

The Home Care and Hospice Advisory Council  
 Special Meeting  
 Wednesday, October 29, 2014 at 10:30 a.m.

Meeting Location: OSDH, 1000 NE 10<sup>th</sup> Street, Room 1102, Oklahoma City, OK 73117-1299

MEETING MINUTES  
*Approved 2/11/2015*

The Home Care and Hospice Advisory Council special meeting notice was posted on the OSDH website located at <http://mfs.health.ok.gov> as well as the Secretary of State's website located at [www.sos.state.ok.us](http://www.sos.state.ok.us) on Monday, September 29, 2014. The agenda for this Special Meeting was posted on the OSDH (Oklahoma State Department of Health) website and the building's front entrance on Monday, October 27, 2014.

1. **Call to Order**

Chair, Greg McCortney called the meeting to order at approximately 10:34 a.m.

2. **Roll Call**

Devyn Tillman called roll. The following members were present: Lavane Vowell; David Gibson; Karmaria Kuehn; Tamra Moore; Rayetta Dominguez and Greg McCortney.

The following member was absent: Michelle Fox.

**Identified OSDH staff members present were:** LaTrina Frazier-Home Services Division; Devyn Tillman-Medical Facilities Service; Lee D. Martin, Jr.,-Services Director of Medical Facilities Service; James Joslin-Services Director of Health Resources Development Service; Vicki Kirtley-Nurse Aide Registry; John Judge, Jr.-Home Care Administrator Registry; Walter Jacques-Oklahoma National Background Check Program; Lynnette Jordan- Occupational Licensing Division.

**Identified guests present were:** Karen Brown-Accentra Home Health; Vicki Russell Myers-Russell-Murray Hospice; Crystal Mappes-Oklahoma Association of Health Care Providers; Dennis Teal-Integriss Health Care; Doug Miller-OK Association for Home Care & Hospice; Annette Mays-OK Association for Home Care & Hospice.

3. **Approval of the July 29, 2014 draft special meeting minutes**

*David Gibson made a motion to approve the July 29, 2014 special meeting minutes as approved, with corrections. The motion was seconded by Rayetta Dominguez.*

<i>Aye: 7</i>	<i>Abstain: 0</i>	<i>Nay: 0</i>	<i>Absent: 0</i>
<i>Lavane Vowell</i>	<i>Aye</i>	<i>Tamra Moore</i>	<i>Aye</i>
<i>David Gibson</i>	<i>Aye</i>	<i>Rayetta Dominguez</i>	<i>Aye</i>
<i>Michelle Fox</i>	<i>Aye</i>	<i>Greg McCortney</i>	<i>Aye</i>
<i>Karmaria Kuehn</i>	<i>Aye</i>		

4. **Update: Oklahoma National Background Check Program (ONBCP)**

- James Joslin, Services Director-Health Resources Development Service (HRDS)  
 James Joslin reported on the activities, to date, of the new program including statistics of the departments' process. He mentioned one and a half (1.5) of every ten (10) applicants have a criminal history. James wanted to stress the department has a notification procedure (via email) in place to notify both the aide and the employers of aides who have a pending allegation under investigation by the department. There is a waiver application procedure. There have been one hundred one (101) aides cleared and found eligible for employment. There have been 41 aides who were unable to be cleared, however.

5. **Reports – Health Department Programs:**

- **Home Services Division**–LaTrina Frazier, Administrative Programs Manager presented the Council with department updates. LaTrina reported the department has updated the Home Health Application, Form ODH757 as well as the

Hospice Application, Form ODH924. These are now available on the department's website located at: <http://www.mfs.health.ok.gov>. She reported the department is working to improve processes and requests all applicants to check the Secretary of State's office to make certain they are current and active.

- **Nurse Aide Registry and Certification** – Vicki Kirtley, Administrative Program Manager of the Nurse Aide Registry presented the Council with current Home Health Aide statistics. Vicki reported the Registry currently has a 1 day turnaround for certification renewals. She reminded the council there is now a same day renewal desk located on the first floor lobby of the OSDH Central Office. For a copy of the Nurse Aide Registry's report, please see *attachment B*.
- **Home Care Agency Administrator Certification** – John Judge, Administrative Program Manager was absent. Please see attachment C for a copy of his report.

6. **Public Comment**

There was a discussion on bereavement procedures followed at the time of a patient's death. Concerns were expressed over who should respond to the patient and/or family at the time of death. There was a brief discussion regarding the guidelines Hospices follow at the time of death.

7. **Adjourn**

The meeting adjourned at approximately 11:48 a.m.

# Oklahoma National Background Check Program

## Frequently-Asked Questions (FAQs)

Revised: September 15, 2014



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### **How do I get started?**

Please visit our website at <http://onbc.health.ok.gov>. Near the top, you will see the following paragraph:

For an OK-SCREEN account, print this [Provider End User Security Agreement Form](#) and submit it to the OK-SCREEN office [okscreen@health.ok.gov](mailto:okscreen@health.ok.gov). Instructions are in the form.

The direct link to the form is:

<http://www.ok.gov/health2/documents/ONBC%20End%20User%20Security%20Agreement.pdf>

Click on the link for the Provider End User Security Agreement, complete the form, and send it to us using the contact information on the form. Once you have an account established, you can begin processing new applicants.

### **How do I contact the Background Check Office?**

Please send email correspondence **ONLY** to: [OKSCREEN@health.ok.gov](mailto:OKSCREEN@health.ok.gov). Do not cc: other employees at ONBCP. We will get to your email as quickly as possible, and emailing multiple parties causes extra work on our end, slowing down our responses to providers.

### **Fingerprinting Appointment: How are they made?**

Providers may save time if they schedule fingerprinting appointments instead of letting applicants make the appointment. Both, and instructions, are included on the Authorization to Fingerprint but applicants have not followed instructions on many occasions.

Because an applicant only has to be fingerprinted once for this program, each time an applicant schedules an appointment, they are doing it for the very first time. A high percentage of the time, applicants do not complete this process correctly, creating extra work and delaying determinations of eligibility. After a provider does it a few times, they'll do it perfectly and avoid problems that will invariably slow the process of getting a determination.

### **Fingerprinting Appointment: How is it paid?**

The fingerprinting appointment can be paid for by either the provider or the applicant. Also, it can be pre-paid online or it can be paid at the time of the appointment. Methods of pre-payment are:

**Fingerprinting Appointment: Can I pay in advance for my applicants?**

For those companies that desire a centralized means of managing the fees accompanied with the fingerprinting and badging requirements, IndentoGo/MorphoTrust offers the option of establishing an escrow account. To establish an escrow account with MorphoTrust, each company must complete an Account Application and submit a deposit either in the form of a company check payable to MorphoTrust or complete the Credit Card Authorization form. VISA and MASTERCARD are the only credit cards accepted. For more on the requirements read:

<http://www.ok.gov/health2/documents/Escrow%20Account%20Requirements.pdf>

Complete the form at this location and submit it to MorphoTrust using the contact information on the form: <http://www.l1enrollment.com/state/forms/ok/52efbfddaf543.pdf>

**Fingerprinting Appointment - If an applicant misses what do I need to do?**

You or the applicant should contact the vendor and attempt to reschedule the appointment. If you are outside the ten-day window contact our office for an extension at: [okscreen@health.ok.gov](mailto:okscreen@health.ok.gov) or phone: 405.271.3598 / toll-free: 855.584.3550.

**Fingerprinting: What forms of ID are acceptable for the fingerprinting appointment?**

A government issued identification with that includes a photo-graph is required. If one is not available, the applicant should call the IndentoGo site to see what, if any, arrangements can be made.

**Fingerprinting Locations: Where are they?**

Use the following link to get the latest listing of locations:

<http://www.l1enrollment.com/locations/?st=ok>

**Fingerprinting: Can applicants use Ink-Cards instead of LiveScan?**

You may use ink cards processed through local law enforcement for fingerprinting. However, you must schedule ink-cards for submission like a fingerprint appointment through our live scan vendor, IndentoGo and mail them to their site. This document that will lead you through the process of using these cards and mailing them to IndentoGO for processing:

<http://www.ok.gov/health2/documents/Ink%20Card%20Fingerprinting%20Instructions.pdf>

**How do I hire a Nurse who has been fingerprinted?**

If you are hiring a nurse (RN/LPN) through OK-SCREEN, the process depends on the date that the nurse was originally licensed in Oklahoma:

- 1) If the nurse was originally licensed in Oklahoma prior to 1/1/2013, the nurse has not been fingerprinted for the Board of Nursing (BON), so he/she will have to be fingerprinted for OK-SCREEN exactly like a nurse aide would;
- 2) If the nurse was originally licensed in Oklahoma **AFTER** 1/1/2013, the nurse has been fingerprinted for the BON and will not have to be fingerprinted again for this process. **You must let us know manually via email that you are hiring a nurse meeting these criteria so we know that there is a determination pending for that individual.** Otherwise, we will not know to make a determination, and you will not receive one.

**If I miss-key the last name or Social can I just start a new record?**

You could but please don't. We can amend a record to correct information. Please email the office so that we may correct the record. We've seen results get miss-routed because of this practice.

**Why is Data Entry Accuracy in OK-SCREEN so important?**

You cannot correct this information if you enter it incorrectly. Ensure you enter this information correctly. The name as it appears in OK-SCREEN **MUST MATCH** the ID that the applicant brings to the fingerprinting appointment.

**How do I make the providers payment of the \$19 for the background/fingerprinting fee?**

There are several methods:

- Credit Card – works just like buying a book on Amazon.com, and it goes through the OK.gov portal
- E-Checking – works like the credit card but you enter your bank account and routing number. This works like paying a utility bill through your online checking.
- Batch Payment – You can use your credit card or e-check to pay for several applications at the end of the month, all of them at once
- Billing – You apply for an account and identify the facilities on the account and who is responsible for the bill. You are assigned an account number; when applications are submitted, it is added to your account. OSDH will bill you for payment each month for the applications that you submit.
- Note: failure to pay bills over 45 days will result in a restricted or closed account.

**How can I expedite processing?**

Applicants with criminal history records take longer to process. Tell the applicant that crimes that show up on the criminal history report that were not disclosed at the time of application are grounds for dismissal under the law. Also, let the applicant know that this is a NATIONAL background check that will reveal convictions from other states. We are required to send a lot of correspondence to applicants who have barrier offenses in other states. Many of these applicants will not be eligible to work, but they apply anyway, thinking that the OSBI check is all that we run and know that their out-of-state crimes do not show up on the OSBI report. Also, the out-of-state offenses often are not reported on the application where disclosure must be made. Ensure that you have a current phone number and/or email address in the applicant's file so he/she can be contacted by our office if necessary.

**How long should I wait to call on the status of an applicant?**

Please do not call the ONBCP asking about the status of an applicant until it has been right at three weeks since the applicant was sent to be fingerprinted. From the *At a Glance* table on the Home Screen you can monitor the status of an application from the Determination in Process Queue. The status will indicate one of the following and the date of last update:

- **Background Check Started** (IdentoGo has not been contacted for a fingerprinting appointment)
- **Applicant Data Sent** (IdentoGo has been contacted and a fingerprint was scheduled)

- **Fingerprints Taken TCN: A-LVB00000000** (Fingerprints were taken; we're waiting on the OSBI report)
- 

If, after you see the fingerprints were taken, the applicant is not eligible in two days then either the prints were rejected or there is a criminal history that requires research. Due to the volume of applicants requiring research, you may see a three to four week delay in issuance of the research letter.

If you do not see that the fingerprints were taken contact our office. The applicant may have processed under the wrong agency and will need to be reprinted under the correct agency. (**Note: If they paid more than \$10 this is what happened.**)

Do not wait longer than three weeks.

The applicant may need to take action to make corrections to their criminal history before we can make them eligible, and this may take several weeks in some cases. However, provisional hire is only available for 60 days.

### **Provisional Hiring: Can the 60-day provisional period be extended?**

No. This period is defined in statute. We encourage providers to delay the provisional start date until after the applicant has been fingerprinted. This will minimize the impact if we require information from an applicant. The applicant should respond promptly to our letter. While they have 60 days to respond to our letter, this does not extend their provisional hire window.

### **Provisional Hiring: What does "direct on-site supervision" mean for a PCA?**

The law states, *"The period of provisional employment shall not exceed sixty (60) days pending the completion of the required background check. During this time the employee shall be subject to direct on-site supervision. The sixty-day time period may only be extended for those employees who are appealing the results of the background check. The time period shall only be extended for the duration of the appeal."* [63:1-1947(L)(3)]

We did not provide further definition for the term "direct on-site supervision" so we've suggested we work with DHS Advantage and the OSDH Licensure/Certification Program to come to an agreement on how this subsection will be defined for your industry. We did not use the term line-of-site supervision here, which we did use in reference to volunteers [See 63:1-1945(9)]. We understand that the home-care business model would be impaired by delays in being able to start an employee because of a requirement to have a supervisor in attendance during provisional employment. However, where there is a delay it is because either the prints were rejected or, most likely, because there is a history we are reviewing and will be issuing a letter requesting a response from the applicant. The provider will receive a letter advising if this is the case.

We have automated determinations for applicants with no criminal history. So far, this has been 76% of applicants. For such applicants, determinations are made within 24 to 48 hours of fingerprinting.

**Volunteers: Do they have to be fingerprinted?**

Only if their duties are equivalent to the duties of a direct patient access employee and those duties involve one-on-one contact with a service recipient of an employer, without line-of-sight supervision by employer staff. Title 63, Section 1-1945, Definitions, provides the following at paragraph 9:

*"Direct patient access" means access to a service recipient of an employer, through employment, independent contract, or the granting of clinical privileges, in which the performance of duties involves, or may involve one-on-one contact with a service recipient of the employer on an ongoing basis. The term shall include access to a service recipient's property, medical information or financial information. The term does not include a volunteer unless the volunteer has duties that are equivalent to the duties of a direct patient access employee and those duties involve one-on-one contact with a service recipient of an employer, without line-of-sight supervision by employer staff;*

**How do I permanently hire an applicant in OK-SCREEN?**

On the Employment tab, click on the "Edit" button to the right of the entry for provisional hire. Change the employment status in the drop-down from "Provisional" to Permanent" and enter a permanent hire date and save the record.

**Why is there no race selection for "Hispanic?"**

According to federal documentation, "Hispanic" is an ethnicity, and not a race. That's why you see on forms, "White, not of Hispanic Descent." For the purposes of this program, if a person is Hispanic, list them as "White" (as in, "White, of Hispanic Descent").

**RAP-Back: How does it work?**

The Oklahoma National Background Check Program receives the RAP-Back notification. If the arrest is for a barrier offense, this office notifies the applicant/employee that they must by law notify the employer immediately of the arrest. Failure to do so is grounds for dismissal. This office will monitor the case through to disposition. If the case ends in a conviction, the employer (you) will be notified that the individual has become ineligible and must be terminated.

If the arrest is for a non-barrier offense, this office takes no action.

You (the provider) do not need to take any action relative to RAP-Back unless you are notified of a conviction.

# O·K·L·A·H·O·M·A



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## Oklahoma National Background Check Program Update Home Care and Hospice Advisory Council

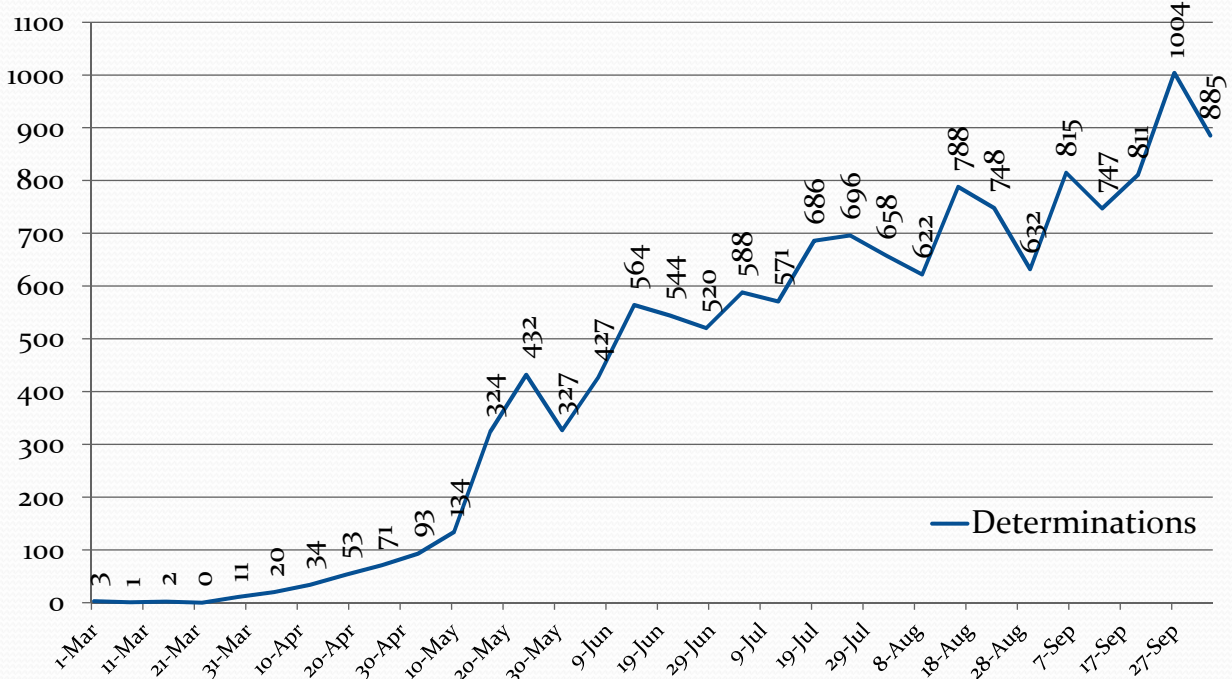
James Joslin – October 29, 2014

Web Site: <http://onbc.health.ok.gov>



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## Determinations by Week, March 2014 - Sept 2014



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# Data

- 16,152 Background Checks Completed
- 16,112 Eligible Background Checks Completed
- 158 Fingerprints Collected per Day
- 40 Ineligible Background Checks Completed
- 5.7 Days - Average Duration To Fingerprints Taken
- 2.8 Days - Average Duration From Fingerprints to Criminal History (CH) Report
- 0.4 Days - Average Duration From CH to Determination
- 17% of those screened have a criminal history
- 50 Criminal History Rap-backs tracked
- 35 Registry Rap-back Notices Emailed



Applicant Declined to Print	442
Registry Recheck Notices Posted	13
Criminal History Clarification Requests Mailed	444
Criminal History Clarification Requests Open	220
Criminal History Clarification Requests Unclaimed or Ignored & Application Closed	82
History Cleared by response	101
Not Eligible Letters Issued	41
Appeals to Date	15
Wavier Issued	3
Waiver Denied	3
Appeals in Process	9



## OK-SCREEN Enrolled Providers Through October 1, 2014

	Licensed	May 24	Jun 15	Jun 24	Jul 11	Oct 1	Remaining <sup>1</sup>
Assisted Living	133	64	108	110	131	157	-24
MCare Home Health Agency (273)	416	46	94	102	155	458	-42
Licensed Only HCA (143)							
Hospice	151	32	50	51	79	179	-28
Nursing Facility	381	346	387	388	392	38	-53
Skilled Nursing Facility						304	
ICF/IID						92	
Other Long Term Care Provider <sup>2</sup>		19	40	48	57	89	-89
Continuum of Care	18	3	8	8	10		18
Adult Day Care	40	26	30	29	32	48	-8
Residential Care	71	37	55	55	58	87	-16
<b>Total</b>	<b>1,210</b>					<b>1,452</b>	<b>-242</b>

<sup>1</sup> Note: For some industry segments, providers have created a corporate, roaming or staffing account separate from the facility account yielding an over count for the segment.

<sup>2</sup> This category includes group homes, staffing agencies, and independent contractors.



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## Live Scan Sites as of 10/28/2014

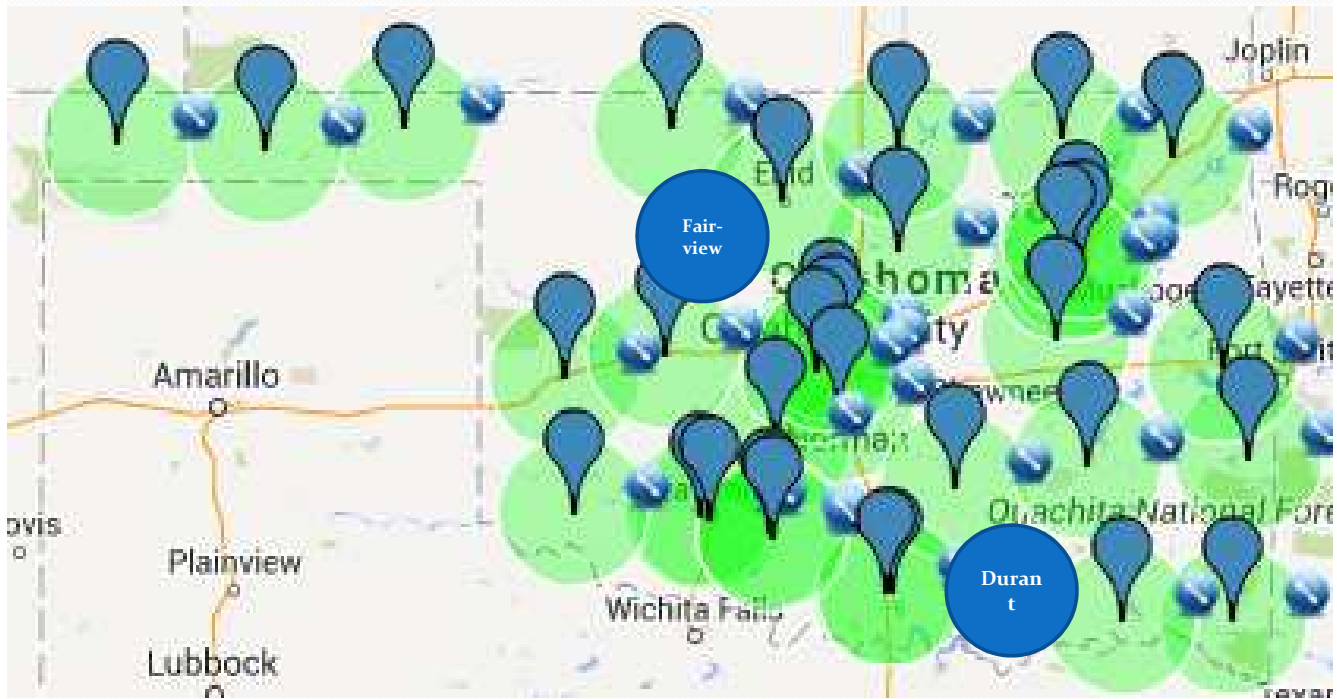


[www.identogo.com/FP/Oklahoma](http://www.identogo.com/FP/Oklahoma)



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# 30 Mile Radius - Live Scan Sites



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## Positions Screened as of 9/18/14

<b>Position</b>	<b>Count</b>	<b>%</b>
Nurse Aide	5,686	33%
Licensed Practical Nurse	1,640	10%
Professional/Licensed Other	1,352	8%
Kitchen Worker	1,090	6%
Housekeeper/Maid	1,080	6%
Other Direct Access Employee	1,066	6%
Registered Nurse	897	5%
Medication Aide / Technician	717	4%
Personal Care Worker	648	4%
Cook, chef	432	3%
Nurse Aide in Training	391	2%
Technical/Unlicensed Other	364	2%
All Other	1,896	11%
<b>Total</b>	<b>17,259</b>	<b>100%</b>



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# How To Save Money

- Ask your applicants:
  - Are you willing to submit fingerprints for a national background check?
  - Have you been convicted of any of these crimes in any state?
- If the offense is in the lifetime barrier list then pass.
- If in the 7 year list ask:
  - When did you complete your sentence?
  - If greater than 7 years has passed you may proceed.
  - If less than 7 years, you must evaluate the crime and whether you would support a waiver application.



# Frequently Asked Questions (See Handout)

- Fingerprinting Appointments:
  - How are they made?
  - How is it paid?
  - Can I pay in advance for my applicants?
  - If an applicant misses what do I need to do?
  - What forms of ID are acceptable for the fingerprinting appointment?
  - Can applicants use Ink-Cards instead of LiveScan?
- How do I hire a Nurse who has been fingerprinted?
- How do I make the providers payment of the \$19 for the background/fingerprinting fee?
- How can I expedite processing?
- How long should I wait to call on the status of an applicant?
- Provisional Hiring: Can the 60-day provisional period be extended?
- Volunteers: Do they have to be fingerprinted?
- RAP-Back: How does it work?



# Personnel Files

- OK-SCREEN Consent and Release (or your version)
- Uniform Employment App for Nurse Aides
- Copy of Photo ID used to support application
- OK-SCREEN Final Registry Results
- OK-SCREEN Provisional Employment Form (or your version)
- OK-SCREEN Employment Authorization Letter or Form
- OSBI Report (Not Required but available for viewing and download in OK-SCREEN where there is a criminal history that does not disqualify.)
  - FBI Report is NOT AVAILABLE TO THE FACILITY



# Appeals (Waivers) 63 O.S. § 1-1947(T)

- **Notice to the applicant to include the reasons why not eligible for employment and right to appeal**
- **Days to initiate an appeal:** *thirty (30) days from receipt of the notice of disqualification*
- **Types of appeals:**
  - Challenging the registry finding that the applicant is the subject of the results
  - Challenging the accuracy and completeness of the criminal history
  - Requesting a waiver based on a demonstration that the applicant should be allowed to work because he or she does not pose a risk to patients, facilities or their property



## Criteria for waiver [OAC 310-2-29-5(e)]

- (1) time elapsed – **ANY subsequent arrests or convictions**
- (2) age at conviction, substance abuse/mental health issues and treatment;
- (3) character references and recommendation letters
- (4) Relevancy of disqualifying information to job and:
  - extent to which the applicant has unsupervised access
  - whether the crime was committed against a vulnerable child or adult, and
  - whether the conviction was related to an employer subject to the requirements of the Long Term Care Security Act;



## How You Can Help Us Process:

- Pre-Screen for Convictions!
- Make the fingerprinting appointments
- Select the correct Agency: OK State Dept. of Health - OKSCREEN
- Wait Two Weeks after fingerprinting – Please!
- Only email [OKSCREEN@health.ok.gov](mailto:OKSCREEN@health.ok.gov) – not individuals



# Where to direct inquiries

## Oklahoma National Background Check Program

Walter Jacques, Program Director

Susan Daniels, Administrative Assistant

(405) 271-3598 / Toll-free: (855) 584-3550

[okscreen@health.ok.gov](mailto:okscreen@health.ok.gov)

Identogo Live Scan Sites: [www.identogo.com/FP/Oklahoma](http://www.identogo.com/FP/Oklahoma)

Full OK-SCREEN Demos – and subscribe to the Program web page to receive updates: <http://onbc.health.ok.gov>



# <http://onbc.health.ok.gov>

OSDH Home > Protective Health > Health Resources Development Service > Oklahoma Long Term Care National Background Check Program

[email](#) | [print](#)

## Oklahoma Long Term Care National Background Check Program

Get E-mail Updates:  [USE THIS LINK TO SUBSCRIBE TO UPDATES]

UPDATED May 8, 2014

Providers must now begin training in the OK-SCREEN portal and plan their migration to the final implementation by the established effective date. A name based background check is now only authorized until the established effective date for your provider group, as shown in the list below. For an OK-SCREEN account print this [Provider End User Security Agreement Form](#) and submit it to the OK-SCREEN office [okscreen@health.ok.gov](mailto:okscreen@health.ok.gov). Instructions are in the form.

**TRAINING:** To register for an upcoming training [click here](#). On the lower right side of the screen you can perform a "keyword search" for the word SCREEN, this will give you a list of the upcoming training. Training materials are posted below. After obtaining your training account and practicing on the [training](#) portal, notify the OK-SCREEN office when you are ready and your account will be migrated to the [live](#) OK-SCREEN portal.

**Payment through the OK-SCREEN Portal:** Payment options in OK-SCREEN are instant credit/debit card, 30 day batch payment via credit/debit card, and Department billing offered on a limited basis. See [Forms](#). E-check is coming soon. Providers may authorize a third party agent to manage the screening process in OK-SCREEN.





Nurse Aide Registry

Oklahoma State  
Department of Health

## **Nurse Aide Registry Statistics**

Prepared for

**Home Care & Hospice Advisory Council**

**Tuesday, October 29, 2014**

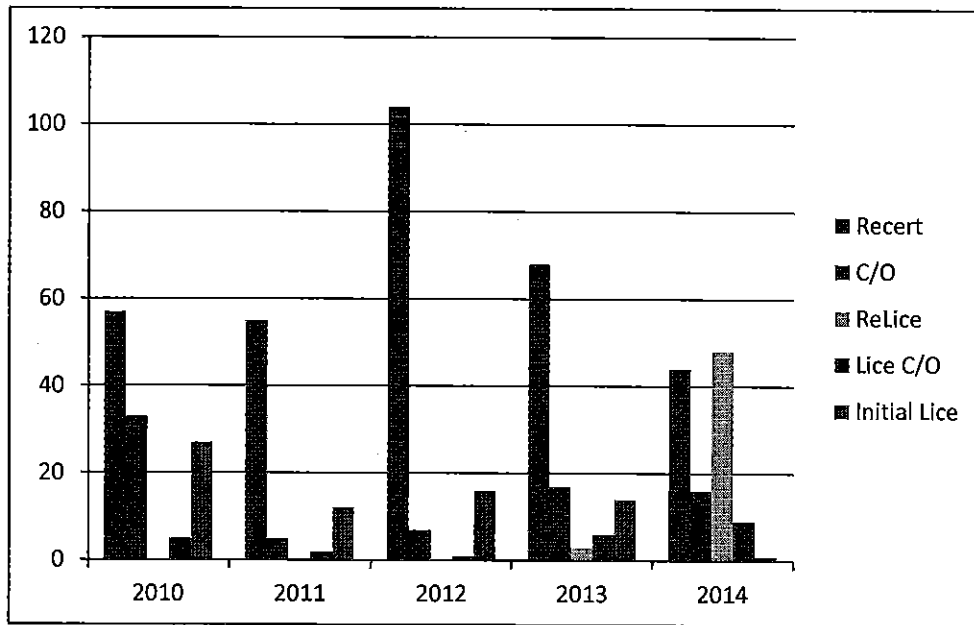
**Vicki Kirtley, Director  
Nurse Aide Registry**

**For questions regarding:  
Nurse Aide Registry, call (405) 271-4085**



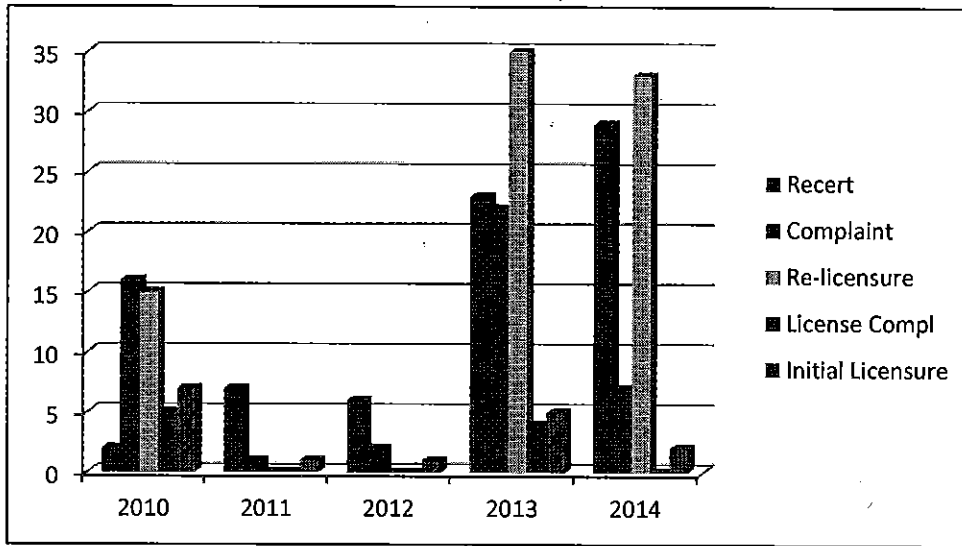


## 5 Year Overview of Survey Workload Home Health



	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Recertification	57	55	104	68	44
Complaint	33	5	7	17	16
ReLicensure				3	48
License Compl	5	2	1	6	9
Initial Licensure	27	12	16	14	1

5 Year Overview of Survey Workload  
Hospice



	2010	2011	2012	2013	2014
Recert	2	7	6	23	29
Complaint	16	1	2	22	7
Re-licensure	15	0	0	35	33
License Compl	5	0	0	4	0
Initial Licensure	7	1	1	5	2



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Health Services

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Oklahoma State  
Department of Health

**Home Care Administrator Registry  
Statistics**

**Prepared for**

**Home Care and Hospice Advisory Council  
Tuesday, October 29, 2014**

**John W. Judge, Jr.  
Administrative Program Manager**

**For questions regarding:  
Home Care Administrator Registry, call (405) 271-6868 Ext.  
57273**

**Home Care Administrator Registry  
Statistics**

**Active Certifications on the Home Care Administrator Registry  
As of October 29, 2014**

<b>Active Provisional Certifications (6 months)</b>	<b>Active Initial Certifications (1<sup>st</sup> year)</b>	<b>Active Renewed Certifications</b>	<b>Total Active Certifications</b>
20	69	595	828

**Calendar Year 2014**

<b>Month</b>	<b>Provisional Certification</b>	<b>Initial Cert. Deeming</b>	<b>Initial Cert. Preparedness Program</b>	<b>Tested for the OHCAPA</b>	<b>Passed</b>	<b>Failed</b>	<b>Renewals Issued</b>
January	4	2	2	8	8	0	<b>1</b>
February	1	5	4	6	5	1	<b>1</b>
March	3	1	2	10	10	0	<b>0</b>
April	0	10	1	11	11	0	<b>3</b>
May	0	0	3	14	14	0	19
June	4	2	4	13	13	0	108
July	6	6	6	11	11	0	<b>262</b>
August	2	6	3	4	4	0	<b>143</b>
September	1	3	1	6	6	0	<b>53</b>
October	2	6	3	10	10	0	<b>5</b>
November							
December							
<b>Total</b>	<b>23</b>	<b>41</b>	<b>29</b>	<b>93</b>	<b>92</b>	<b>1</b>	<b>595</b>

**Home Care Administrator Registry  
Statistics**

**Active Certifications on the Home Care Administrator Registry  
As of December 31, 2013**

<b>Active Provisional Certifications (6 months)</b>	<b>Active Initial Certifications (1<sup>st</sup> year)</b>	<b>Active Renewed Certifications</b>	<b>Total Active Certifications</b>
18	16	800	834

**Calendar Year 2013**

<b>Month</b>	<b>Provisional Certification s</b>	<b>Initial Cert. Deeming</b>	<b>Initial Cert. Preparedness Program</b>	<b>Tested for the OHCAPA</b>	<b>Passed</b>	<b>Failed</b>	<b>Renewals Issued</b>
January	7	4	3	11	11	0	4
February	1	2	3	11	11	0	9
March	3	4	1	6	6	0	2
April	2	6	3	11	11	0	27
May	2	4	3	12	12	0	16
June	2	7	1	6	6	0	69
July	1	4	2	6	6	0	345
August	2	10	4	9	9	0	129
September	4	4	1	3	3	0	53
October	1	3	0	6	6	0	5
November	2	2	2	1	1	0	4
December	2	2	2	8	8	0	1
<b>Total</b>	<b>29</b>	<b>52</b>	<b>25</b>	<b>90</b>	<b>90</b>	<b>0</b>	<b>664</b>

**Active Certifications on the Home Care Administrator Registry**  
**As of December 31, 2012**

<b>Active Provisional Certifications (6 months)</b>	<b>Active Initial Certifications (1<sup>st</sup> year)</b>	<b>Active Renewed Certifications</b>	<b>Total Active Certifications</b>
14	68	694	776

**Calendar Year 2012**

<b>Month</b>	<b>Provisional Certifications</b>	<b>Initial Cert. Deeming</b>	<b>Initial Cert. Preparedness Program</b>	<b>Tested for the OHCAPA</b>	<b>Passed</b>	<b>Failed</b>	<b>Renewals Issued</b>
January	1	1	3	0	0	0	1
February	2	1	6	6	6	0	1
March	4	4	6	7	7	0	1
April	4	0	0	6	6	0	33
May	3	0	2	11	11	0	16
June	1	3	3	7	7	0	68
July	5	2	8	14	14	0	376
August	1	5	1	11	11	0	163
September	8	6	1	1	1	0	24
October	4	4	1	4	4	0	9
November	7	2	2	7	7	0	2
December	0	3	4	16	16	0	0
<b>Totals</b>	<b>40</b>	<b>31</b>	<b>37</b>	<b>69</b>	<b>69</b>	<b>0</b>	<b>694</b>