

**APPROVED MINUTES  
VIRGINIA BOARD OF LONG TERM CARE ADMINISTRATORS  
MEETING MINUTES**

The Virginia Board of Long Term Care Administrators convened for a board meeting on Tuesday, December 15, 2015 at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, 2<sup>nd</sup> Floor, Board Room #4, Henrico, Virginia.

**The following members were present:**

Karen Hopkins Stanfield, NHA, Chair  
Derrick Kendall, NHA, Vice-Chair  
Marj Pantone, ALFA  
Doug Nevitt, ALFA  
Mitchell P. Davis, NHA  
Warren Koontz, MD, Citizen Member  
Mary B. Brydon, Citizen Member

**The following members were absent for the meeting:**

Shervonne Banks, Citizen Member  
Martha H. Hunt, ALFA

**DHP staff present for all or part of the meeting included:**

Lisa R. Hahn, Executive Director  
David Brown, DC, Agency Director  
Elaine Yeatts, Senior Policy Analyst  
Lynne Helmick, Deputy Executive Director  
Missy Currier, Deputy Executive Director  
Heather Wright, Program Manager, Board of LTC

**BOARD COUNSEL**

Erin Barrett, Assistant Attorney General

**Quorum:**

With 7 members present a quorum was established.

**Guests Present:**

Judy Hackler, Virginia Assisted Living Association (VALA)  
Matt Mansell, Virginia Health Care Association (VHCA)  
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## **CALLED TO ORDER**

Ms. Hopkins Stanfield, Chair, called the Board meeting to order at 9:37 a.m.

## **PUBLIC COMMENT PERIOD**

Judy Hackler, spoke on behalf of the Virginia Assisted Living Association (VALA) and stated they were highly supportive of anything the board could do in order to gain enough qualified administrators into the industry to sustain the community.

## **ACCEPTANCE OF MINUTES**

Upon a motion by Dr. Koontz and properly seconded by Marj Pantone, the board voted to accept the following minutes:

- Minutes of Board Meeting – September 22, 2015

The motion passed unanimously.

## **AGENCY DIRECTOR'S REPORT – Dr. David Brown, D.C.**

Dr. Brown provided the following Agency news:

- Lisa Hahn had been appointed by the Governor to serve as the new Chief Deputy Director of the Agency. Ms. Hahn would continue in her role as the Executive Director for the boards of Physical Therapy, Long Term Care Administrators, and Funeral Directors & Embalmers until sometime following the 2016 General Assembly Session.
- The Healthcare Workforce Data Center provides wonderful and useful information to the boards and to the public. He shared that 95% of Assisted Living Facility Administrators responded that they were satisfied with their job and that with a 60k – 70k average salary; they should be able to recruit effectively. Dr. Brown added that it is an agency goal to condense workforce data reports and share them with the schools and guidance counselors who can use them.

This concluded the Agency Directors Report.

## **EXECUTIVE DIRECTOR'S REPORT – Lisa R. Hahn**

**Ms. Hahn reported on the following:**

### **Budget**

■ Cash Balance as of June 30, 2015	\$(130,525)
■ YTD FY16 Revenue	39,700
■ <u>Less direct and In-Direct Expenditures</u>	<u>175,156</u>
■ Cash Balance as of October 31, 2015	\$(265,980)

Ms. Hahn pointed out that through the hard work and efforts of Dr. Brown, Elaine Yeatts, Charles Giles and herself, they were able to get the regulations for a fee increase approved. With that being said, she was pleased to say that the board would be back in the black by the end of fiscal year 2016 and she shared the past and future numbers below:

- FY 14 - (\$368,103)
- FY15 - (\$130,525)
- FY 16 - \$106,814

**Licensee Statistics:**

**ALFA's**

	12/15	12/14	12/13
ALFA's	627	646	617
AIT's	116	107	81
Acting AIT	5	6	5
Preceptors	204	198	180
Total ALF	952	957	883

**NHA's**

	12/15	12/14	12/13
NHA's	872	883	847
AIT's	89	82	75
Preceptors	232	244	238
Total NHA	1,193	1,209	1,160

<b>Combined</b>	<b>2,145</b>	<b>2,166</b>	<b>2,043</b>
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Minimal change in past 3 years

**Licenses/Registrations Issued (07/01/2014 – 06/30/2015)**

• Acting ALF-Administrator-In-Training -	12
• NHA Administrator-in-Training	62
• ALF-Administrator-In-Training	69
• Assisted Living Facility Administrator	63
• Assisted Living Facility Preceptor	30
• Nursing Home Administrator	64
• Nursing Home Preceptor	15
<b>Total</b>	<b>315</b>

Ms. Hahn stated that these numbers did not include pending applications.

### Discipline Statistics

- **42 open cases:**
  - 12 cases in Investigations
  - 25 in Probable Cause
  - 1 in APD
  - 2 at Informal Stage
  - 2 at Formal Stage
  
- 11 LTC Compliance Cases being monitored by Lynne Helmick who also manages the disciplinary cases.

### Historical Case Data

- **FY 2012**
  - 63 cases received
  - 57 cases closed
  - 9 (16%) of closed cases went to IFC
  
- **FY 2013**
  - 45 cases received
  - 56 cases closed
  - 6 (11%) of closed cases went to IFC
  
- **FY 2014**
  - 47 cases received
  - 38 cases closed
  - 5 (13%) of closed cases went to IFC
  
- **FY15**
  - 64 cases received
  - 52 cases closed
    - 19 of closed cases (36%) were ALFA
    - 33 of closed cases (64%) were NHA
    - 5 (9%) of closed cases went to IFC

Ms. Hahn stated that the cases were voluminous and the cases take a lot of time to review. She and Ms. Helmick are working with the Enforcement Division to ensure that they are focusing and gathering the evidence we need to make case decisions and not obtaining information that is not useful. Ms. Hahn added that she would be asking for assistance from members of the SCC Committee to make recommendations for the reduction of unnecessary information.

## 2015 Hearings Held

- 9 Informal Conferences:
  - 5 – ALFA Hearings
  - 3 - NHA Hearings
  - 1 Respondent held both ALFA & NHA Licenses (case was referred to a formal)
- 2 Formal Hearings:
  - 1– ALFA
  - 1- Respondent held both ALFA & NHA Licenses

## Virginia Performs (Patient Care Cases) – First Quarter 2016

- Clearance Rate – 54%
- Age of Pending caseload older than 250 days – 13%
- % of Cases closed within 250 days – 71%
- Q4 2015 Caseloads: received=13, closed=7  
Pending over 250=5  
Closed within 250=5
- Customer Satisfaction
  - Q1 2016 – 100%
  - Q4 2015 – 96.3%
  - Q3 2015 – 100%
  - Q2 2015 – 100%

Ms. Hahn was pleased to report on the excellent customer satisfaction ratings for the board and attributed her staff for doing a great job.

## Increase in Patient Care Cases

- High number of patient care cases in Q 1
- Q1 16 - 18 cases and 12 were patient care
- Q4 15- 12 cases and 3 were patient care
- Average time to close a case is also taking longer
- One main reason is the size of the cases in CY 14 the largest case size was between 200-350 pages with 2 being 1450 pages.
- Compared to CY 15 year

## Board Business

### SHEV

Ms. Hahn reported that during the September meeting she contacted Dr. Joseph DeFilippo at the State Council of Higher Education for Virginia to discuss the best method of disseminating information to the colleges about the requirement for the AIT program.

Followed up with Dr. DeFilippo and at his request we provided him with statistics from applicants who applied from Virginia schools (744 over the past 5 years).

In our conversations he suggested that perhaps SHEV could issue a memo to the schools about disclosing the Virginia requirements for licensure and to suggest that the schools who don't offer an internship issue a disclaimer in their advertising about the requirements.

Dr. DeFilippo will be back in touch with Ms. Hahn.

### **NAB Business**

Ms. Hahn reported that she and Missy Currier and I attended the Mid-Year Meeting in November. I am on the Board of Directors and serve as NAB's treasurer. Do to unforeseen circumstances; Karen Stanfield had to cancel last minute so Missy served as our voting state delegate.

#### ■ Key Topics & Presentations:

- HSE Overview & Implementation plan for the Professional Practice Analysis (PPA) and the new Health Services Executive (HSE).
- AIT Task Force Overview & Accomplishments which more details would be provided later in meeting.
- AIT manual with national standards
- Preceptor training program
- NAB Exam Programs - Preparing for the Future –New exam projected for release on July 1, 2017.
- PPA Exam Resources – New Training Manual & Test Exam.
- Proposed Changes to NAB's Academic Accreditations Program to encompass the HSE Credential.

### **Board Communications**

- If you have a change of address, email address, cell phone number, please remember to contact us so that we have the most current information.
- Please try to respond to email requests within a timely manner especially when the email requests a reply for availability or a response to a licensure or disciplinary question.
- If you are going to be on vacation for an extended length of time, please let us know in advance so that we don't inundate you with emails.

### **2016 Board Meeting Schedule**

- Ms. Hahn requested that the members reserve the following dates for the entire day: That the dates are also used for our Formal Hearings and how imperative it is that they commit to these dates.
  
- March 15th
- June 14th
- September 20th
- December 13th

Ms. Hahn concluded her report and thanked the board for all their hard work & dedication!

### **NEW BUSINESS**

#### **Regulatory Report – Elaine Yeatts**

Ms. Yeatts reported that at this time there were no active regulatory actions. She did review in detail the regulations for the oversight of an acting administrator which became effective on November 4th.

#### **Legislative Report – Elaine Yeatts**

Ms. Yeatts reported that there were no regulatory actions at this time. She did say that DHP would be introducing 14 Bills during the 2016 General Assembly Session and that Dr. Brown and Ms. Hahn would be quite busy during that time.

#### **Guidance Document 95-8 (ByLaws) – Elaine Yeatts**

The revision to Guidance Document 95-8 in order to conform to the Code of Virginia was tabled until the next full board meeting.

### **BREAK**

The Board took a recess from 10:10 a.m. until 10:20 a.m.

#### **DHP Guidance Document 76-34 – Elaine Yeatts**

Ms. Yeatts opened from the break session by requesting that the board review DHP Guidance Document 76-34 as it was just amended in November 2015. She stated that they should be aware of to what they are required to report, to whom, when, etc. and that by not reporting, penalties could be assessed. She stated that Home Health and Hospice had been added to the list of required reporters.

### **Model AIT & Preceptor Program Update – Lisa R. Hahn**

Ms. Hahn gave a presentation on the Model AIT Program which she has co-chaired and been an integral part of the development over the past couple of years. She gave a general overview of the different sections of the program including a self-assessment that the AIT candidate completes as well as the actual program that is ultimately developed from the self-assessment. She demonstrated study components which included “flashcards” that can be studied online.

Ms. Hahn was most happy to report that Virginia will be the first state to pilot the program which she hopes will be ready within the next couple of months. She was also pleased to announce that the programs will be offered free of charge as everyone has the common goal to achieve consistent programs across all jurisdictions.

Ms. Hahn concluded that a Preceptor training program is also currently being developed and we hope to have this component completed by Spring 2016. This program will also be free of charge to the states.

The Board was very excited to learn about the programs and the progress that was made. Several of the members already have volunteered to use the National Model AIT Program as soon as Virginia receives the go ahead.

### **Presentation – Healthcare Workforce Data – Dr. Elizabeth Carter**

Dr. Carter provided informative statistical information regarding Virginia survey results conducted by the Healthcare Workforce Data Center. She stated that during this meeting she would be presenting on the Assisted Living Facility Administrators and that she would report on the Nursing Home Administrators during the next meeting in 2016. She stated that they received an 85% response rate from the survey which gave an accurate picture of the ALFA workforce.

Dr. Carter concluded her report and thanked everyone for filling out the surveys.

Upon a motion by Derrick Kendall and properly seconded by Doug Nevitt, the board voted to approve the September 2015 Healthcare Workforce Data Report. The motion carried unanimously.

### **ADJOURNMENT**

Ms. Hopkins Stanfield adjourned the meeting at 11:18 a.m.



Karen Hopkins Stanfield  
Karen Hopkins Stanfield, NHA, Chair

9-20-14  
Date

Lisa R. Hahn  
Lisa R. Hahn, Executive Director

9/21/14  
Date