

# *Administrator Alert*

*Policy updates & rule clarifications for Assisted Living,  
Residential Care & Nursing Facilities*

Office of Licensing & Quality — Oregon Department of Human Services

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*June 22, 2011*

## ***NATCEP: New Nursing Assistant Reimbursement Form (SDS 0451B)***

Dear Administrators,

Graduating nursing assistants frequently contact the Oregon State Board of Nursing and the Department of Human Services regarding documentation requirements for NATCEP reimbursement of training expenses. The ability of the nursing assistant to access reimbursement information becomes more problematic if the nursing assistant has attended a program that was independent of the hiring nursing facility and/or there has been a time lapse between completion of the training program and the first employment as a nursing assistant.

A new form, Nurse Aide Training and Competency Evaluation Program Reimbursement-Nurse Aide Training SDS 0451B, has been developed as a tool to assist the nursing assistant and the hiring nursing facility with NATCEP reimbursement for the nursing assistant. This form is a tool and not mandatory for the nursing assistant to be reimbursed through the NATCEP program. However, if the nursing assistant does submit the form to the hiring facility and the facility is submitting to the Department for NATCEP reimbursement, we are asking that the facility submit a copy of SDS 0451B with the SDS 0451 for tracking purposes.

The form is available on the DHS website form page (<https://apps.state.or.us/cf1/FORMS/>) and will also be available through the Oregon State Board of Nursing. If you have any questions or would like a copy of the form, please contact Joanne Birney at 503.945.6748 or via email [Joanne.Birney@state.or.us](mailto:Joanne.Birney@state.or.us).



For more information, contact the DHS Office of Licensing and Quality of Care, 1-800-232-3020. Visit the DHS Web site at [www.oregon.gov/DHS/](http://www.oregon.gov/DHS/)