



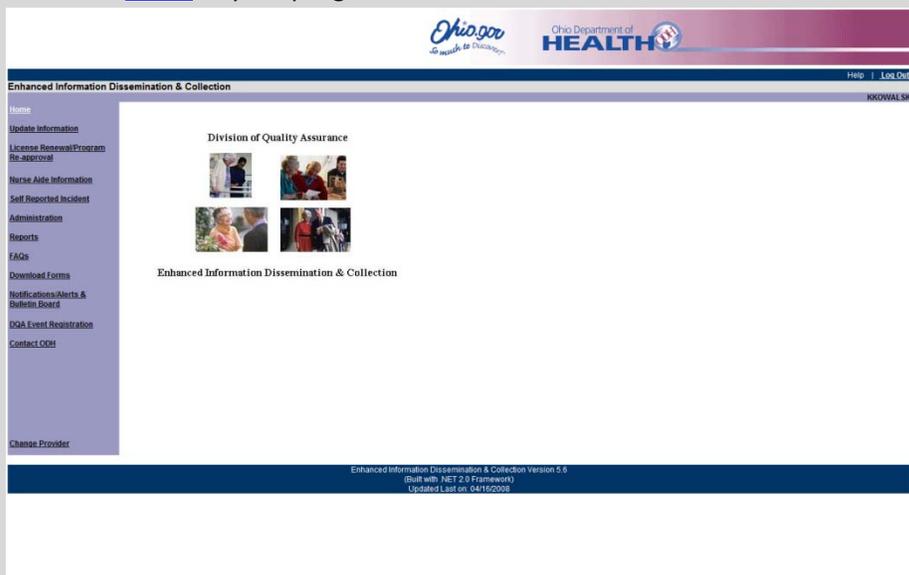
**DIVISION OF QUALITY ASSURANCE**  
**Enhanced Information Dissemination & Collection (EIDC) – NATCEP Module**

**Access EIDC to submit a Report of Changes, schedule, trainee report, or NATCEP Re-approval**

- Enter User Name & Password at <https://odhgateway.state.oh.us> (screen capture below)
- Once you have logged on to the system, select [Health Care Provider Online Business Processing](#)



- Select [Update Information](#) to submit a Report of Changes, schedule, trainee report, or [License Renewal/Program Re-approval](#) to re-approve your NATCEP program
- Select the [name](#) of your program from the list





## DIVISION OF QUALITY ASSURANCE Enhanced Information Dissemination & Collection (EIDC) – NATCEP Module

If you select [Update Information](#) the screen below will appear.

- The example below illustrates the Demographics tab. Change requests can be submitted to update other information including personnel, clinical, classroom sites, and topic hours.
- Select [Edit](#) to edit information, [Done](#) when you are done, & the [Update] button for submission
- Click on the Classroom Sites tab to submit schedules and/or trainee reports. There will be hover text to guide you.
- You will receive an e-mail confirmation with an attached PDF file showing changes made to your program. You can print the PDF file for your program files.

Ohio.gov Ohio Department of HEALTH

Enhanced Information Dissemination & Collection

License Renewal/Program Re-approval  
ADAMS LANE CARE CENTER

Home | Log Out

Update Information

License Renewal/Program Re-approval

Nurse Aide Information

Self Reported Incident

Administration

Reports

FAQs

Download Forms

Notifications/Alerts & Bulletin Board

DQA Event Registration

Contact OOH

Change Provider

Program Name: ADAMS LANE CARE CENTER [Edit](#) Facility ID: OHT0748  
Address: 1555 ADAMS LANE [Edit](#) Program Type: NATCEP #FB  
City: ZANESVILLE [Edit](#) Program Number: 3650748  
State: OH [Edit](#)  
Zip Code: 43701 [Edit](#)  
County: MUSKOGEE [Edit](#)  
Telephone Number: (740) 452-8329 [Edit](#)  
Fax Number: (740) 455-9092 [Edit](#)

Curriculum Used: OOH

\* Text in Red reflect changes that have been made

Cancel Update

Enhanced Information Dissemination & Collection Version 5.0  
(Built with .NET 2.0 Framework)  
Updated Last on: 04/16/2008

If you select [License Renewal/Program Re-approval](#) the screen below will appear.

- Update applicable information (Select [Edit](#) to edit information & [Done](#) when you are done)
- Select the [Next] button to proceed to the next tab/with the online re-approval process

Ohio.gov Ohio Department of HEALTH

Division of Quality Assurance

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Nurse Aide Training Competency Evaluation Program (NATCEP) Renewal  
As defined in Ohio Administrative Code 3701-18-05.1

Demographics

Program Name: ASHTABULA COUNTY J V'S [Edit](#) Facility ID: OHT1773  
Address: 1555 STATE ROUTE 167, EAST [Edit](#) Program Type: NATCEP #FB  
City: JEFFERSON [Edit](#) Program Number: 3651773  
State: OH [Edit](#)  
Zip Code: 44047 [Edit](#)  
County: ASHTABULA [Edit](#)  
Telephone Number: (440) 576-0915 [Edit](#)  
Fax Number: (440) 576-6502 [Edit](#)

Curriculum Used: ALLIANCE

\* Text in Red reflect changes that have been made

Cancel Update

Next >>

(Step 1 of 9)

Enhanced Information Dissemination & Collection Version 5.0  
(Built with .NET 2.0 Framework)  
Updated Last on: 06/15/2008

Done

Local Intranet | Protected Mode: Off



## DIVISION OF QUALITY ASSURANCE Enhanced Information Dissemination & Collection (EIDC) – NATCEP Module

### Re-approval Personnel Tab

- Review and update applicable information
- If you hover your mouse over [Resign](#), [Edit](#), or [Add to List](#), hover text will describe the action
- Select the [Next] button to proceed to the next tab/with the online re-approval process

The screenshot shows the 'Personnel' tab of the 'Nurse Aide Training Competency Evaluation Program (NATCEP) Renewal' application. The page title is 'Nurse Aide Training Competency Evaluation Program (NATCEP) Renewal' with a sub-note 'As defined in Ohio Administrative Code 3701-18-06.1'. The main content area is titled 'Program Coordinators / Primary Instructors (Add to List)'. It contains a table with columns for 'Resign', 'Edit', 'PC', 'PI', 'First Name', 'Last Name', and 'MI'. The table lists three individuals: Laura Roy, Mary Bletcher, and Louisa Crago. Below the table, there is a section for 'Guest Lecturer(s)' with a note that no guest lecturers have been assigned. A legend explains the status icons: a yellow circle for changes not yet sent to ODH, a green circle for guest lecturers with classroom schedule changes not yet sent to ODH, a blue circle with a double arrow for changes in transition with ODH (pending ODH approval), and a red circle with a double arrow for resignations from the program. Navigation buttons for '<< Back' and 'Next >>' are visible. The footer indicates 'Enhanced Information Dissemination & Collection Version 5.8 (Built with NET 2.0 Framework) Updated Last on: 06/19/2008'.

### Re-approval Clinical Sites Tab

- Review and update applicable information
- If you hover your mouse over [End Service](#), [Add to List](#), etc., hover text will describe the action
- Select the [Next] button to proceed to the next tab/with the online re-approval process

The screenshot shows the 'Clinical Sites' tab of the 'Nurse Aide Training Competency Evaluation Program (NATCEP) Renewal' application. The page title is 'Nurse Aide Training Competency Evaluation Program (NATCEP) Renewal' with a sub-note 'As defined in Ohio Administrative Code 3701-18-06.1'. The main content area is titled 'Assigned Clinical Sites (Add to List)'. It contains a table with columns for 'End Service' and 'Clinical Site Name'. One site is listed: 'WETZ/OCH HEALTHCARE CENTER'. Below the table, there is a note: 'Please note that at least one clinical site is required.' A legend explains the status icons: a yellow circle for changes not yet sent to ODH, a green circle with a double arrow for changes in transition with ODH (pending ODH approval), and a red circle with a double arrow for an end date being given and the site being removed from the program. A link for 'Verification of Rule Compliance' is also present. Navigation buttons for '<< Back' and 'Next >>' are visible. The footer indicates 'Enhanced Information Dissemination & Collection Version 5.8 (Built with NET 2.0 Framework) Updated Last on: 06/19/2008'.



## DIVISION OF QUALITY ASSURANCE Enhanced Information Dissemination & Collection (EIDC) – NATCEP Module

### Re-approval Classroom Sites Tab

- Review and update applicable information
- If you hover your mouse over [End Service](#), [Add to List](#), etc., hover text will describe the action
- Select the [Next] button to proceed to the next tab/ with the online re-approval process

The screenshot shows the 'Classroom Sites' tab of the 'Nurse Aide Training Competency Evaluation Program (NATCEP) Renewal' interface. The page title is 'Nurse Aide Training Competency Evaluation Program (NATCEP) Renewal' with a sub-note 'As defined in Ohio Administrative Code 3701-18-06.1'. The main content area features a table with the following data:

Classroom Site Name	Type
ASHTABULA COUNTY J V B	JP-COURSE

Below the table, there are instructions: 'Please note that at least one classroom site is required.' and a legend: 'Changes not yet sent to ODH', 'Changes in Transition with ODH (pending ODH approval)', and 'An End Date was given and will be removed from Program'. A 'Verification of Rule Compliance' link is present. Navigation buttons '<< Back' and 'Next >>' are at the bottom right. The footer indicates 'Enhanced Information Dissemination & Collection Version 5.8 (Built with NET 2.0 Framework) Updated Last on: 06/19/2008'.

### Re-approval Classroom Summary Tab

- A PDF form is generated that you can review, print, and save
- Select the [Next] button to proceed to the next tab/with the online re-approval process

The screenshot shows the 'Classroom Summary' tab of the 'Nurse Aide Training Competency Evaluation Program (NATCEP) Renewal' interface. The page title is 'Nurse Aide Training Competency Evaluation Program (NATCEP) Renewal' with a sub-note 'As defined in Ohio Administrative Code 3701-18-06.1'. The main content area displays a summary for the classroom site 'ASHTABULA COUNTY J V B'. The summary includes:

- Program Name: ASHTABULA COUNTY J V B
- Street Address: 1565 STATE ROUTE 167, EAST
- City: ASHTABULA
- State: OH
- Zip: 44047
- Program Office Phone: (440) 576-6502
- Program Coordinator: JEFFERSON
- Program Coordinator Phone: (440) 576-6516
- Program Coordinator email: Laura.Roy

Below this information, there is a section for 'CLASSROOM NAME:' with a table for 'Number of Schedules per the Classroom Site' and a 'Report Summary' section with fields for 'Total Count of Classrooms (per Program)', 'Total Count of Schedules (per Program)', and 'Total Count of Enrolled Trainees (per Program)'. Navigation buttons '<< Back' and 'Next >>' are at the bottom right. The footer indicates 'Enhanced Information Dissemination & Collection Version 5.8 (Built with NET 2.0 Framework) Updated Last on: 06/19/2008'.



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**Re-approval Topic Hours Tab**

- Review and update applicable information
- As illustrated on the screen: Please note that the "Required Hours" columns represent the minimum number of hours required by the Ohio Administrative Code for each topic area. The total hours for Preclinical, Classroom, and Clinical hours must equal at least 75 hours.
- Select the [Update] button to calculate hours and check data entry
- Select the [Next] button to proceed to the next tab/with the online re-approval process

Topic Area	Required Classroom Hours	Current Classroom Hours	New Classroom Hours	Required Clinical Hours	Current Clinical Hours	New Clinical Hours	Total Hours Required	Current Total Hours	New Total Hours
I. Overview	0.5	-	0	N/A			0.5	-	0
II. Communication and Interpersonal Skills	4.5	-	0	N/A			4.5	-	0
III. Infection Control	2.5	-	0	N/A			2.5	-	0
IV. Safety and Emergency Procedures	6.5	-	0	N/A			6.5	-	0
V. Promoting Residents' Independence	1.0	-	0	N/A			1.0	-	0
VI. Respecting Residents' Rights	1.0	-	0	N/A			1.0	-	0
<b>Total Preclinical Hours</b>	<b>16</b>	<b>-</b>	<b>0</b>	<b>N/A</b>			<b>16.0</b>	<b>-</b>	<b>0</b>
VII. Basic Nursing Skills	9 to 13	-	0	6 to 10	-	0	19.0	-	0
VIII. Personal Care Skills	14.5 to 15.5	-	0	7 to 8	-	0	22.5	-	0
IX. Mental Health and Social Services Needs	7.5 to 9.5	-	0	2 to 4	-	0	11.5	-	0
X. Basic Restorative Services	2 to 3	-	0	1 to 2	-	0	4.0	-	0
XI. Residents' Rights	1 to 2	-	0	0 to 1	-	0	2.0	-	0
<b>Subtotal Classroom and Clinical Hours</b>	<b>34 to 43</b>	<b>-</b>	<b>0</b>	<b>16 to 25</b>	<b>-</b>	<b>0</b>	<b>59</b>	<b>-</b>	<b>0</b>
<b>Overall Total (Preclinical plus Classroom and Clinical)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>0</b>

**Re-approval Schedule Plan Tab – Illustration A (no existing Schedule Plans)**

- Select [Add to List](#) to enter a Schedule Plan



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**Re-approval Schedule Plan Tab – Illustration B**

- Enter Schedule Plan information and select the [Update] button

The screenshot shows the 'License Renewal/Program Re-approval' form. At the top, there are fields for 'Approved Classroom Hours' and 'Approved Clinical Hours'. Below these is a detailed instruction: 'Please enter the total number of classroom and clinical hours that your program is approved for in the "Approved Classroom Hours" and "Approved Clinical Hours" boxes shown above. Briefly describe the overall schedule plan (OAC Rule 3701-18-05 (C) (8)) that you most frequently use for scheduling and implementing both the classroom instruction and clinical experience portions of the program by listing in the appropriate days (e.g., classroom, Monday 8:00 a.m. - 4:30 p.m. x 2 days = 18 hours, Tuesday 8:00 a.m. - 4:30 p.m. x 2 days = 18 hours, etc. and clinicals, Monday 7:00 a.m. - 3:30 p.m. x 1 day = 8 hours, etc. Please do not include time spent for breaks or lunch when totaling the number of hours for classroom and clinicals). If your program offers more than one schedule (e.g., a day class and evening class), please complete a schedule plan for each schedule offered. Please note that the Classroom Total and Clinical Total must equal the approved classroom and clinical hours entered.'

There are two tables for scheduling:

	Start Time	End Time	Hours	Days		
Sunday	-	-	8		x	0
Monday	-	-	8		x	0
Tuesday	-	-	8		x	0
Wednesday	-	-	8		x	0
Thursday	-	-	8		x	0
Friday	-	-	8		x	0
Saturday	-	-	8		x	0
Classroom Total:						0

	Start Time	End Time	Hours	Days		
Sunday	-	-	8		x	0
Monday	-	-	8		x	0
Tuesday	-	-	8		x	0
Wednesday	-	-	8		x	0
Thursday	-	-	8		x	0
Friday	-	-	8		x	0
Saturday	-	-	8		x	0
Clinical Total:						0

At the bottom of the form, there is a 'Done' button and a status bar indicating 'Local Intranet | Protected Mode: Off'.

**Re-approval Schedule Plan Tab – Illustration C**

- A Schedule Plan entered in the system will now be listed
- Select [Remove Plan](#) to remove plan, [Days of the Week](#) value to edit the plan, or [Add to List](#) to add another Schedule Plan
- Select the [Next] button to proceed to the next tab/with the online re-approval process

The screenshot shows the 'Nurse Aide Training Competency Evaluation Program (NATCEP) Renewal' form. The title is 'Nurse Aide Training Competency Evaluation Program (NATCEP) Renewal' with the subtitle 'As defined in Ohio Administrative Code 3701-18-06.1'. There are tabs for 'Demographic', 'Personnel', 'Clinical Data', 'Classroom Data', 'Classroom Summary', 'Training Hours', and 'Schedule Plan'. The 'Schedule Plan' tab is active.

Under 'Assigned Schedule Plans (Add to List)', there is a table:

Remove Plan	Days of the Week	Approved Clinical Hours	Approved Classroom Hours
	SUN,MON	30	56

Below the table are three legend items:

- = Changes not yet sent to DOH
- = Changes in Transition with DOH (pending DOH approval)
- = Schedule Plan set to be Inactivated

At the bottom of the form, there is a '(Step 7 of 9)' indicator and '<< Back' and 'Next >>' buttons. The footer of the page reads 'Enhanced Information Dissemination & Collection version 5.8 (Built with: RFP 7.0 Framework) Updated List on: 06/19/2008'.



## DIVISION OF QUALITY ASSURANCE Enhanced Information Dissemination & Collection (EIDC) – NATCEP Module

### Re-approval Documentation Tab

- Select the [Browse] button to browse for a file and upload it if applicable
- Select the [Next] button to proceed to the next tab/with the online re-approval process

The screenshot shows the 'Documentation' tab of the 'Nurse Aide Training Competency Evaluation Program (NATCEP) Renewal' interface. The page title is 'Nurse Aide Training Competency Evaluation Program (NATCEP) Renewal' with the subtitle 'As defined in Ohio Administrative Code 3701-18-06.1'. The main content area contains a message: '(No Documentation has been uploaded yet)'. Below this, there is a 'Select Document to Attach:' label followed by a text input field and a 'Browse...' button. An 'Optional Note:' label is followed by a text input field and an 'Add Document' button. At the bottom right of the form area, there are '<< Back' and 'Next >>' buttons. The footer of the page indicates 'Enhanced Information Dissemination & Collection Version 5.8' and 'Built with NET 2.0 Framework Updated Last on: 06/19/2008'.

### Re-approval Affirmation Tab

- Enter your name & select the [Yes] checkbox if you agree with the affirmation statement
- Select the [Finish] button to proceed to submit the re-approval
- You will be redirected to the program summary screen where you can [Edit](#) the re-approval or select the [Pay fee] button

The screenshot shows the 'Affirmation' tab of the 'Nurse Aide Training Competency Evaluation Program (NATCEP) Renewal' interface. The page title is 'Nurse Aide Training Competency Evaluation Program (NATCEP) Renewal' with the subtitle 'As defined in Ohio Administrative Code 3701-18-06.1'. The main content area contains an affirmation statement: 'I hereby certify that all information submitted is true and accurate, and that the Program Coordinator of this TCE Program is aware of all additions, corrections, cancellations, or changes made during this online session. I further certify that all information submitted during this online session meets the requirements described in Ohio Administrative Code 3701-18-06.1.' Below the statement, there is a text input field for the user's name and a label 'Please type your name in the following space:'. There are two checkboxes: 'Yes, I agree' and 'No, I do not agree'. At the bottom right of the form area, there are '<< Back' and 'Finish' buttons. The footer of the page indicates 'Enhanced Information Dissemination & Collection Version 5.8' and 'Built with NET 2.0 Framework Updated Last on: 06/19/2008'.