

Mitchell E. Daniels, Jr.
Governor

Judith A. Monroe, M.D.
State Health Commissioner



Indiana State Department of Health

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To Long Term Care Facilities, Home Health Agencies, Hospices, and Hospitals:

The process of checking the registration/certification status of an aide and the process for renewal of registration/certification for certified nurse aides, home health aides, and qualified medication aides will change very soon. This letter is to inform you of the implementation of the new methods of checking the Indiana State Department of Health Aide Registry (Registry) and the process for renewal of an aide on the Registry. Please share this information with your certified nurse aides, qualified medication aides, and home health aides.

Beginning **January 14, 2008**, the Registry will be maintained by the same Indiana Professional Licensing Agency licensing system that is used for physician and nursing licensing. The Indiana State Department of Health, however, will continue to administer the Registry.

The Registry was developed to provide information security and the appropriate access by the certified nurse aide, qualified medication aide, home health aide, and the facility or agency which employs or wishes to employ the aide.

Checking the registration/certification status of an aide

The new Registry will allow anyone to check a registration/certification status for no charge. Only the name of the aide will be necessary for checking the Registry. Beginning January 14, 2008 check the status of an aide by going to <https://extranet.in.gov/WebLookup/Search.aspx>.

Renewal of a registration/certification

The major change in the process of registration/certification is that the individual aide will now be responsible to renew their registration or certification. Facilities or agencies that employ aides may no longer submit renewal information by disk or email as of **December 15, 2007**. We recognize that there will be some certified nurse aides whose certification will expire after December 15, 2007 and before the new Registry is operating. Those certified nurse aides whose certification expires between December 15, 2007 and March 30, 2008 will be extended to an expiration date of March 31, 2008. Indiana State Department of Health surveyors have been notified of this occurrence.

After the Registry is operating, each aide will receive a renewal form and reminder approximately 60 days before expiration of their registration/certification. The renewal form will include the aide's user ID and password for the online Registry.

Renewals for aides may be accomplished in one (1) of three (3) ways:

1. The aide may go online to <https://extranet.in.gov/mylicense/Login.aspx> and renew their own registration/certification. The aide will need the aide ID and password provided on the renewal notice reminder. Online renewals for certified nurse aides and home health aides will be reflected on the Registry within one to two days. Qualified medication aide's renewals will be reflected on the Registry after the Indiana State Department of Health has received the appropriate in-service documentation.
2. The health facility or agency that employs an aide goes online to <https://extranet.in.gov/mylicense/Login.aspx> to renew their certified nurse aides or home health aides. To renew for the aide, the health facility or agency will need the aide ID and password provided to the aide in the renewal notice.
3. The aide or facility or agency that employs the aide may submit a completed paper renewal form to the Indiana State Department of Health Nurse Aide Registry. The Indiana State Department of Health will then renew the registration/certification and update the Registry. Paper renewal requires a longer time period from receipt of the completed form to posting of the renewal on the Registry.

Certified Nurse Aide, Home Health Aide, Qualified Medication Aide

The home health aide will now have to renew their registration every two years. If the home health aide is not also a certified nurse aide, their expiration date will be two years from January 14, 2008. If a home health aide is also a certified nurse aide, their home health aide and certified nurse aide registration/certification will expire at the same time.

The qualified medication aide's renewal fee continues to be \$10. If the online renewal method is chosen there will be a processing fee of \$3.77 for a total of \$13.77. If the online renewal option is chosen, the certification will not be effective until a copy of the in-service documentation is received and approved by the ISDH. The Registry will then show the new expiration date for the qualified medication aide.

While the burden is on the aide to renew their registration/certification, the facility or agency employing the aide must still comply with their respective legal requirements to employ only those aides who are appropriately registered or certified.

If there are any questions regarding renewing aide registration/certification or checking the Registry for aide information, please contact Darlene Jones at (317) 233-7351 or dkjones@isdh.in.gov.

Sincerely,



Terry Whitson
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