



REIMBURSEMENT OF ADULT BASIC EDUCATION (ABE) TRAINING COSTS

-GUIDANCE FOR ABE PROVIDERS-

Legislation passed in 2017 provides for the reimbursement of a portion of the costs of ABE training provided to Certified Nursing Assistants (CNAs).

WHICH COSTS ARE ELIGIBLE?

The costs of ABE training intended to ensure successful completion of an *approved*¹ nursing assistant training program are eligible for reimbursement. As such, these costs must be incurred prior to or during the course of the CNA training program.

This training must include, if needed: training in mathematics, vocabulary, literacy skills, workplace skills, resume writing and job interview skills.

ARE THERE LIMITS TO REIMBURSEMENT?

Yes. Reimbursement is limited to the actual costs of the ABE training provided (not to exceed 30% of the total nursing assistant training program costs of tuition, textbooks and the competency evaluation).

Example #1: The eligible costs for tuition, textbooks and the competency evaluation program for an individual taking an *approved* nursing assistant training program were \$ 1,000. The eligible ABE training costs were \$ 400. The reimbursable costs of the ABE training provided to this covered individual are limited to \$ 300 (actual eligible ABE training costs or 30% of allowable CNA program costs, *whichever is less*).

Example #2: The eligible costs for tuition, textbooks and the competency evaluation program for an individual taking an *approved* nursing assistant training program were \$ 1,000. The eligible ABE training costs were \$ 200. The reimbursable costs of the ABE training provided to this covered individual are limited to \$ 200 (*the lesser of* actual eligible ABE training costs or 30% of allowable CNA program costs).

WHO PROVIDES THE REIMBURSEMENT OF ABE TRAINING COSTS?

Any Minnesota nursing home or boarding care home licensed by the MN Department of Health that employs an individual as a CNA that has utilized the services of an ABE provider for eligible training (provided the ABE provider or their fiscal agent bills the facility for such services). Other provider types are *not* impacted by this legislation (i.e. are not required to provide reimbursement for these services).

WHICH ENTITIES ARE ELIGIBLE TO RECEIVE REIMBURSEMENT?

- 1) An adult basic education training program as defined in M.S. 124D.52 and approved by the Commissioner of Education, that provided ABE training to an eligible individual, or

- 2) A fiscal agent identified by the ABE provider

WHICH INDIVIDUALS ARE COVERED UNDER THIS LEGISLATION?

An ABE provider (or their fiscal agent) may receive reimbursement for the costs of training services provided to individuals that (must meet *all* conditions);

- 1) utilized the services of an ABE training provider,
- 2) successfully complete certified nursing assistant training and testing,
- 3) are registered on the MN Department of Health (MDH) Nurse Aide Registry, and
- 4) have been employed as a CNA by a MN nursing facility or boarding care home for at least 90 days.

OTHER ISSUES

An ABE training provider is prohibited from billing nursing facilities or certified boarding care homes for eligible ABE costs until the program student has been employed by the nursing facility as a certified nursing assistant for *at least 90 days*.

NOTE:

There is ***no provision*** for the reimbursement of ABE training costs if a) the individual does not successfully complete their CNA certification or 2) the student does not remain employed by the facility as a CNA for at least 90 days.

There is ***no provision*** for the reimbursement of ABE training costs that are billed to and paid for by the student. *ABE Providers or their fiscal agents* are the only entities designated to receive reimbursement of these costs.

NOTE:

A sample billing form and instructions for reporting ABE training costs will be provided by the Department to ABE Providers and facilities. This form incorporates the necessary reporting components and may help to streamline the reporting, billing and reimbursement process. However, use of this form is voluntary and facilities are free to develop their own form if they wish.

¹An *approved* nursing assistant training program is one that has received formal approval from the Minnesota Department of Health (MDH). For a list of MDH-*approved* nursing assistant training providers, please visit the MDH Nursing Assistant Registry website at:

<http://www.health.state.mn.us/divs/fpc/directory/natrainingsites.cfm>

For more information or questions, please contact DHS:

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Dated: 8/5/17