WHAT YOU NEED TO KNOW

- 1. Schedules <u>MUST</u> BE SENT to <u>masterschedule@siu.edu</u> in proper format.
- 2. <u>DO NOT</u> SEND any OTHER ATTACHMENTS or REQUEST INFORMATION.
- 3. YOU WILL <u>NOT</u> RECEIVE A RESPONSE to your schedule submission.
- 4. <u>DO NOT</u> EMAIL DPH OR SIU asking if your schedule was received.
- 5. IF A SCHEDULE IS NOT RECEIVED AT <u>masterschedule@siu.edu</u> the program will be cited for VIOLATION OF Title 77 Section 395.170 a.
- 6. <u>CLASS CANCELLATIONS and MINOR UPDATES NOT REQUIRING a</u> <u>REVISED</u> <u>SCHEDULE go to dph.bnatp@illinois.gov</u>.

HOW TO NAME THE MS FILE WHEN SAVED TO YOUR COMPUTER

The file name MUST BE IN THE FOLLOWING FORMAT:

Program Code_Beginning Date of Class_Ending Date of Class.

FILE NAME Example:

1056_20231101_20231215

WHERE TO EMAIL THE MASTER SCHEDULE

SEND IN ADOBE pdf format to masterschedule@siu.edu.

NAMING REVISIONS & CANCELLATIONS

*If you revise a schedule, it must be in this format: Program Code_REVISION_Beginning Date of Class_Ending Date of Class. FILE NAME Example:

1056_REVISION_20231101_20231215

*If you CANCEL a whole schedule, it must be in this format: Program Code_CANCELLED_Beginning Date of Class_Ending Date of Class. FILE NAME Example:

0095_CANCELLED_20240201_20240327

Illinois Department of Public Health (IDPH) Basic Nursing Assistant Training Program (BNATP) Guidelines for Completion of Master Schedule (MS)

GENERAL INFORMATION

Master Schedules must be completely and accurately filled out following <u>Illinois Administrative Code Section 395</u> (Control + Click over hyperlink to go to Code for Windows or use Command + Click for Mac.)

All instructors and facility administrators must have access to the MS.

The MS must be received 15 working days prior to the start date of the class. Do not send the MS more than 30 days in

advance of the start date. This prevents the need for revisions.

Do <u>not</u> use anything other than Adobe Acrobat or Adobe Acrobat Rader DC to open and complete the schedules. The Adobe format provides a searchable document for IDPH for schedule review and must be utilized. (See decision tree below.)

Check that Adobe Acrobat (or Adobe Acrobat Reader DC) is the default program on computer prior to downloading MS (see below.)

Do not alter template forms. Altered, previous formats, and inaccurate Master Schedule forms will be returned to the Program Coordinator (PC) for revision; then must be resubmitted via email to masterschedule@siu.edu.

Do not send master schedules or other documents via cloud or shared drives. The State of Illinois antiviral software will not

allow access. Send only the .pdf file attached to an email with your program number in the subject line to masterschedule@siu.edu.



HOW TO LOCATE & SAVE A MASTER SCHEDULE

****USE ONLY ADOBE TO COMPLETE THE SCHEDULE****

SEE START ON P.1 FOR INSTRUCTIONS

FIRST GO TO <u>HTTPS://WWW.NURSEAIDETESTING.COM/</u> > COORDINATORS & INSTRUCTORS > FORMS > MASTER SCHEDULE CONTENT > [PDF] MASTER SCHEDULE CALENDAR FORM

- 1. Download File
 - a. Single right click on [PDF] to the left of the desired file
 - b. Click on "Save link as"
 - c. When prompted to save, note the location to which the file will be saved. This is typically a user's "Downloads" file
- 2. Navigate to the recent download by left clicking on File Explorer >
- 3. On a Windows machine, single right click on your file
- 4. Select "Open Using" or "Open With"
- 5. Then select Adobe Reader DC from the options
- 6. If a user does not have Adobe Reader, download and install a FREE copy of ADOBE READER by clicking on the Adobe logo below



NOTE: Copies of all PDF forms can be saved to your local hard drive. For certain forms, form data may also be saved with the local copy. This may help those who use these forms regularly, as the field data will be saved with the form. To save a copy of the form with your data, click "Save a Copy" in the upper left corner of the form window. Note that Adobe Reader 7.0 or higher is required to save data with these forms.

NOTE from IDPH

An email from IDPH acknowledging receipt of the Master Schedule will be sent after a brief review by IDPH for any obvious errors. This is NOT an "approval" of the submitted schedule, it simply means the schedule was received by IDPH.

Be aware a submitted schedule is used by the Education Coordinators to visit the program for unannounced monitoring visits. Not following a submitted schedule is a violation of the Administrative Code. Therefore, it is important to update IDPH with changes or cancellations.

Prior to a monitoring visit, schedules will be checked for code compliance, accurate calculation of program hours, & correct formatting.

If an error is found, it may be identified as a code violation during a monitoring visit. Correct the error(s) as directed and ensure future schedules do not contain the same error(s).

SEE TEXT in boxes below as a guide for completing the Master Schedule.



Program Number 4 Digit Code	Start Date 1st day of class End Date Last day of class	
Program Type	Clinical Site #2 (S2)	
Program Name Name from Program Application	Address	
Program Sponsor Phone Enter Contact #	City ZIP	
Address Enter Address of Sponsor	Phone	
City ZIP	Clinical Site #3 (S3) If more than 3 enter in Misc Notes	
Theory Site (T) Where Theory Takes Place	Address	
T Site Address Where Students Meet	City ZIP	
City ZIP	Phone	
T Phone Enter Room Phone #	Misc Notes	
Theory/Lab Room # Exact Building &/or Room #	The theory class should be easily located. Provide specific directions if applicable that directs someone to	
Program Coordinator (PC) Must be an RN	the exact location.	
PC Contact Phone Enter Best Contact #	Hybrids: If instructor is not teaching theory from theory site please denote. Ex. Instructor teaching from home.	
PC Email Will be used by SIU/DPH to Contact	List pertinent information that applies to this schedule.	
Clinical Site #1 (S1) List All Sites	Ex. CPR is completed outside of theory class. 4 hours deducted from theory time.	
Address List Address of All Sites	Additional Theory or Clinical times should be listed	
City ZIP	C5 Times/Hours Counted	
Phone		

Click on the envelope icon () or attach to an email masterschedule@siu.edu

Do not use any software other than Adobe to complete this schedule. Do not alter the format. The theory Site should be easily located add note if additional directions are needed.

DO NOT SEND ANYTHING OTHER THAN SCHEDULES TO MASTERSCHEDULE@SIU.EDU

NOTE: Holidays in red are State of Illinois holidays and IDPH will be closed.

IF THE PROGRAM IS A HYBRID/DISTANCE LEARNING BNATP, FOLLOW INSTRUCTIONS BELOW:

MUST place a note on p. 1 of the schedule stating from where the hybrid program will be taught. If there is no notation, we will assume that the instructor(s) will be present at the program site.

Hybrid programs **MUST** say on every MS on p. 1 what type of platform/Learning Management System (LMS) is being used to deliver content. If you are using a third-party platform, the name of the platform must be listed on p. 1.

Instructors should plan to be available and online while students are expected to be online. If 24-hour access is allowed by the A/BNATP, an instructor **MUST** be available for 24 hours.

	Program Number 4 Digit Code Start Date End Date Clinical Group(s) Total # of gro	ups	
	Programs MUST deduct orientation to theory/lab/clinical from Hours Counted.		
	Theory 1 (T) Start Time 0800 End Time 1530 Hours Counted 7.5		
	Theory 2 (T2) Start Time 1700 End Time 2230 Hours Counted 5.5		
	Theory 3 (T3) Start Time End Time Hours Counted		
	Theory 4 (T4) Start Time End Time Hours Counted		
	Lab 1 (L) Start Time 1245 End Time 1530 Hours Counted 2.75		
	Lab 2 (L2) Start Time 1700 End Time 2130 Hours Counted 4.5		
	Lab 3 (L3) Start Time End Time Hours Counted		
	Lab 4 (L4) Start Time End Time Hours Counted	HOURS COUNTED is	
	Clinical 1 (C) Start Time 0700 End Time 1530 Hours Counted 8.5	the start time of class. You no longer	
	Clinical 2 (C2) Start Time 1400 End Time 2230 Hours Counted 8.5	have to show break	
	Clinical 3 (C3) Start Time End Time Hours Counted	Students will be	
ALL	Clinical 4 (C4) Start Time End Time Hours Counted	interviewed about breaks during a visit	
programs			
MUST show face to face	Lab hours are MANDATORT; minimum of 16 hours (subtract from theory content hours.)	All hours listed	
lab hours	Theory Content 64.00 + Theory Lab 16.00 = Theory Hours 80.00	MUST be listed on calendar days and	
here. Lab davs MUST	Above is a breakdown of theory hours into two parts. If you have a combined theory/	MUST calculate to	
be shown on	lab in the same session, make a note on page one and enter "TL" on the calendar. Total Program Hours = 120.00	hours listed on page two of the	
calendar too.		MS.	
	Original Submission Enter Date Original Sent to IDPH	A master schedule shall be	
	Revision Enter Date Revision Sent to IDPH	submitted to the	
	If submitting a revision, the reason must be stated below. Department 15 business days prior to the start of the		
	actual training program, in		
		395.110(b)(6)	
	Page 2	J J	
	, age [-		
The following schedule changes <i>do NOT</i> require a revised schedule sent to IDPH. Update local copy for inspection only.			
a. Clinical site changes to a secondary site already listed on a schedule.			
b. Addition or deletion of an instructor.			
 d. Short notice cancellations such as a snow day, instructor illness, or clinical cancellation due to facility b. Short notice cancellations such as a Snow day, instructor illness, or clinical cancellation due to facility 			
being in survey, in outbreak, etc. Notification by email is sumicient.			
The following schedule changes require a revised schedule sent to IDPH.			
11 2022 BV/TD	a. Cancellations of theory of lab sessions more than 7 days in the future. b. Changes in starting or ending dates.	5	
REV 06 2025 TR			

Instructor List all instructors with instructor codes in Instructor Name the table to the right. An instructor code issued by IDPH allows an instructor to Anita Break teach theory, clinical, and Alzheimer's. ABC CPR Company Mark CPR only if instructor is teaching CPR. CPR instructor **Justin Case** credentials MUST be on file at time of monitoring visit. Annie Body

- Enter Pending in box if waiting on Instructor Code approval from IDPH.
- Enter "SC" for special content presenter, this must be approved by IDPH.
- Substitutes can be included here.

Pending SC Norma Lee If you have someone who wishes to teach special content (SC), they must first be approved by IDPH. No instructor code will be issued. Enter instructor name here with SC in the instructor code box.

List instructors and their codes here. Only check CPR if the instructor is teaching CPR. For other persons or companies providing CPR training, enter name and mark CPR. Credentials MUST be on file for anyone marked.

CPR

Х

Х

Code

0001

0002

COMPLETION OF CALENDAR DAYS:

The program must follow the submitted MS unless notification of change has been sent.

- Orientation to the program, lab if applicable, and clinical site MUST be entered by noting Type of Orientation and time completing on the calendar day. These times do not count toward theory, lab, or clinical minimum hours.
- ALL programs MUST enter lab days on calendar.
- Hybrid Programs: Face-to-face and online hours must be delineated the calendar. Note face-to-face hours with an "F" and lab hours with an "L" on the calendar pages.
- Must be submitted 15 business days before start date DO NOT send more than 30 days in advance.

You do not need to show the number of Alzheimer's hours, CPR hours, or pre-clinical training hours on the schedule. You will sign an attestation when creating the roster for testing that you have provided the minimum number of hours required. You do not have to subtract break times. For example, if your class meets from 0800 - 1200 and you normally give a 15-minute break, count this as four hours, not 3.75 hours.

Verification of Master Schedule requirements (Your check mark below signifies compliance.)

I certify this schedule has been double checked for accuracy.

I certify the hours listed on P2 match the total hours plotted on the attached calendar pages.

Page | 3

Submission of accurate documentation is a Code requirement. The program may be cited on monitoring visit for errors, misrepresentation of hours. Follow instructions and ask questions if you are unsure before submission. See Title 77, Ch. 1 c, Part 395 Training Programs Code. Link: https:// www.ilga.gov/commission/jcar/admincode/077/07700395sections.html



TRADITIONAL CALENDAR KEY:

T1 = Theory Day that designates one group of students meeting at the same time, or theory day online for hybrid or distance learning program types.

T2, T3, T4 = Theory Day that designates more than one group or same group meeting at different times noted for T1.

L1 = Lab days (must be face-to-face), these hours MUST be specified on calendar and account for no less than 16 hours.
 L2, L3, L4 = designates more than one group or same group of students meeting at different time than noted for L1.
 C1 = Clinical Day designates students meeting at same time.

C2, C3, C4 designates more than one group or same group of students meeting at different time than noted for C1.

S1 = Main Clinical Site listed first on p.1.

S2, S3, S4 = Use of site other than S1 (Must be listed on p.1 of Master Schedule.)

Makeup Days – listed on calendar and utilized to makeup missed time.

Nonrecurring Class Times: If theory/lab/clinical time is different for one day and not recurring simply enter the class time will be held directly on the specific calendar day. This will alert IDPH that a particular day has a different class time from the time indicated on p. 2 of the Master Schedule.



HYBRID CALENDAR KEY:

T1 = **Online theory day**, this designates one group of students meeting at the same time for hybrid or distance learning program types.

T2, T3, T4 = Theory Day that designates more than one group or same group meeting at different times noted for T1.

T1F = **Face-to-face** hours, this designates one group of students meeting at the same time in person.

L = Lab days (must be face-to-face), these hours **MUST be specified** on calendar and account for no less than 16 hours. L2, L3, L4 designates more than one group or same group of students meeting at different time than noted for L1.

C1 = Clinical Day designates students meeting at same time.C2, C3, C4 designates more than one group or same group of students meeting at different time than noted for C1.

S1 = Main Clinical Site listed first on p.1.

S2, S3, S4 = Use of site other than S1 (Must be listed on p.1 of Master Schedule.)

Makeup Days – listed on calendar and utilized to makeup missed time.

Nonrecurring Class Times: If theory/lab/clinical time is different for one day and not recurring simply enter the class time will be held directly on the specific calendar day. This will alert IDPH that a particular day has a different class time from the time indicated on p. 2 of the Master Schedule.