

# Colorado Nursing Home Administrators (NHA) Practice Exam (Sample)

## Study Guide



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**SAMPLE**

## **Questions**

- 1. What is required for the plan of correction submission?**
  - A. Submitted to the Department within 20 calendar days**
  - B. Signed by only the facility's janitor**
  - C. Signed by the licensee's director, administrator, or manager**
  - D. Submitted without any timeline**
  
- 2. If the individual is not happy with the written explanation from the grievance committee, how long do they have to file the grievance with the ED of the Department?**
  - A. 10 days**
  - B. 14 days**
  - C. 30 days**
  - D. 7 days**
  
- 3. What is the fee for change in licensed capacity?**
  - A. \$1,000**
  - B. \$260**
  - C. \$360**
  - D. \$75**
  
- 4. What is the renewal license fee?**
  - A. \$1,000**
  - B. \$150**
  - C. \$260**
  - D. \$360**
  
- 5. When must a facility inform its patients of closure and how and where to obtain records?**
  - A. Within 10 calendar days of closure**
  - B. Within 15 calendar days of closure**
  - C. Within 30 calendar days of closure**
  - D. Within 7 calendar days of closure**

- 6. When is it NOT considered a change of ownership for a sole proprietorship?**
- A. Forming a corporation**
  - B. Transfer of less than 50% ownership**
  - C. Change in business name**
  - D. Dissolution of proprietorship**
- 7. Who should the pharmaceutical services be supervised by?**
- A. Consultant pharmacist**
  - B. Registered nurse**
  - C. Medical advisor**
  - D. Resident representative**
- 8. What is a safety device in a nursing home setting?**
- A. A device used to protect residents from injury, maintain body alignment, or facilitate comfort**
  - B. A device used to restrain residents**
  - C. A security camera for monitoring residents**
  - D. An emergency alarm system**
- 9. If a healthcare facility surrenders its license, when must they inform the Department about their plan for storage and retrieval of health records?**
- A. 10 calendar days prior to closure**
  - B. 15 calendar days prior to closure**
  - C. 30 calendar days prior to closure**
  - D. 7 calendar days prior to closure**
- 10. What must an individual have to operate a governmental facility?**
- A. Authorization Letter**
  - B. Certificate of Compliance**
  - C. Insurance Policy**
  - D. Operational Permit**

## **Answers**

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1. C
2. A
3. A
4. A
5. A
6. A
7. A
8. A
9. A
10. A

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## **Explanations**

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**1. What is required for the plan of correction submission?**

- A. Submitted to the Department within 20 calendar days**
- B. Signed by only the facility's janitor**
- C. Signed by the licensee's director, administrator, or manager**
- D. Submitted without any timeline**

The correct answer is C because the plan of correction submission must be signed by the licensee's director, administrator, or manager to ensure that the individual responsible for the operation of the facility acknowledges and takes ownership of the corrections needed. Option A is incorrect because the plan of correction must be submitted within 10 calendar days, not 20. Option B is incorrect as it states that only the facility's janitor needs to sign the plan, which is not appropriate as the responsibility lies with higher management. Option D is incorrect as the plan of correction submission does have a timeline of within 10 calendar days for compliance.

**2. If the individual is not happy with the written explanation from the grievance committee, how long do they have to file the grievance with the ED of the Department?**

- A. 10 days**
- B. 14 days**
- C. 30 days**
- D. 7 days**

The other options are incorrect because they do not align with the given timeline of the written explanation from the grievance committee, which is typically 10 days. Option B is too long and options C and D are too short. It is important for the individual to file the grievance within the given timeline to ensure their concerns are addressed and addressed in a timely manner. Failing to file within the appropriate timeline may result in delays or dismissal of the grievance.

**3. What is the fee for change in licensed capacity?**

- A. \$1,000**
- B. \$260**
- C. \$360**
- D. \$75**

The fee for change in licensed capacity is \$1,000 because it is the standard fee required by the licensing agency for any changes made to the capacity of the licensed service. Options B, C and D are incorrect because they do not align with the standard fee. For example, option B is too low and would not cover the cost of processing the change, while options C and D are much lower than the standard fee and would not cover the cost of processing the change. Therefore, \$1,000 is the most appropriate and accurate answer.

**4. What is the renewal license fee?**

**A. \$1,000**

**B. \$150**

**C. \$260**

**D. \$360**

The option B (\$150) is too low to cover the cost of a renewal license. Option C (\$260) and D (\$360) may seem possible, but option A (\$1000) would be the most correct answer as it is a common price for a renewal license fee.

**5. When must a facility inform its patients of closure and how and where to obtain records?**

**A. Within 10 calendar days of closure**

**B. Within 15 calendar days of closure**

**C. Within 30 calendar days of closure**

**D. Within 7 calendar days of closure**

A facility must inform its patients of closure within 10 calendar days for a few reasons. If patients are not informed promptly, they may not know where or how to obtain their medical records, which contain important information about their health. This could lead to delays in receiving necessary care or transferring their records to a new healthcare provider. Additionally, notifying patients within a timely manner shows respect and consideration for their well-being and provides them with enough time to make arrangements for their records. Options B, C, and D are incorrect because the longer the facility waits to inform patients of closure, the more inconvenient and disruptive it may be for the patients.

**6. When is it NOT considered a change of ownership for a sole proprietorship?**

**A. Forming a corporation**

**B. Transfer of less than 50% ownership**

**C. Change in business name**

**D. Dissolution of proprietorship**

When a sole proprietorship transforms into a corporation, it involves a significant structural change that goes beyond the scope of ownership adjustments. This process typically includes new legal entities, distinct ownership structures, and various regulatory requirements that differentiate it from a simple change in ownership. Therefore, forming a corporation from a sole proprietorship is considered a substantial transformation and not just a change in ownership. Options B, C, and D are not considered a change of ownership for a sole proprietorship. Transferring less than 50% ownership, changing the business name, or dissolving the proprietorship are all actions that involve modifications within the existing structure of a sole proprietorship without fundamentally altering its legal form or status.

**7. Who should the pharmaceutical services be supervised by?**

- A. Consultant pharmacist**
- B. Registered nurse**
- C. Medical advisor**
- D. Resident representative**

Pharmaceutical services in a nursing home setting should be supervised by a consultant pharmacist. Consultant pharmacists play a crucial role in ensuring the safe and effective use of medications in long-term care facilities. They provide expertise in medication management, review prescriptions for accuracy and appropriateness, monitor for potential drug interactions, and collaborate with other healthcare providers to optimize resident care. Supervision by a consultant pharmacist helps to promote medication safety, enhance resident outcomes, and comply with regulatory requirements.

**8. What is a safety device in a nursing home setting?**

- A. A device used to protect residents from injury, maintain body alignment, or facilitate comfort**
- B. A device used to restrain residents**
- C. A security camera for monitoring residents**
- D. An emergency alarm system**

The safety device in a nursing home setting should prioritize the well-being and comfort of the residents, not to restrict them. Therefore, options B and C, which involve restraining or monitoring the residents, are incorrect. Option D, an emergency alarm system, serves as a safety measure but does not directly protect the residents from injury, maintain body alignment, or promote comfort like option A does.

**9. If a healthcare facility surrenders its license, when must they inform the Department about their plan for storage and retrieval of health records?**

- A. 10 calendar days prior to closure**
- B. 15 calendar days prior to closure**
- C. 30 calendar days prior to closure**
- D. 7 calendar days prior to closure**

When a healthcare facility surrenders its license, they must inform the Department about their plan for storage and retrieval of health records 10 calendar days prior to closure. This gives the Department enough time to review the plan and ensure that the records are properly and securely stored for future retrieval. Option B is incorrect because it provides a shorter time frame, which may not give the Department enough time to review the plan. Option C is incorrect because it provides a longer time frame, which could delay the closure process and potentially put sensitive health records at risk. Option D is incorrect because it suggests a shorter time frame than the correct answer.

**10. What must an individual have to operate a governmental facility?**

**A. Authorization Letter**

**B. Certificate of Compliance**

**C. Insurance Policy**

**D. Operational Permit**

To operate a governmental facility, an individual must have an Authorization Letter. This letter grants the individual the authority to oversee and manage the operations of the facility on behalf of the government. It serves as official documentation of the individual's permission to act in their designated role within the facility. The other options can be easily eliminated: - A Certificate of Compliance typically verifies that a facility meets certain standards or regulations but may not specifically grant the authority to operate a governmental facility. - An Insurance Policy is important for managing risk and liability but does not provide the necessary authorization to operate a governmental facility. - An Operational Permit is generally needed to legally operate a facility but may not specifically indicate governmental authorization.