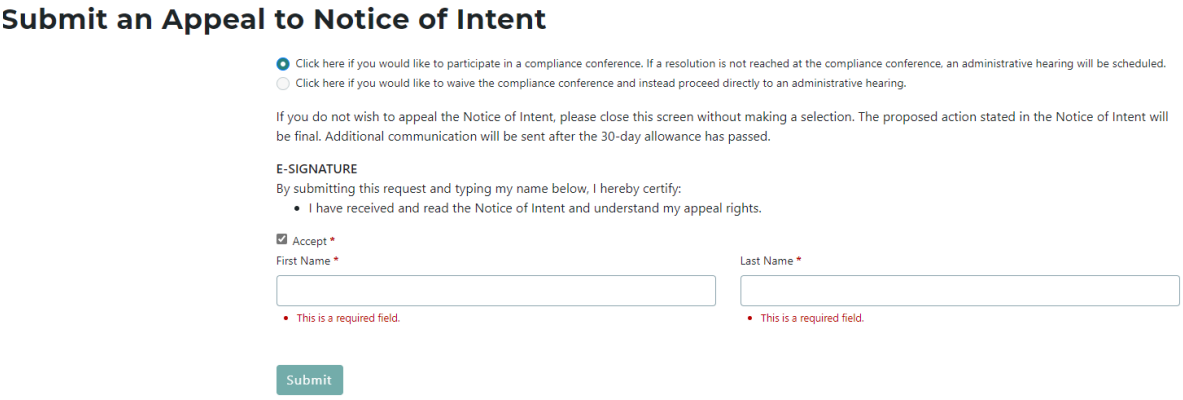
A new button will appear on the user's Dashboard "Submit an appeal to notice of intent". The user may select this button in response to the e-mail received regarding the Notice of Intent.



Selecting the Submit an Appeal button will take the user to the next screen to select an option to either have a compliance conference, an administrative hearing or choose to not appeal at all.



An e-signature will be required unless the Nurse Aide Trainer elects to not appeal. If the user does not wish to appeal the Notice of Intent, simply close the screen without making a selection. The proposed action stated in the Notice of Intent will be final. Additional communication will be sent after the 30-day allowance has passed.



Additional information may be found on our website at www.michigan.gov/bchs. Should you have any questions or concerns regarding your account you may contact the department via e-mail: BCHS-CNA-Registry@Michigan.gov or by phone (517) 284-8961.