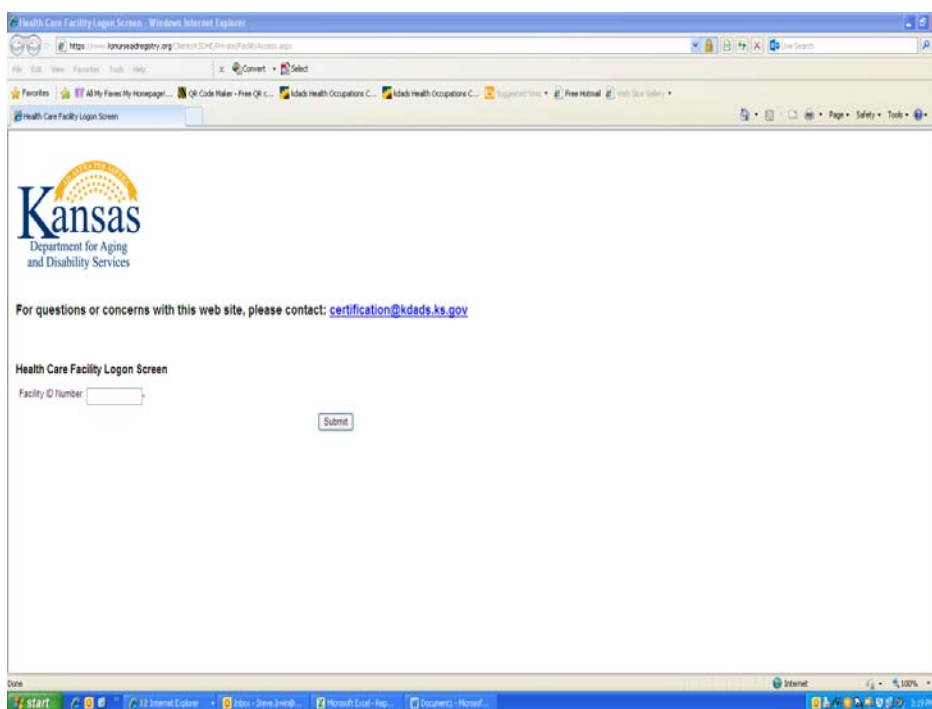
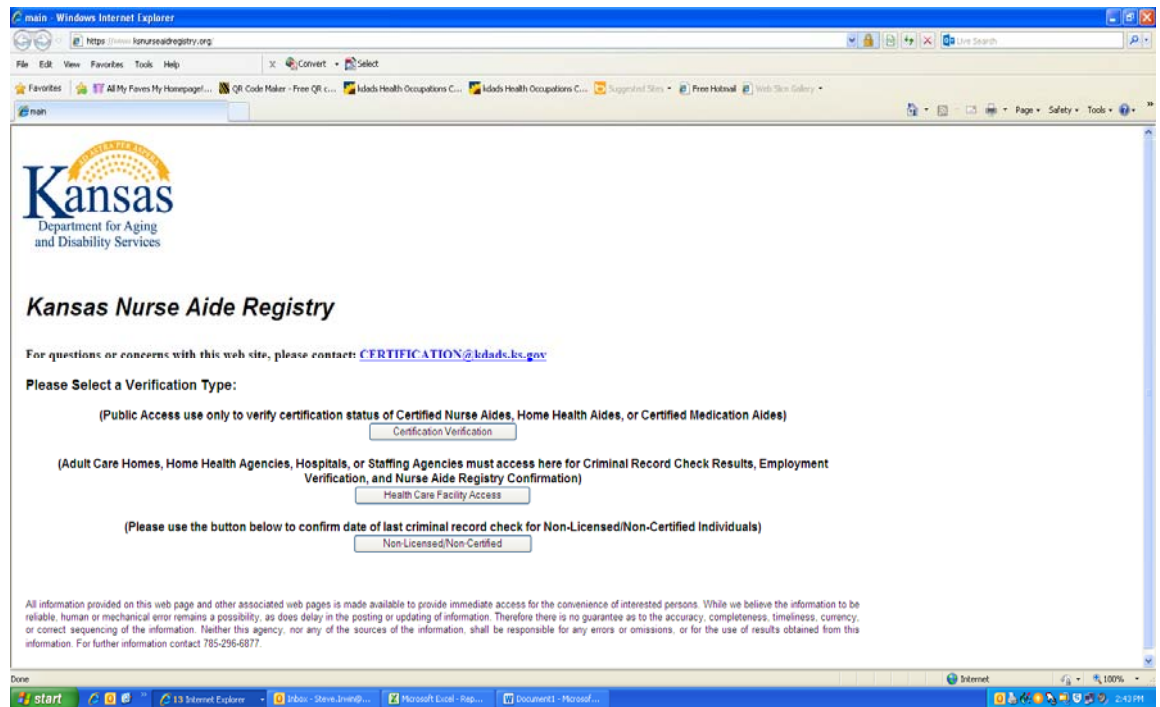


# KANSAS NURSE AIDE REGISTRY

## Internet Access Instructions for Health Care Facilities

If you are a Kansas facility; Adult Care Home, Home Health Agency, Hospital or Staffing Agency, you may access the Kansas Nurse Aide Registry by entering the following web address: [www.ksnurseaidregistry.org](http://www.ksnurseaidregistry.org).

Facilities will need to use the **Health Care Facility Access** rather than the Certification Verification public access, to obtain criminal record check results and submit annual employment verification lists of employees.



The **Facility ID number** is the same as the license number the facility was issued by the licensing agency. It will begin with a letter (A, B, C H, N, Q or Z) and is followed by six numbers. **Do not use hyphens.**

**Example: N011011**

Select the **Employment List** button to proceed to the list of employees. From there you can obtain the results of criminal record checks which have been submitted and submit your list of CNAs for their annual employment verification. During the Employment Verification time period (January 1<sup>st</sup> to March 21<sup>st</sup>) the name of this button switches to Employment Verification Page.

The **Employment Verification Form** button is to submit employment verification information on a CNA whose certification has become inactive while working at the facility.

The screenshot shows a web browser window titled "Health Care Facility Selection Screen - Windows Internet Explorer". The address bar displays the URL: <https://www.ksnurseaidregistry.org/Clients/KSDHE/Private/FacilityMain.aspx>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows various icons for navigation and search. The main content area features the logo for the Kansas Department for Aging and Disability Services, which includes the text "190 ANNA PER ASPERA" above the word "Kansas" and "Department for Aging and Disability Services" below it. Below the logo, the text "Please Select the Desired Action:" is followed by two instructions and buttons. The first instruction is "(Please use the below button to go to the Employment List Page)" with a button labeled "Employment List". The second instruction is "(Please use the below button to go to the Employment Verification Form)" with a button labeled "Employment Verification Form". At the bottom of the page, there is a disclaimer: "All information provided on this web page and other associated web pages is made available to provide immediate access for the convenience of interested persons. While we believe the information to be reliable, human or mechanical error remains a possibility, as does delay in the posting or updating of information. Therefore there is no guarantee as to the accuracy, completeness, timeliness, currency, or correct sequencing of the information. Neither this agency, nor any of the sources of the information, shall be responsible for any errors or omissions, or for the use or results obtained from the use of this information." The Windows taskbar at the bottom shows the Start button, several open applications including Internet Explorer, Outlook, and Microsoft Excel, and the system tray with the time 3:31 PM.

The Employee list page, as shown below, will list employees who have either been submitted for a criminal record check or are associated with a facility for some reason. To obtain criminal record check results on a listed employee, click on the View Results button.



Welcome to the Health Occupations Credentialing Employment Verification Page. This page will allow you to keep your employee's nurse aide certification status current. Listed below are individuals who were submitted by your facility for a criminal record check. The list also includes the Certified Nurse Aides, Home Health Aides, and Certified Medication Aides who reportedly worked a minimum of eight hours during the past 24 months. Any CNA, CMA or HHA who worked a minimum of eight hours during the previous calendar year should remain on the list.

The Health Occupations Credentialing Employment Verification Page also allows you to:

- \* Remove individuals who are no longer employed by your facility
- \* Add new employees
- \* Search for certification verification for employment eligibility
- \* View and print CNA / CMA /HHA confirmation notices
- \* After a criminal record check has been submitted and processed, you can view the criminal record check no match results (those with no criminal history) by selecting the "View Result" button. (Please note that criminal record check results on those with criminal history will be sent via regular mail.)

Thank you for using this site. We hope you find it useful.

For questions or concerns with this web site, please contact: [crcstaff@kdads.ks.gov](mailto:crcstaff@kdads.ks.gov)

December 11, 2013



**KANSAS DEPARTMENT FOR AGING AND DISABILITY SERVICES**

If the "View Result" button is not present and further criminal record check details are required, please contact the Kansas Department of Health and Environment at 785-296-1253.

Name	Credential Number	Certification Type	CRC Results	Current Employee
<a href="#">Remove</a> VICKY AKER			<a href="#">View Result</a>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<a href="#">Remove</a> RANDY LEE ANGLE			<a href="#">View Result</a>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<a href="#">Remove</a> JERMAIN LAJUANE BETTS			<a href="#">View Result</a>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<a href="#">Remove</a> GENEAN PLESHETTE BEVERLY			<a href="#">View Result</a>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<a href="#">Remove</a> MARANDA E BEYARD			<a href="#">View Result</a>	<input checked="" type="radio"/> Yes <input type="radio"/> No

The box below will open and allow you to Open or Save the No Match Result.

The screenshot shows a web application interface. In the background, there is a table with columns for Name, Credential Number, Certification Type, CRC Results, and Current Employee. Several rows are visible, each with a 'View Result' button. Overlaid on this is a 'File Download' dialog box. The dialog box contains the following information:

- Do you want to open or save this file?**
-  Name: c9db8746-b72b-4af8-9c27-1ffe30dbd95e.rtf
- Type: Microsoft Word 97 - 2003 Document, 2.06MB
- From: [www.ksnurseaidregistry.org](http://www.ksnurseaidregistry.org)
- Buttons: Open, Save, Cancel
- Always ask before opening this type of file
-  While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

It is advisable to print a copy of the No Match document and keep on file.

Survey, Certification and Credentialing Commission Health Occupations Credentialing New England Building 503 South Kansas Avenue Topeka, KS 66603-3404	 <p><b>Kansas</b> Department for Aging and Disability Services</p>	Phone: (785) 296-1240 Fax: (785) 296-3075 wwwmail@kdads.ks.gov www.kdads.ks.gov
Shawn Sullivan, Secretary		Sam Brownback, Governor
Joe Ewert, Commissioner		

MAIL TO:

ATTN: HUMAN RESOURCES  
KANSAS DEPARTMENT FOR AGING AND DISABILITY SERVICES  
1000 SW JACKSON  
TOPEKA, KS 66612

Phone: 785-296-1270  
Fax: 785-296-3075  
www.kdheks.gov/hoc

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The criminal record check process on the individual listed below has been completed. No documentation of the existence of any criminal history related to prohibited offenses pursuant to KSA 39-970 and KSA 65-5117 has been received from the Kansas Bureau of Investigation on the individual listed. If you have any questions please call (785) 296-6647.

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DATE: Nov 06, 2012

NAME:  
TEST-WOOD TEST

DOB:  
SEX:  
RACE: Unknown

KNOWN ALIASES:

If an individual has some type of criminal history on file, the message below appears when the View Results button is clicked. It does not mean that the individual is necessarily prohibited but that there is criminal history on file. We are prohibited from transmitting criminal history information electronically so that information must be sent via regular mail.

If an individual has a conviction which prohibits employment, a Notice of Employment Prohibition will be sent via regular mail to the facility that requested the criminal record check.

The criminal history information has been reviewed and it has been determined the named subject has convictions or adjudications on file in the state central repository. Additional information will be mailed to the requesting facility/agency. For questions email [crcstaff@kdads.ks.gov](mailto:crcstaff@kdads.ks.gov).

If an individual is prohibited from being employed due to either a criminal conviction or a finding of abuse, neglect or exploitation the message in red will appear on the Nurse Aide Registry Confirmation Notice as illustrated in the screen shot below.

Nurse Aide Registry Confirmation Notice

[certification@kdads.ks.gov](mailto:certification@kdads.ks.gov) - REGISTRY INQUIRIES ONLY!

Name: DENNY TESTERDUDE                      AideID: 204695  
Other Names:  
DENNY MAIN  
DENNY SMITH

Certification Type	Issued	Expiration	Employment Verification	
			Status	End Date
Certified Nurse Aide	12/24/2013		Active	12/24/2015
Last Criminal Record Check: 11/06/2012				

Last Criminal Record Check Requested By  
KANSAS DEPARTMENT FOR AGING AND DISABILITY SERVICES  
KANSAS DEPARTMENT FOR AGING AND DISABILITY SERVICES  
KANSAS DEPARTMENT FOR AGING AND DISABILITY SERVICES

**EMPLOYMENT PROHIBITION ON FILE.**  
**IF YOU HAVE QUESTIONS, PLEASE CONTACT**  
**(785)-296-8628.**

\*\*\*DISCLAIMER: All information provided on this web page and other associated web pages are made available to provide immediate access for the convenience of interested persons. While we believe the information to be reliable, human or mechanical error remains a possibility, as does delay in the posting or updating of information. Therefore there is no guarantee as to the accuracy, completeness, timeliness, currency, or correct sequencing of the information. Neither this agency, nor any of the sources of the information, shall be responsible for any errors or omissions, or for the use or results obtained from the use of this information.

Annual Employment Verification Process

On the far right side of the Employee List, as seen below, under the heading Current Employee are Yes and No buttons that are only live during the Annual Employment Verification period which runs from January 1<sup>st</sup> to March 31<sup>st</sup> of each year. During that time, the Yes and No buttons become live and facilities need to click on the Yes button if the CNA listed is either currently working for that facility or worked there during the past calendar year. The CNA must have worked a minimum of eight hours. Click No if the CNA did not work any last year or is currently not working there. Mark Yes or No for each CNA listed. You can skip any non-certified individuals that may be listed. After completing the list click on the Submit button at the bottom of the page. Clicking on the Submit button at the bottom of the page will update the certification for the CNAs that were marked Yes. Those marked No will be removed from the list. Remember, the Yes /No buttons are only active between the January 1<sup>st</sup> to March 31<sup>st</sup> timeframe and that is also the only time the Submit button appears on the page.

	Name	Credential Number	Certification Type	CRC Results	Current Employee
<a href="#">Remove</a>	VICKY AKER			<a href="#">View Result</a>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<a href="#">Remove</a>	RANDY LEE ANGLE			<a href="#">View Result</a>	<input type="radio"/> Yes <input type="radio"/> No
<a href="#">Remove</a>	JERMAIN LAJUANE BETTS			<a href="#">View Result</a>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<a href="#">Remove</a>	GENEAN PLESHETTE BEVERLY			<a href="#">View Result</a>	<input type="radio"/> Yes <input type="radio"/> No

For questions concerning the employment verification process contact LaTikka Moore at [Latikka.moore@kdads.ks.gov](mailto:Latikka.moore@kdads.ks.gov) or by phone at (785) 296-6877. For questions on the criminal record check process contact Amber Monzon-Hernandez at [Amber.monzonhernandez@kdads.ks.gov](mailto:Amber.monzonhernandez@kdads.ks.gov) or by phone at 785-296-1253.