



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
BUREAU FOR PUBLIC HEALTH
OFFICE OF HEALTH FACILITY LICENSURE
AND CERTIFICATION
Long-Term Care Nurse Aide Program

Joe Manchin III
Governor

Martha Yeager Walker
Secretary

MEMORANDUM

DATE: November 10, 2008 **UPDATE: NAP-08-ALL-11**

TO: All Nursing Home Administrators and approved NATCEP Programs

FROM: Twonna Williams, RN
Program Manager
WV Nurse Aide Program

RE: Nurse Aide Policy: Program form changes

PURPOSE:

The purpose for this memorandum is to communicate policy changes related to the Nurse Aide Program's reporting forms listed below.

POLICY PROVISION:

Effective 01/2/09, the following six (6) forms have been revised and all previous version of these documents are to be discarded.

Enclosed are the following updated forms related to the Nurse Aide Program:

- 1) Immediate Fax Reporting of Allegation (NAR-1)
- 2) Five Day Follow-up Report (NAR-2)
- 3) Request for Extension to OHFLAC-Nurse Aide Registry (OHFLAC 225-B)
- 4) Long-term Care Renewal Application (NARAP2)
- 5) Class Roster form (WVNATCEP-4a)
- 6) Completion of Nurse Aide Training Program form (WVNATCEP-4)

COPIES OF THE FORMS:

Office of Health Facility Licensure and Certification (OHFLAC) publishes electronic and printable copies of its manuals and updates on the OHFLAC website at www.wvdhhr.org/ohflac.

The internet is the most efficient means of keeping current of updates and information regarding the Nurse Aide Program in the Office of Health Facility Licensure and Certification. If you do not have access to the internet, you may request a paper copy of the memorandums or manual updates by calling Nurse Aide Program at 304-558-0050.

TFW

Enclosure(s)