Medicaid Medical Management Services

Nurse Aide Program Provider/CNA
User Manual

Version 1.0

gmcf

Revision History

Version	Date	Editor	Description
1.0	5/6/2010	M. Skillman	Initial Draft

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1. Overview

1.1   Document Purpose and Scope

The Nurse Aide Program (NAP) End User Manual (Provider/Certified Nurse Aide version) provides Provider, Training Program and Certified Nurse Aide (CNA) users with step by step instructions for navigating the Nurse Aide Program subsystem application.

The End User Manual includes instructions for "Searching for" Nurse Aide Registry and Training Program information, and for submitting online requests and applications.   The following functions are described in this manual.

- Search for a Nurse Aide

- Submit a Training Program Application

- Search for a Training Program

- Search for an Instructor

- Search for a Testing Site

- Submit a Train-the-Trainer Registration Application

- Search for and/or submit a Complaint

Each function is described according to name and purpose, and includes step by step instructions. Screen examples and screen descriptions are provided to further explain the procedures.

1.2   System Access and User Type

Provider, Training Program and Certified Nurse Aide users access the Nurse Aide Program application via the Georgia Web Portal by selecting one of the NAP links on the Nurse Aide Tab. Provider, Training Program and CNA users have access to the same general functions.

Table 1-1 System Functions and Users

Function	User
Search for a Nurse Aide	All users
Adverse Findings Report (PDF)	All users
Nurse Aide Forms	All users
Search for a Program	All users
Search for an Instructor	All users
Search for a Testing Site	All users
Enroll as a Nurse Aide Training Program	All users
Train-the-Trainer Registration Application	All users
Search for/Add a Complaint	All users
Suspected Fraudulent Training Programs Report (PDF)	All users
Frequently Asked Questions (PDF)	All users
Links and Lists (PDF)	All users
Manual (PDF)	All users

1.3 Screen Layout and Overview

Each Nurse Aide Program screen displays the screen name/function at the top of the screen, and provides general instructions for navigating the screen. The user can access more complete instructions by clicking the "Instructions" link on the top right corner of each initial search screen. The NAP application screens provide the user with functional bars or links in order to initiate a search, search again, or return to the Main Menu.

The sample screens below provide an illustration of the screen layout

Sample Screen
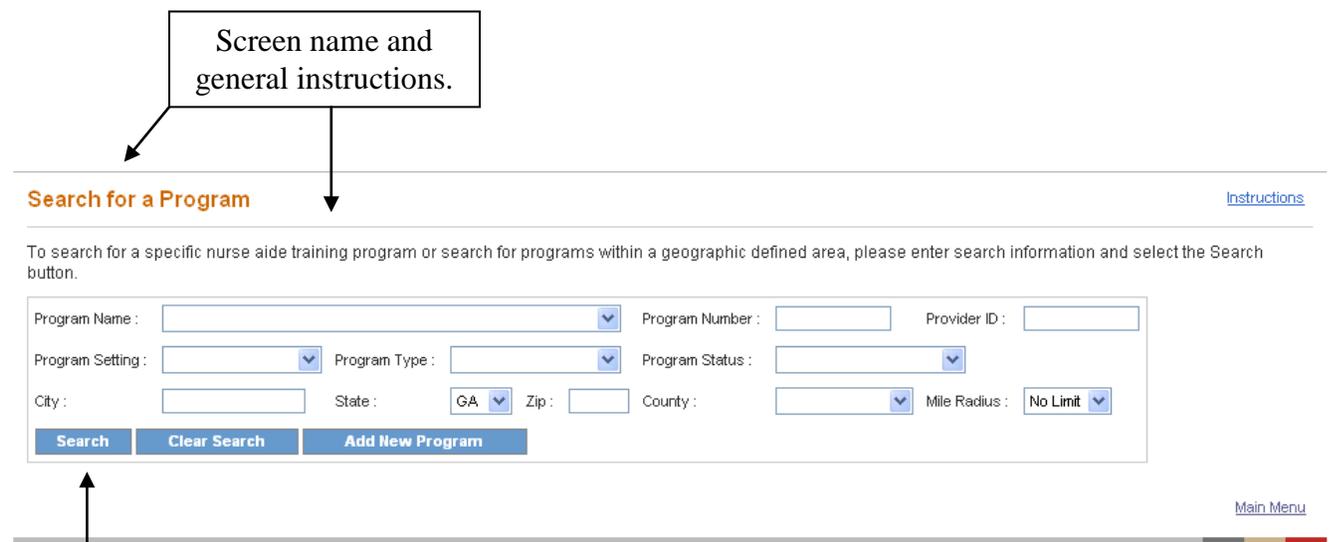
Figure 1-1 Screen Layout and Overview

1.4   Accessing the Application

Provider, Training Program and Certified Nurse Aide (CNA) users can access the *Nurse Aide Program (NAP)* system according to the following steps:

1. After accessing the Internet, go to the **Georgia Web Portal** by entering the address: .mmis.georgia. .   The *Home Page* on the **Georgia Web Portal** is displayed.

2. From the *Home Page*, click the **Nurse Aide** Tab. The Nurse Aide *Main Menu* will be displayed.

3. The following Nurse Aide Program related-functions are listed on the main menu.

- Search for a Nurse Aide
- Adverse Findings (PDF)
- Nurse Aide Forms (various)
- Program Search
- Instructor Search
- Testing Site Search
- Enroll as a Nurse Aide Training Program
- Train-the-Trainer Application
- Complaint Search
- Suspected Fraudulent Nurse Aide Training Program (PDF)
- Frequently Asked Questions (PDF)
- Links and Lists (various)
- NAP Manual

To access the NAP application, click on the desired link.

Figure 1-2 NAP Main Menu

2. Operating Instructions

2.1   Search for a Nurse Aide

2.1.1 Purpose

The Search for a Nurse Aide function allows users to search for certified nurse aide (CNA) information and verify the certification status of a nurse aide. The user enters at least one search criteria and, by entering additional search criteria, can narrow the search to a specific nurse aide. The Search for a Nurse Aide function consists of two screens: Search for a Nurse Aide and Search for a Nurse Aide - Initial Results.

2.1.2 Instructions

1. Follow the steps in Section 1.4, *Accessing the NAP Application.* Click on the "Search for a Nurse Aide" link from the Main Menu.   The Search for a Nurse Aide screen is displayed.

Figure 2-1 Search for a Nurse Aide

2. To search for and verify the certification status of a specific nurse aide, enter the nurse aide's full name in the **Last Name, First Name** and **Middle Initial** fields; and/or enter the CNA's social security number in the **Social Security Number** field; and/or enter the CNA's certification number in the **Certification Number** field. Social security numbers are entered as (nnn-nn-nnnn).

3. The default setting for **Status** is active. To search for a CNA with an inactive status, click on the **Inactive Status** radio button.

5. Once all search criteria are entered, click the "Search" button at the bottom of the screen to initiate the search. The information entered is validated by the system. If an error message appears, make corrections and click "Search" again.

Figure 2-2 Search for a Nurse Aide – Initial Results

9. If there are no matches to the search criteria, the message "0 record(s) found" is displayed. The user can search again by entering new search criteria or correcting the original search criteria, and then clicking the "Search" button at the bottom of the screen.

10. If the search is successful, a Search for a Nurse Aide – Initial Results screen presents. This screen lists the search criteria and displays all the nurse aides matching any of the search criteria. For each result, this screen provides the name of the nurse aides, certification number, original certification date, expiration date, status, adverse findings and reciprocity state.

11. This screen also displays the total number of results found. To view the next set of results, click on "Next." To return to the previous set of results, click on "Previous."

12. To return to the Search for a Nurse Aide screen and search for another nurse aide, click the "Clear Search" button to clear all fields and enter new search criteria.

13. To return to the Main Menu, click the "Main Menu" link.

2.2   Search for a Training Program

2.2.1 Purpose

The Search for a Program function allows users to search for and view nurse aide training program information. Users can search for all training programs in Georgia, or can narrow the search process by entering specific data about a training program, such as the training program name. The user can also enter geographic search criteria and search for a training program convenient to a specific location and within a certain mile radius.

The Search function consists of three screens: Search for a Program, Search for a Program - Initial Results, and Search for a Program - Detailed Results.

2.2.2 Instructions

1. Follow the steps in Section 1.4, *Accessing the NAP Application.* Click the "Program Search" link from the Main Menu.   The Search for a Program screen is displayed.

Figure 2-3 Search for a Program

2. On the Search screen, enter one or more training program search criteria. The more specific the search criteria, the faster the search. To search for a specific program, select the program name from the **Program Name** drop down list, and/or enter the program number in the **Program Number** field. To search by Provider ID, enter the number in the **Provider ID** field.

3. To limit the search to a particular type of training program, select a type from the **Program Setting** drop down list (acute facility, high school, home health agency, nursing home, private school and vocational college).

4. To search for a program by status, select a status type from the **Program Status** drop down list (active, closed, expired, involuntary withdrawal, voluntary withdrawal).

5. In order to perform a geographic search for a training program, a zip code, city or state must be entered. Enter the five-digit zip code for the search location in the **Zip Code**

field. If the zip code is not known, enter a city in the **City** field, and select a state from the **State** drop down list or utilize the default setting for state which is Georgia.

6. Other geographic search criteria may be entered to limit the search. Select a county from the **County** drop down list.

7. The default setting for the **Miles Radius** field is No Limit. To search for a training program within a different miles radius, select the preferred miles radius by clicking one of the **Miles Radius** radio buttons.

8. Once all search criteria are entered, click the "Search" button at the bottom of the screen. The information entered is validated by the system. If an error message appears, make corrections and click the "Search" button again.

Figure 2-4 Search for a Program – Initial Results

9. If there are no matches to the search criteria, a "0 record(s) found" message is displayed. Search again by entering new search criteria and/or by expanding the geographic search area and then click the "Search" button at the bottom of the screen.

10. If the search is successful, a Search for a Program – Initial Results screen presents that lists the search criteria entered and displays all the training programs matching any of the search criteria. For each result, this screen provides the name of the training program(s), distance in miles from the search location, program number, type of program, program status and address.

11. The screen also displays the total number of results found. To view the next set of results, click on "Next." To return to the previous set of results, click on "Previous."

12. To search for another program, click the "Clear Search" button at the top of the screen and enter new search criteria.

OR

13. To view detailed information for a training program, click on the name of the program in the **Name** Column. The Add/Edit a Program screen is displayed. This screen provides the following detailed information for the selected program.

- Program Name
- Program Setting
- Program Type
- Program Status
- Approval and Withdrawal Date
- Information for Primary Contact
- Address, City, State, Zip Code and County
- Phone Number 1 and 2
- Fax Number
- E-Mail and Web Site Address
- Testing Site (yes or no)
- Course Book Name
- Information on Additional Classroom Training Sites
- Instructors associated with the Program
- Program Courses associated with the Program

Figure 2-5 Search for a Program – Detailed Results

15. To obtain detailed information for an Instructor associated with this training program, click on the name of the Instructor in the **Instructor** field. The Add/Edit Instructor screen displays.

16. Click the "Return to Search Results" button to return to the Initial Results or the previous screen.

    OR

21. To return to the Main Menu, click the "Main Menu" link.

2.3   Search for an Instructor

2.3.1 Purpose

The Search for an Instructor function allows users to search for training program Instructors. The user can search for all Instructors associated with a particular training program or can narrow the search to a specific Instructor by entering the Instructors name.

The Instructor Search function consists of three search screens: Search for an Instructor, Search for an Instructor - Initial Results, and Search for an Instructor - Detailed Results.

2.3.2 Instructions

1. Follow the steps in Section 1.4, *Accessing the NAP Application.* Click the "Instructor Search" link from the Main Menu.   The Search for an Instructor screen is displayed.

Figure 2-6 Search for an Instructor
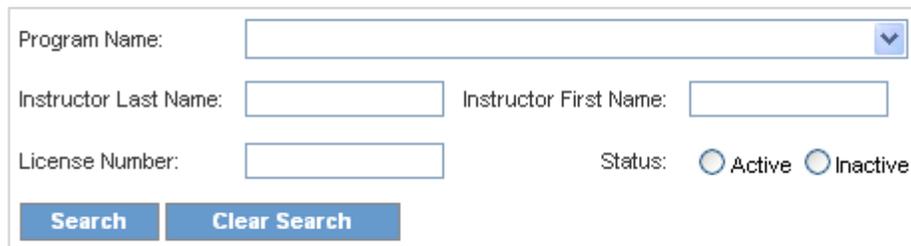
2. To search for a specific Instructor enter the name of the Instructor in the **Instructor Last Name** and **Instructor First Name** fields, and/or enter the Instructor's license number in the **License Number** field.

3. To search for an Instructor associated with a particular training program, select the name of the training program from the **Program** drop down list.

4. The default setting for Instructor **Status** is active. To limit the search to only inactive Instructors, click the **Inactive Status** radio button.

5. Once all search criteria are entered, click the "Search" button at the bottom of the screen. The information entered is validated by the system. If an error message appears, make corrections and click the "Search" button again.

6. If there are no matches to the Search criteria, a message displays that states there are "0 records found." Search again by entering new search criteria and then click the "Search" button at the bottom of the screen.

Figure 2-7 Search for an Instructor – Initial Results

7. If the search is successful, the Search for an Instructor – Initial Results screen presents that lists the search criteria entered and displays all the Instructors matching any of the search criteria. For each result, this screen provides the name of the Instructor, license number, Instructor approval date, type of program, and Instructor status.

8. The screen also displays the total number of results found. To view the next set of results, click on "Next" or click on the next numbered set of results. To return to the previous set of results, click on "Previous."

9. To return to the Search for an Instructor screen and search for another Instructor, click the "Clear Search" button at enter new search criteria.

   OR

10. To view detailed information for an Instructor, click on the name of the Instructor in the **Instructor Name** column. The Add/Edit an Instructor screen is displayed. This screen provides the following detailed information for the selected Instructor.
    - Instructor Name
    - Status

- License Number
- License Expiration Date
- Original Instructor Approval Date, Most Recent Approval Date
- Approval Code (Coordinator, Coordinator & Instructor, Instructor, Not Approved)
- Temporary Approval Expiration Date
- Resume (yes or no)
- Train the Trainer (yes or no)
- Date of Most Recent Train the Trainer
- Current Program Information (Program number, program name and start date)
- Previous Program Information (Program number, program name and start date)

Search for an Instructor - Detailed Results

Detailed information for your selected instructor.

Last Name:		First Name:		Middle Initial:	E
Status:	ACTIVE				
License Number:		License Expiration Date:	01/31/2006		
Original Instructor Approval Date:	02/09/2005	Most Recent Approval Date:	02/09/2005		
Approval Code:	Coordinator	Temporary Approval Expiration Date:			
Resume:	Yes				
Train-the-Trainer:	Yes	Most Recent Train the Trainer Date:	03/16/2007		

The instructor can be approved for more than one program.

Training Program	Start Date	End Date

Return To Search Results

Create an Attachment

If you want to attach a document to this Request, click on "Browse...", select a document and then, click on "Attach File".

[Browse...] [**Attach File**]

Main Menu

Figure 2-8 Search for an Instructor – Detailed Results

11. To return to the Search for an Instructor – Initial Results or the previous screen, click the "Cancel" or "Return to Search Results" button at the bottom of the screen.

> **OR**

12. To return to the Main Menu, click the "Main Menu" link.

2.4   Search for a Testing Site

2.4.1   Purpose

The Search for Testing Sites function allows the user to search for a nurse aide testing site. The user can search for all testing sites in Georgia, or by entering specific geographic search criteria, can search for a testing site convenient to a specific location and within a certain mile radius. The Testing Site Search function consists of three screens: Search for Testing Sites, Search for Testing Sites - Initial Results, and Search for Testing Sites - Detailed Results.

2.4.2   Instructions

1.   Follow the steps in Section 1.4, *Accessing the NAP Application.* Click the "Testing Site Search" link from the Main Menu. The Search for a Testing Site screen is displayed.

Figure 2-9 Search for a Testing Site

2. In order to perform a geographic search for a testing site, a zip code, city or state can be entered. Enter the five-digit zip code for the search location in the **Zip Code** field. If the zip code is not known, enter a city in the **City** field, and/or select a state from the **State** drop down list.

3. Other geographic search criteria may be entered to limit the search. To search by county, select an option from the **County** drop down list.

4. The default setting for the **Miles Radius** field is No Limit. To search for a testing site within a different miles radius, select the preferred miles radius by selecting an option from the **Miles Radius** drop down list.

5. The default Program Status is active. To search by a different status, select an option from the **Program Status** drop down list.

6. Once all search criteria are entered, click the "Search" button at the bottom of the screen. The information entered is validated by the system. If an error message appears, make corrections and click "Search" again.

Figure 2-10 Search for a Testing Site – Initial Results

7. If there are no matches to the search criteria, a message stating "0 record(s) found" will be displayed at the bottom of the page. Search again by entering new search criteria and then click the "Search" button at the bottom of the screen.

8. If the search is successful, a Search for a Testing – Initial Results screen presents that lists the search criteria entered and displays all the Testing Sites matching any of the search criteria. For each result, this screen provides the name of the testing site, miles from the search location, site address and program status.

9. The screen also displays the total number of results found. To view the next set of results, click on "Next." To return to the previous set of results, click on "Previous."

10. To return to the Search for a Testing site screen and search for another Testing Site, click the "Clear Search" button and enter new search criteria.

        OR

11. To view detailed information for a testing site, click on the name of a testing site in the **Name** column. The Search for a Testing Site – Detailed Results screen is displayed. This screen provides the following detailed information.

- Program Name
- Program Setting
- Program Type
- Program Status
- Approval and Withdrawal Date
- Name of Primary Contact Person
- Address, City, State, Zip Code and County
- Phone Number/Secondary Phone Number
- Fax Number
- E-Mail and Web Site Addresses
- Testing Site (Yes/No)
- Course Book Name

- Additional Locations Information

Figure 2-11 Search for a Testing Site – Detailed Results

12. To return to the Search for Testing Sites – Initial Results screen, click the "Return to Search Results" button.

       OR

14. To return to the Main Menu, click the "Main Menu" link.

2.5   Enroll as a Nurse Aide Training Program (NATP)

2.5.1   Purpose

This function allows Providers and Training Program users to submit an application for approval/re-approval of a Nurse Aide Competency Evaluation Program (training program).

2.5.2   Instructions

1. Follow the steps in Section 1.4, *Accessing the Application*. Click the "Enroll as a NATP" link from the Main Menu. The Application for Approval or Re-Approval of a Nurse Aide Competency Evaluation Program is displayed.   Provide information in all the required fields. The required fields are identified by pink shading.

Figure 2-12 Enroll as NATP Application

2. Type in the name of the organization/facility in the **Program Name** field.

3. Enter complete address information. In the **Address** fields, type in a street address or P.O Box. Enter a city in the **City** field**,** and the five-digit zip code in the **Zip Code** field. The last four digits of the zip code may be entered, if known. The default setting for **State** is Georgia. To select a different state, click the down arrow in the **State** field, and then click on the name of a state from the drop down list. To select a county, click on the name of a county from the **County** drop down list. **These fields are required.**

4. Enter the facility phone number as (nnn-nnn-nnnn) in the **Phone Number** field. Enter an email address in the **E-Mail** address field. It is recommended but not required to enter fax numbers or a Web Site address.

5. Enter the name of the main contact person in the **First Name** and **Last Name** fields.

6. Enter the name of the Course in the **Course Name** field.

7. Indicate whether the program will be offering a day, night and/or weekend class by selecting the *yes* or *no* radio button next to the **Day Class, Night Class** and **Weekend Class** fields.

8. If yes is selected, enter the total hours of classroom instruction in the **Classroom Hours** field, the total lab training hours in the **Lab Hours** field and the total clinical training hours in the **Clinical Hours** field.

9. In the **Additional Classroom Training Site** field, enter the name of the place and the address where the classroom training will be provided in the first row of the table, and then click the "Add" link. When "Add" is clicked a new row is added to the table and a "Remove" link displays next to the row of information that was just entered. Selecting the "Remove" link will delete the corresponding row of information.

10. Enter a description of the classroom and lab space room dimensions, including seating capacity, writing space, lighting and temperature control in the comments box marked as such.

11. In the **Clinical Training Site section**, either select from the drop list or enter the name of the agency, the agency's address and the type of patient care unit where the clinical training will be provided in the first row of the table, and then click the "Add" link. When "Add" is clicked a new row is added to the table and a "Remove" link displays next to the row of information that was just entered. Selecting the "Remove" link will delete the corresponding row of information.

12. In the **Program Coordinator or Instructor section**, select the type of individual (program instructor, coordinator, both) from the **Type** drop list. Type in the name of the Program Coordinator/Instructor, their title and their Georgia license number in the first row of the table, and then click the "Add" link. When "Add" is clicked a new row is added to the table and a "Remove" link displays next to the row of information that was just entered. Selecting the "Remove" link will delete the corresponding row of information.

13. In the **Expert Supplemental Instructors** field, type in the name of an ESI, the Instructor's job title and the Instructor's work experience in the first row of the table, and then click the "Add" link. When "Add" is clicked a new row is added to the table and a "Remove" link displays next to the row of information that was just entered. Selecting the "Remove" link will delete the corresponding row of information.

14. In the **Preparer's Name** field, type in the name of the person who is completing the application.

15. To return to the main menu without submitting the application, click the "Cancel" button. Otherwise, once all information is entered, click on "Review Application". The information entered is validated by the system. If an error message appears, make corrections and click the "Review Application" link again.

16. Once "Review Application" is clicked, a Review screen is presented that displays the information entered on the application. Review the information displayed for accuracy.

17. If the information is correct, click the "Submit" button at the bottom of the screen and **go to Step 20.**

> **OR**

18. If the information is incorrect, click the "Edit Application" link at the bottom of the screen to return to the Approval/Re-Approval Application screen. Correct the information, and click on "Review Application" again to review the information.

19. When all information entered is correct, click the "Submit" button at the bottom of the Review screen.

20. Once "Submit" is clicked, a Confirmation screen is presented that verifies receipt of the application and provides a confirmation number. This screen also displays instructions for submitting additional required documentation, links to forms that will need to be completed and returned, and a Nurse Aide Program contact number for inquiries regarding the application. It is recommended to print this page or copy the confirmation number.

21. To return to the previous search results, click the "Return to Search Results" button. To return to the Main Menu, click the "Main Menu" link.

2.6 Train-the-Trainer Application (Log)

2.6.1 Purpose

This function allows Providers and Training Program users to register for a Train-the-Trainer workshop.

2.6.2 Instructions

1. Follow the steps in Section 1.4, *Accessing the Application*. Click the "Train-the-Trainer Application" link from the Main Menu. The Train-the-Trainer Registration Application screen is displayed.

Figure 2-13 TTT Application

2. Enter the registrant's last and first name in the **Last Name** and **First Name** fields. **These fields are required.**

3. Enter the registrant's Facility Name, if applicable.

4. Enter the registrant's address in the **Address Line 1, Address Line 2, City, State, Zip Code** fields. **These fields are required.**

5. Select the registrant's county from the **County** drop down list.

6. Enter the registrant's phone number in the **Phone Number** field. Phone numbers are entered as (nnn-nnn-nnnn). Enter the registrant's email address in the **Email** field. **Note that these fields are required.**

7. Select the Train-the-Trainer session that the registrant would like to attend from the schedule by clicking the workshop. The **Session ID** field will populate based on the user selection. **This field is required.**

8. Add additional comments in the **Additional Comments** field.

9. To clear all fields and start over, click the "Reset Application" button. Otherwise, once the application has been completed, click the "Review Application" button. A read-only screen will present displaying all information entered into the TTT application.

10. If information is incorrect or needs to be changed, click the "Edit Application" button at the bottom of the page. Make necessary edits and click the "Review Application" button. If all information is correct, click the "Submit Application" button.

11. A message will be displayed confirming that the application has been processed and the time and location details of the workshop. In addition, an email message will be sent to the registrant confirming the details of the Train-the-Trainer workshop.

12. To return to the main menu, click the "Main Menu" link.

2.7 Search for/Submit a Complaint

2.7.1 Purpose

This function allows users to search for a complaint filed about a Nurse Aide Training Program or submit a complaint about a Nurse Aide Training Program. Users can search for complaints that have been filed against a specific training program or by date filed, complaint type.

2.7.2 Instructions

Search for a Complaint

1. Follow the steps in Section 1.4, ***Accessing the Application.*** Click the "Complaint Search" link from the Main Menu. The Search for a Complaint screen is displayed.

Figure 2-14 Search for a Complaint

2. On the Search screen, enter one or more complaint search criteria. The more specific the search criteria, the faster the search. To search for a specific complaint, select the program name from the **Program Name** drop down list.
3. To limit the search to a particular type of complaint, select a type from one of the radio buttons (Clinical Issue, Equipment Issue, Fee Issue, Instructor/PC Issue, Other, Training Issue).
4. Users may also limit their search to complaints filed on a particular date by entering a date in the **Date Filed** field. Dates are entered as (mm/dd/yyyy).
5. Once all search criteria are entered, click the "Search" button at the bottom of the screen. The information entered is validated by the system. If an error message appears, make corrections and click the "Search" button again.

Figure 2-15 Search for a Complaint – Initial Results

6. If there are no matches to the search criteria, a "0 record(s) found" message is displayed. Users may search again by entering new search criteria and clicking on the "Search" button at the bottom of the screen.

7. If the search is successful, the Search for a Complaint- Initial Results screen presents and displays the complaints matching any of the search criteria. For each result, this screen provides program name, address, date filed and complaint type.

8. The screen also displays the total number of results found. To view the next set of results, click on "Next." To return to the previous set of results, click on "Previous."

9. To view detailed information for a complaint, click the name of the program in the **Program Name** column. The View Complaint Details screen is displayed. This provides the following detailed information for the selected Complaint.

- Program State Approved (yes/no)
- Program Name
- Program Address
- Complaint Type
- Explanation
- Date Filed

View Complaint Details

Detailed Information about your selected complaint.

Is Program State Approved ? Yes	
Program Name :	
Program Address :	
Complaint Type : Equipment Issue	If 'Other', enter description :
Explanation :	
Date Filed : 07/01/2009	

Return To Search Results

Figure 2-16 View Complaint Details

2.7.2.1

10. To return to the previous search results, click the "Return to Search Results" button. To return to the Main Menu, click the "Main Menu" link.

2.7.2.2
2.7.2.3Submit a Complaint
2.7.2.4

1. On the Search screen, click on the "Add Complaint" button.

Add a Complaint

Please provide the following information to be used in processing your complaint. Please enter as detailed information in your explanation for the complaint. Click the Submit link to proceed with the submission of the complaint.

Is Program State Approved ?	○ Yes ○ No		
Complainant's Name :		Complainant's Phone :	- -
Complaint Type :	▼ If 'Other', enter description :		
Explanation :			
Date Filed :	09/21/2010		

Save Complaint   Cancel   Return To Search Results

Figure 2-17 Submit a Complaint

2. Indicate whether the program is State Approved by selecting the Yes or No radio button.
3. Enter the name of the person who is submitting the complaint in the **Complainant's Name** field.
4. Enter the Complainant's phone number in the **Complainant's Phone** field. Phone numbers are entered as (nnn-nnn-nnnn).
5. Select the type of complaint using the **Complaint Type** drop list.
6. Enter an explanation of the complaint.
7. To submit the complaint, click the "Save/Submit Complaint" button.

8. A message will be displayed confirming that the complaint has been submitted and that the complainant will be contacted by a representative within a number of days to discuss the issue.

2.8   Access Forms, Links & Lists and FAQ's

2.8.1   Purpose

These functions allow Provider, Training Program and Certified Nurse Aide users to access Nurse Aide Program policies and procedures, forms, resource information and frequently asked questions via the Main Menu on the Georgia Web Portal.

2.8.2   Instructions

Provider, Training Program and Certified Nurse Aide users can access Nurse Aide Program policies and procedures, forms, resource information and other related information via the Main Menu of the Nurse Aide tab of the **Georgia Web Portal**.

- Providers, CNA's and Training Programs can access this information from the Main Menu via the *Nurse Aide Program* tab on the portal by clicking on a specific "Form" link, selecting either "Links & Lists" link or one of the links in the "Frequently Asked Questions" section.

Forms: A list of forms is displayed in the "Forms" Section on the Main Menu. This screen provides links to the Certification Renewal form, Change of Information form and Reciprocity Application and various others.

Figure 2-17 Forms

Links and Lists: If the "Published Links and Lists" link is selected, a screen displays that provides links to the Georgia Department of Community Health, Georgia Department of Human Resources, Office of Regulatory Services, Georgia Nursing Home Association, Georgia Hospital Association, Certified Nurse Aide Association and various others. This screen also provides links to various lists including the following: Approved Nurse Aide Training Programs in Georgia, Testing Sites, and other Nurse Aide State Registries.

Figure 2-18 Links and Lists

Frequently Asked Questions: Users can view commonly asked questions related to Certified Nurse Aides and/or the Nurse Aide Training Program by clicking a link in the "Frequently Asked Questions" section.

Figure 2-19 Frequently Asked Questions