# 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.

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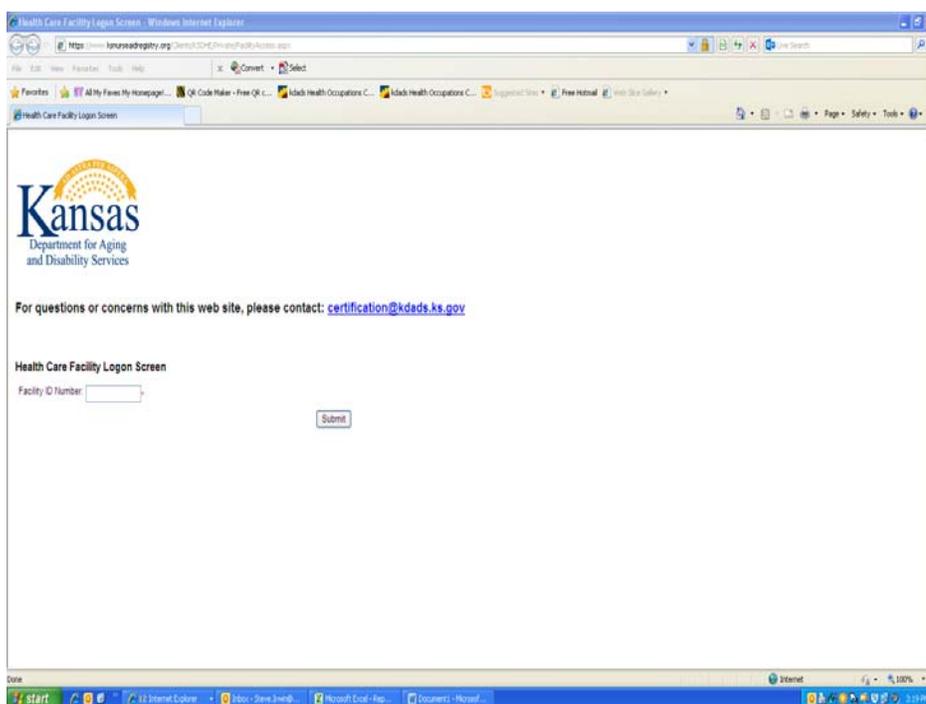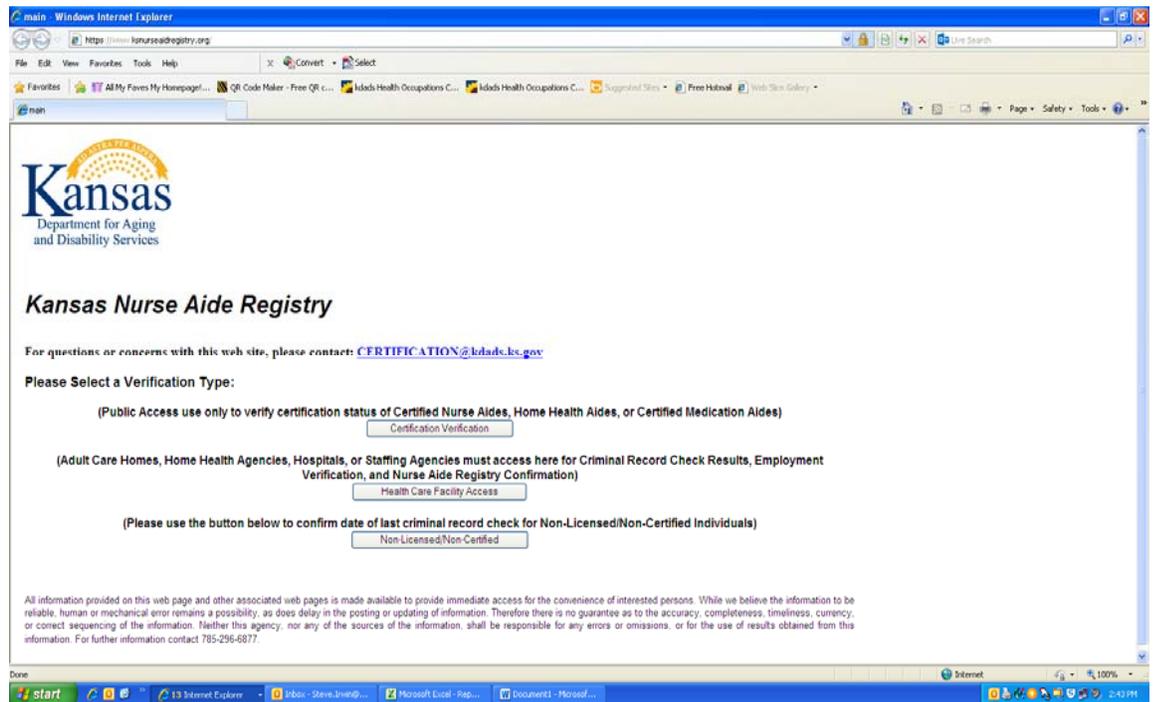
The **Facility ID number** is the same as the license number the facility was issued by the licensing agency. It will begin with a letter (A, B, C H, N, Q or Z) and is followed by six numbers. **Do not use hyphens.**

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 1st to March 21st) the name of this button switches to Employment Verification Page.

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

The Employee list page, as shown below, wil 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

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	
Remove	VICKY AKER			View Result	⦿ Yes	○ No
Remove	RANDY LEE ANGLE			View Result	Yes	No
Remove	JERMAIN LAJUANE BETTS			View Result	⦿ Yes	○ No
Remove	GENEAN PLESHETTE BEVERLY			View Result	Yes	No
Remove	MARANDA E BEYARD			View Result	⦿ Yes	○ No

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

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

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.

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 - **REGISTRY INQUIRIES ONLY!**

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

				Employment Verification
Certification Type	**Issued**	**Expiration**	**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
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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.

Done   Internet

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 1st to March 31st 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 button s are only active between the January 1st to March 31st timeframe and that is also the only time the Submit button appears on the page.

	Name	Credential Number	Certification Type	CRC Results	Current Employee
Remove	VICKY AKER			View Result	◉ Yes ○ No
Remove	RANDY LEE ANGLE			View Result	Yes No
Remove	JERMAIN LAJUANE BETTS			View Result	◉ Yes ○ No
Remove	GENEAN PLESHETTE BEVERLY			View Result	Yes No

For questions conerning the employment verification process contact LaTikka Moore at 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 or by phone at 785-296-1253.