



STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
*Aging and Long-Term Support Administration*  
*PO Box 45600, Olympia, WA 98504-5600*

January 27, 2016

**AL TSA: NH #2015-003**  
**NURSING ASSISTANT REGISTRY INQUIRY FORM**

Dear Nursing Facility/Home Administrator and Interested Parties:

After a careful review of facilities' practices, it has come to our attention that many of you have questions about using the Nursing Assistant Registry Inquiry Form (Inquiry Form) submitted to the OBRA Registry (Registry).

This letter is to clarify when and how to use this Inquiry Form:

- Federal Regulation § 483.75(5) states that all Nursing Homes must verify with the OBRA Registry the status of any Nursing Assistant Certified (NAC) **before** hiring them to work directly with residents. If the facility does not comply with the federal regulation it will be a reportable occurrence to DSHS compliance department.
- During your hiring process for NACs your designated staff must submit the Inquiry Form to determine if your potential employee is registered as: Active, Expired or Ineligible.
- Access the form online at <https://www.dshs.wa.gov/sites/default/files/FSA/forms/word/16-193.doc>.
- The form needs to be **typed** and filled out completely. Please submit the form during the hiring process, then again every 24 months that the employee remains with your facility and when the employee leaves your facility.
- A new version was recently released dated (REV. 12/2015). Please discard all older versions.
- The changes to the new form are:
  - The forms must now be **emailed** into the OBRA registry. The email address is located in the top right section of the form. The email address is: [obraregistry@dshs.wa.gov](mailto:obraregistry@dshs.wa.gov). If you are unable to email the form, we will accept a faxed form temporarily but there will be a delay in processing these forms.
  - There are two ways to receive the OBRA response: 1) the registry will email the response back to the address filled in on the form; or 2) fax the response back to the fax number listed on the form.
  - On the inquiry form, the box under Facility Name has a space for the facility to list the email address that can receive the OBRA information.
  - The date of birth and social security number columns now has slashes and dashes to separate the numbers.

Answers to frequently asked questions (FAQs) can be found on the AL TSA Nursing Assistant Program web page at <https://www.dshs.wa.gov/altsa/residential-care-services/nursing-assistant-program> under the General Information section.

Thank you for your continued commitment to nursing home residents. If you have any questions, please contact Susan Worthington, NATCEP Manager, at (360) 725-2596 or [susan.worthington@dshs.wa.gov](mailto:susan.worthington@dshs.wa.gov).

Sincerely,

Candace Goehring, Director  
Residential Care Services

"Transforming Lives"