
Call to Order – Mitchell P. Davis, NHA, Board Chair

- Welcome and Introductions
- Mission of the Board

Approval of Minutes (pages 5-24)

- Board Meeting – September 15, 2020
- Formal Hearing – September 15, 2020
- Telephonic Conference – November 6, 2020

Ordering of Agenda

Public Comment

The Board will receive public comment on agenda items at this time. The Board will not receive comment on any pending regulation process for which a public comment period has closed or any pending or closed complaint or disciplinary matter.

*****For more information and instructions related to public comment, please refer to page 3 of the Agenda*****

Agency Report – David E. Brown, DC, Director, and Barbara Allison-Bryan, MD, Deputy Director

Presentation (pages 26-29)

- Health Practitioners' Monitoring Program – **Barbara Allison Bryan, MD, DHP Deputy Director**

Staff Reports

- Executive Director's Report – **Corie E. Tillman Wolf, JD, Executive Director (pages 31-37)**
- Discipline Report – **Kelley Palmatier, JD, Deputy Executive Director**
- Licensing Report – **Sarah Georgen, Licensing and Operations Manager**

Board Counsel Report – Erin Barrett, Assistant Attorney General

Committee and Board Member Reports

- Board of Health Professions Report – **Derrick Kendall, NHA**

Legislative and Regulatory Report - Elaine Yeatts, Senior Policy Analyst (page 39)

New Business

- Elections
-
-

Next Meeting - March 16, 2021

Meeting Adjournment

This information is in DRAFT form and is subject to change. The official agenda and packet will be approved by the public body at the meeting and will be available to the public pursuant to Virginia Code Section 2.2-3707 (F).

Virginia Board of Long-Term Care Administrators
Instructions for Accessing the December 8, 2020 Virtual Board Meeting
and Providing Public Comment

- **Access:** Perimeter Center building access remains restricted to the public due to the COVID-19 pandemic. To observe this virtual meeting, use one of the options below. Participation capacity is limited and is on a first come, first serve basis due to the capacity of CISCO WebEx technology.
- **Written Public Comment:** Written comments are **strongly preferred** due to the limits of the electronic meeting platform and should be received by email to Corie.Wolf@dhp.virginia.gov no later than 12:00 noon on December 7, 2020. The written comments will be made available to the Board members for review prior to the meeting.
- **Oral Public Comment:** Oral comments will be received during the full board meeting from persons who have submitted an email to Corie.Wolf@dhp.virginia.gov no later than 12:00 noon on December 7, 2020 indicating that they wish to offer oral comment. Comment may be offered by these individuals when their name is announced by the Board President.
- Public participation connections will be muted following the public comment period.
- Please call from a location without background noise.
- Dial (804) 367-4595 to report an interruption during the broadcast.
- FOIA Council Electronic Meetings Public Comment form for submitting feedback on this electronic meeting may be accessed at <http://foiacouncil.dls.virginia.gov/sample%20letters/welcome.htm>

JOIN BY AUDIO ONLY

+1-866-692-4530 US Toll Free
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Access code: 178 962 5385

JOIN THE INTERACTIVE MEETING:

Click or copy one of the links below:

<https://covaconf.webex.com/covaconf/j.php?MTID=m5d9efdadb12170140a7f69eb1b574fe>

Approval of Minutes

September 15, 2020

The Virginia Board of Long-Term Care Administrators convened virtually via WebEx for a full board meeting on Tuesday, September 15, 2020, with staff coordination on-site at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, Henrico, Virginia.

BOARD MEMBERS PRESENT

Mitchell P. Davis, NHA, Chair
Ali Faruk, Citizen Member
Martha H. Hunt, ALFA
Jenny Inker, ALFA
Ashley Jackson, NHA
Derrick Kendall, NHA
Marj Pantone, ALFA, Vice-Chair

BOARD MEMBERS ABSENT

Basil Acey, Citizen Member
Shervonne Banks, Citizen Member

DHP STAFF PRESENT FOR ALL OR PART OF THE MEETING

Barbara Allison-Bryan, MD, DHP Deputy Director
Erin Barrett, Assistant Attorney General, Board Counsel
Trasean Boatwright, Licensing Program Specialist
David Brown, DC, DHP Director
Sarah Georgen, Licensing and Operations Manager
Kelley Palmatier, JD, Deputy Executive Director
Corie Tillman Wolf, JD, Executive Director
Elaine Yeatts, Senior Policy Analyst

OTHER GUESTS PRESENT

Lauren Burnette, Virginia Commonwealth University Student
Judy Hackler, VALA
Anne Hegamund, Virginia Commonwealth University Student
Leslie Knachel, Executive Director, Boards of Audiology & Speech-Language Pathology, Optometry, and Veterinary Medicine
Jennifer Pryor, Virginia Commonwealth University
“Rhodesas2”

CALL TO ORDER

Mr. Davis called the meeting to order at 9:31 a.m.

Due to the COVID-19 declared state of emergency and consistent with Amendment 28 to HB29 (Budget Bill for 2018-2020) and the applicable provisions of the Freedom of Information Act including Virginia Code § 2.2-3708.2, the Board convened a virtual meeting to consider such regulatory and business matters as was presented on the agenda necessary for the board to discharge its lawful purposes, duties, and responsibilities.

Mr. Davis provided the Board members, staff, and the public with contact information should the electronic meeting be interrupted.

Mr. Davis provided reminders to the Board and public regarding WebEx functions. He completed a roll call of the Board members and staff.

With seven board members present at the meeting, a quorum was established.

Mr. Davis read the mission of the Board, which is also the mission of the Department of Health Professions.

APPROVAL OF MINTUES

Upon a **MOTION** by Ms. Hunt, and properly seconded by Dr. Inker, the Board voted to accept the December 16, 2019 to September 11, 2020 minutes in block, including the New Board Member Orientation meeting on December 16, 2019, a Board meeting on December 17, 2019, two formal hearings on December 17, 2019, and the WebEx training session on September 11, 2020. The motion passed unanimously (7-0).

ORDERING OF THE AGENDA

Upon a **MOTION** by Ms. Hunt, and properly seconded by Mr. Faruk, the Board voted to accept the agenda as written. The motion passed unanimously (7-0).

PUBLIC COMMENT

The Board did not receive any written public comment or request to provide verbal public comment.

Note: The meeting experienced a technical issue at the beginning of the meeting which prevented audio or video recording of the meeting from 9:31 a.m. to approximately 9:42 a.m. (11-12 minutes).

AGENCY REPORT

Dr. Brown thanked the long-term care administrators for all of their work in response to the pandemic. He provided an update to DHP functions during the COVID-19 pandemic and stated that DHP had closed the building to the public and invested in telework options by purchasing laptop computers for employees.

Dr. Brown reported on other actions taken in light of COVID, including waiver of certain regulations by DHP boards, as well as measures taken at DHP to resume disciplinary hearings and board meetings.

Dr. Brown reported that the Virginia Department of Health (VDH) is developing a state telehealth plan for additional flexibility required for reimbursement and the expanded use of telemedicine.

Dr. Brown provided an update on state-level workgroup activities related to adult and medical use of marijuana. He stated that the Joint Legislative Audit and Review Committee (JLARC) also has been tasked with the review of adult and medical use of marijuana.

Dr. Allison-Bryan commented that DHP is focusing on the positive lessons learned from the pandemic to apply those to future issues.

With no further questions, Dr. Brown and Dr. Allison Bryan concluded their reports.

PRESENTATION

2020 Nursing Home Administrator and Assisted Living Facility Administrator Workforce Reports - Yetty Shobo, Ph.D., Healthcare Workforce Data Center

Mr. Davis welcomed Yetty Shobo, Ph.D., Healthcare Workforce Data Center, to provide a presentation on the 2020 Nursing Home Administrator and Assisted Living Facility Administrator Workforce Reports.

Upon a **MOTION** by Ms. Pantone, and properly seconded by Dr. Inker, the Board voted to approve the 2020 Nursing Home Administrator and Assisted Living Facility Administrator Workforce Reports. The motion passed unanimously (7-0).

STAFF REPORTS

Executive Director's Report – Corie E. Tillman Wolf, JD, Executive Director

COVID Response

Ms. Tillman Wolf provided an overview of the COVID statistics provided by the Virginia Department of Health showing the impact on long term care facilities in Virginia. She reported on the Executive Orders authorized by Governor Northam since March 2020. She also reported the purpose of and her participation on the Governor's Long-Term Care Task Force.

Ms. Tillman Wolf provided an overview of actions taken in response to the COVID-19 pandemic, including the continuance of Board licensure operations. Ms. Tillman Wolf reported on actions taken in response, including the blanket six-month extension granted by the Board for continuing education for March renewals and the clarification related to in-person and live, remote courses. She reported on the process for out-of-state licensees working at facilities in Virginia pursuant to Executive Order 57. She also reported on questions that arose with regard to AITs, including the expiration dates for acting AITs and access to training facilities.

Ms. Tillman Wolf reported on the discipline operations during the pandemic. Ms. Tillman Wolf reported that, so far, there had not been an increase in complaints resulting from COVID. Complaints are referred to

OLC and DSS as appropriate. The processing of disciplinary cases has continued with more cases in the pipeline for probable cause review. Early on the pandemic, the Board cancelled informal conferences and hearings, but is again convening IFC's and will be convening the first virtual formal hearing this afternoon.

Dr. Inker requesting information on the AIT program in regards to matching AITs with a preceptor. Ms. Tillman Wolf explained that the Board offers a voluntary preceptor directory, as well as provides information to the applicant on organizations that may have job postings. Ms. Tillman Wolf also spoke to the Regulatory Advisory Panel meeting that was held in 2019 that addressed these issues.

Expenditure and Revenue Summary as of June 30, 2020

Ms. Tillman Wolf presented the Expenditure and Revenue Summary as of June 30, 2020.

Cash Balance as of June 30, 2019	\$ 44,674
YTD FY20 Revenue	\$589,200
Less FY20 Direct & In-Direct Expenditures	\$490,536
Cash Balance as of June 30, 2020	\$143,338

NAB Updates

Ms. Tillman Wolf provided information on the National Association of Long-Term Care Administrators Boards (NAB). She reported an impact on examinations during the beginning of the COVID-19 pandemic. She stated that applicants had issues scheduling their exams, but noted that the issue has since largely been resolved, although with some delays.

Additionally, she stated that, during the pandemic, NAB worked with continuing education (CE) sponsors for approval of live and virtual courses to be available to licensees. Ms. Tillman Wolf stated that NAB extended accreditation of education programs until 2021. Additionally, she reported that NAB has cancelled all in-person 2020 meetings.

Ms. Tillman Wolf reported on the national examination passage rates, but stated that the Virginia's examination passage rates had not been released yet, but would report this information at the December 2020 business meeting.

- 2019 National Passage Rates
 - CORE – 85%
 - NHA – 64%
 - RC/AL – 69%

Ms. Tillman Wolf reported on the Health Services Executive (HSE) credential stating that nine HSE credentials have been issued in Virginia. She stated that eighteen states had adopted the credential as of the end of 2019. Further, a total of 241 administrators have received the HSE credential, representing licensees from 42 states. She reported that nine universities have a HSE accredited program.

Ms. Tillman Wolf stated that the NAB CE Registry has approximately 27,000 registered users with 1,309 that designate Virginia for reporting (82.2%) as of September 2020, an increase since December 2019.

Staff Updates

Ms. Tillman Wolf provided information to the board on the authorization of virtual meetings and announced that the Board would conduct its first virtual formal hearing later in the day.

Board Meeting Dates

Ms. Tillman Wolf announced the last 2020 Board meeting date and the tentative upcoming 2021 Board meeting dates.

2020 Board Meeting Dates

- December 8, 2020

Tentative 2021 Board Meeting Dates

- March 16, 2021
- June 15, 2021
- September 21, 2021
- December 14, 2021

Notes and Reminders

Ms. Tillman Wolf thanked the Board members for their continued hard work, dedication, and patience during the pandemic.

With no further questions, Ms. Tillman Wolf concluded her report.

Discipline Report – Kelley Palmatier, JD, Deputy Executive Director

As of September 11, 2020, Ms. Palmatier reported the following disciplinary statistics:

- 90 total cases
 - 2 in Formal Hearing
 - 1 in Informal Conferences
 - 18 in Investigation
 - 67 in Probable Cause
 - 4 in Administrative Proceedings Division

Ms. Palmatier reported the following Total Cases Received and Closed:

- | | |
|-------------------|-------------------|
| • Q4 2018 – 4/4 | • Q1 2020 – 26/13 |
| • Q1 2019 – 13/15 | • Q2 2020 – 4/12 |
| • Q2 2019 – 10/11 | • Q3 2020 – 13/18 |
| • Q3 2019 – 9/17 | • Q4 2020 – 25/18 |
| • Q4 2019 – 7/12 | |

Ms. Palmatier reported the following Virginia Performs statistics for Q4 2020:

- Clearance Rate – 115% Received 13 patient cases and closed 15 cases
- Pending Caseload over 250 days at 48% is over the 20% goal. That represents 38 cases.

Ms. Palmatier reported on the percentage of all cases closed in one year and on average days to close a case for the last six quarters.

With no questions, Ms. Palmatier concluded her report.

Licensure Report – Sarah Georgen, Licensing and Operations Manager

Ms. Georgen presented licensure statistics that included the following information:

Current License Count – ALFA and NHA

ALFA	September 2020	NHA	September 2020
ALFA	656	NHA	937
ALF AIT	99	NHA AIT	88
Preceptor	194	Preceptor	215
Total ALFA	949	Total NHA	1,240
TOTAL COMBINED	2,189		

Ms. Georgen reported on the trends in license count, which continued to show relatively flat growth from December 2013 to September 2020.

Virginia Performs – Customer Service Satisfaction

- 100% Results:
 - FY16 Q1, Q2, Q4
 - FY17 Q1, Q2, Q4
 - FY18 Q1, Q2, Q3, Q4
 - FY19 Q1, Q2, Q4
 - FY20 Q1, Q2, Q3, Q4

With no questions, Ms. Georgen concluded her report.

BOARD COUNSEL REPORT – Erin Barrett, Assistant Attorney General

Ms. Barrett did not have a report to provide.

COMMITTEE AND BOARD MEMBER REPORTS

Report from the Board of Health Professions – Derrick Kendall, NHA

Mr. Kendall reported that the Board of Health Professions added a second Vice-Chair to the Bylaws to ensure continuity with the chairing of board business meetings.

Mr. Kendall reported on the Board of Health Professions studies regarding diagnostic medical sonographers and naturopathic doctors.

LEGISLATION AND REGULATORY ACTIONS

Legislation/Regulatory Updates

Ms. Yeatts reported on two regulatory actions currently under review at the Governor’s office in regards to delegation to an agency subordinate, and recommendations of the Regulatory Advisory Panel (RAP) on the AIT regulations.

BREAK

The Board took a break at 11:01 a.m. and returned at 11:15 a.m.

BOARD DISCUSSIONS AND ACTIONS

Consideration of Revisions to Guidance Document 95-8, Bylaws

The Board discussed proposed revisions to Guidance Document 95-8, Bylaws.

Upon a **MOTION** by Ms. Jackson, and properly seconded by Mr. Faruk, the Board voted to adopt the revisions to Guidance Document 95-8, Bylaws as presented. The motion passed unanimously (7-0). (Attachment A)

Mr. Davis reminded the Board that this guidance document must be published for 30 days of comment before it can become effective.

Consideration of Adoption of Guidance Document Continuing Education Requirements (18VAC95-20-175 and 18VAC95-30-70)

The Board discussed possible adoption of a Guidance Document regarding continuing education requirements in light of issues that have been identified during the COVID pandemic.

Following discussion, Ms. Tillman Wolf suggested an amendment to the proposed guidance document that the Board’s guidance be limited: “*During the pendency of the COVID-19 public health emergency....*”

Upon a **MOTION** by Ms. Hunt, and properly seconded by Dr. Inker, the Board voted to adopt a guidance document for continuing education requirements (18VAC95-20-175 and 18VAC95-30-70) as presented and amended. The motion passed unanimously (7-0). (Attachment B)

Mr. Davis reminded the Board that this guidance document must be published for 30 days of comment before it can become effective.

Consideration of Continuing Education Exemption for 2021 Renewals

The Board discussed the continued competency requirements for renewal of an active license and whether to exempt licensees from completion of all or part of the continuing education requirements for renewal in 2021.

Upon a **MOTION** by Ms. Pantone, and properly seconded by Ms. Hunt, the Board voted to exempt ten (10) of the twenty (20) hours required for the 2021 renewal, specifying that all ten (10) hours can be completed through live interactive meetings or through internet/self study courses. The motion passed unanimously (7-0).

Consideration of Action – AIT Training During COVID-19 Pandemic

Ms. Tillman Wolf provided the Board with questions received by Board staff related to the Administrator-In-Training program during the COVID-19 pandemic. The Board discussed the questions provided and agreed that, during the pandemic, the general guidance on the Board’s website regarding the “routine presence” of preceptors and communication with AITs in training facilities via remote video technology remain in effect. The Board did not take any further action related to training issues raised for AITs, stating that requests would continue to be considered on a case-by-case basis.

NEXT MEETING

The next meeting date is December 8, 2020.

ADJOURNMENT

With all business concluded, the meeting adjourned at 12:25 p.m.

A video recording of this meeting can be accessed at:
https://www.dhp.virginia.gov/nha/nha_calendar.htm

Mitchell P. Davis, NHA, Board Chair

Corie Tillman Wolf, J.D., Executive Director

Date

Date

VIRGINIA BOARD OF LONG-TERM CARE ADMINISTRATORS**BYLAWS****Article I. Officers****Election, Terms of Office, Vacancies****1. Officers**

The officers of the Virginia Board of Long-Term Care Administrators (Board) shall be a Chair and a Vice-Chair.

2. Election.

The organizational year for the Board shall run from July 1st through June 30th. At the first meeting of the organizational year, the Board shall elect from its members a Chair and a Vice-Chair.

3. Terms of Office.

The terms of office of the Chair and Vice-Chair shall be for one year. An officer may be re-elected in that same position for a second consecutive term. Nominations for office shall be selected by open ballot, and election shall require a majority of the members present.

4. Vacancies.

A vacancy occurring in any office shall be filled by a special election at the next meeting of the Board.

Article II. Duties of Officers**1. Chair.**

The Chair shall preside at all meetings and conduct all business according to the Administrative Process Act and Robert's Rules; shall appoint all committees except where specifically provided by law; shall appoint agency subordinates; shall sign certificates and documents authorized to be signed by the Chair; and, may serve as an ex-officio member of committees.

2. Vice- Chair.

The Vice-Chair shall perform all duties of the Chair in the absence of the Chair.

Article III. Duties of Members**1. Qualifications.**

After appointment by the Governor, each member of the Board shall forthwith take the oath of office to qualify for service as provided by law.

2. Attendance at meetings.

Members of the Board shall attend all regular and special meetings of the full Board, meetings of committees to which they are assigned and all hearings conducted by the Board at which

their attendance is requested by the Executive Director, unless prevented by illness or other unavoidable cause. In the case of an unavoidable absence of any member from any meeting, the Chair may reassign the duties of such absent member.

Article IV. Meeting

1. Number.

The Board shall schedule at least three regular meetings in each year, with the right to change the date or cancel any board meeting with the exception that a minimum of one board meeting will take place annually. The Chair shall call meetings at any time to conduct the business of the Board and shall convene conference calls when needed to act on summary suspensions and settlement offers. Special meetings shall be called by the Chair upon the written request of any three members of the Board.

2. Quorum.

Five members of the Board, including one who is not a licensed nursing home administrator or assisted living facility administrator, shall constitute a quorum.

3. Voting.

All matters shall be determined by a majority vote of the members present.

Article V. Committees

1. Standing Committees.

As part of their responsibility to the Board, members appointed to a committee shall faithfully perform the duties assigned to the committee. The standing committees of the Board shall be the following:

- Legislative and Regulatory Committee
- Credentials Committee
- Special Conference Committees

2. Ad Hoc Committees.

The Chair may appoint an Ad Hoc Committee of two or more members of the Board to address a topic not assigned to a standing committee.

3. Committee Duties.

a) Legislative/Regulatory Committee.

The Legislative/Regulatory Committee shall consist of two or more members, appointed by the Chair. This Committee shall consider matters bearing upon state and federal regulations and legislation and make recommendations to the Board regarding policy matters. The Committee shall conduct a periodic review of the laws and regulations. Proposed changes in State laws or in the Regulations of the Board, shall be distributed to all Board members prior to scheduled meetings of the Board.

b) Credentials Committee.

The Credentials Committee shall consist of two or more members appointed by the Chair and shall review all non-routine applications for licensure to determine if the applicant satisfies the requirements established by the Board. The committee shall review requests for exemptions from continuing education and may grant such requests for circumstances beyond the control of the administrator on a one-time basis. The Committee shall not be required to meet collectively to complete initial reviews. The Committee chair shall provide guidance to staff on the action to be taken as a result of the initial review.

c) Special Conference Committees.

Special Conference Committees shall consist of two or more members appointed by the Chair. The Committees shall hold informal fact-finding conferences and provide guidance to staff on the disposition of disciplinary cases. The Chair may designate additional board members to serve as alternates who may be contacted to serve in the event one of the standing committee members becomes ill or is unable to attend a scheduled conference date.

Article VI. Executive Director

1. Designation.

The Administrative Officer of the Board shall be designated the Executive Director of the Board.

2. Duties.

The Executive Director shall:

- a) Supervise the operation of the Board office and be responsible for the conduct the staff and the assignment of cases to agency subordinates.
- b) Carry out the policies and services established by the Board.
- c) Provide and disburse all forms as required by law to include, but not be limited to, new and renewal application forms.
- d) Keep accurate record of all applications for licensure, maintain a file of all applications and notify each applicant regarding the actions of the Board in response to their application. Prepare and deliver licenses to all successful applicants. Keep and maintain a current record of all licenses issued by the Board.
- e) Notify all members of the Board of regular and special meetings of the Board. Notify all Committee members of regular and special meetings of Committees. Keep true and accurate minutes of all meetings and distribute such minutes to the Board members prior to the next meeting.
- f) Issue all notices and orders, render all reports, keep all records and notify all individuals as required by these Bylaws or law. Affix and attach the seal of the Board to such documents, papers, records, certificates and other instruments as may be directed by law.
- g) Keep accurate records of all disciplinary proceedings. Receive and certify all exhibits presented. Certify a complete record of all documents whenever and wherever required by law.
- h) Present the biennial budget with any revisions to the Board for approval.

Article VII: General Delegation of Authority

1. The Board delegates to Board staff the authority to issue and renew licenses, registrations and certificates where minimum qualifications have been met.
- 2..The Board delegates to the Executive Director the authority to reinstate licenses, registrations and certificates when the reinstatement is due to the lapse of the license, registration or certificate and not due to previous Board disciplinary action unless specified in the Board order.
3. The Board delegates to Board staff the authority to develop and approve any and all forms used in the daily operations of the Board business, to include, but not limited to, licensure applications, renewal forms and documents used in the disciplinary process.
4. The Board delegates to the Executive Director the authority to sign as entered any agreement, Order or Board-approved Consent Order resulting from the disciplinary process.
5. The Board delegates to the Executive Director, who may consult with a special conference committee member, the authority to provide guidance to the agency's Enforcement Division in situations wherein a complaint is of questionable jurisdiction and an investigation may not be necessary.
6. The Board delegates to the Executive Director, who shall consult with a member of the Board, the authority to review information regarding alleged violations of law or regulations and determine whether probable cause exists to proceed with possible disciplinary action.
7. The Board delegates to the Chair, the authority to represent the Board in instances where Board "consultation" or "review" may be requested where a vote of the Board is not required and a meeting is not feasible.
8. The Board delegates to the Executive Director the selection of the agency subordinate who is deemed appropriately qualified to conduct a proceeding based on the qualifications of the subordinate and the type of case being convened.
9. The Board delegates to the Executive Director the authority to approve applications with criminal convictions in accordance with Guidance Document 95-12.
10. The Board delegates to the Executive Director the authority to grant an individual request for an extension of continuing education requirements for up to one (1) year for circumstances beyond the control of the administrator upon written request from the licensee prior to the renewal date.
11. The Board delegates to the Executive Director the authority to issue an Advisory Letter to the person who is the subject of a complaint pursuant to Virginia Code § 54.1-2400.2(G), when it is determined that a probable cause review indicates a disciplinary proceeding will not be instituted.
12. The Board delegates to the Executive Director the authority to offer a confidential consent agreement or a Consent Order for action consistent with any board-approved guidance document, or to negotiate a Consent Order in consultation with the chair of a Special Conference Committee or formal hearing.

14. The Board authorizes the Executive Director to delegate tasks to the Deputy Executive Director.

Article VIII. Amendments

A board member or the Executive Director may propose amendments to these Bylaws by presenting the amendment in writing to all Board members prior to any scheduled meeting of the Board.

Virginia Board of Long-Term Care Administrators

Guidance on Completion of Continuing Education

1. Mode of Completing Courses

The Regulations of the Board of Long-Term Care Administrators for Nursing Home Administrators (Ch. 20) and Assisted Living Facility Administrators (Ch. 30) provide the following with regard to the mode of completing continuing education requirements:

18VAC95-20-175. Continuing Education Requirements.

A. In order to renew a nursing home administrator license, an applicant shall attest on his renewal application to completion of 20 hours of approved continuing education for each renewal year.

1. Up to 10 of the 20 hours may be obtained through Internet or self-study courses and up to 10 continuing education hours in excess of the number required may be transferred or credited to the next renewal year. ...

18VAC95-30-70. Continuing Education Requirements.

A. In order to renew an assisted living administrator license, an applicant shall attest on his renewal application to completion of 20 hours of approved continuing education for each renewal year.

1. Up to 10 of the 20 hours may be obtained through Internet or self-study courses and up to 10 continuing education hours in excess of the number required may be transferred or credited to the next renewal year. ...

During the pendency of the COVID-19 public health emergency, the Board interprets these provisions to mean that the 10 hours of continuing education required in addition to the hours that may be obtained “through Internet or self-study courses” are required to be live coursework hours. These live coursework hours may be satisfied by attendance of (1) in-person programs or courses or (2) real-time, interactive programs delivered via teleconference or webcast where there is an opportunity to interact with the speaker.

2. Signature from an authorized representative of the approved sponsor

The Regulations of the Board of Long-Term Care Administrators for Nursing Home Administrators (Ch. 20) and Assisted Living Facility Administrators (Ch. 30) provide the following:

18VAC95-20-175. Continuing Education Requirements.

B. In order for continuing education to be approved by the board, it shall (i) be related to health care administration and shall be approved or offered by NAB, an accredited institution, or a government agency or (ii) as provided in subdivision A 2 of this section.

C. Documentation of continuing education.

... 2. Evidence of attendance shall be an original document provided by the approved sponsor and shall include:

- a. Date the course was taken;
- b. Hours of attendance or participation;
- c. Participant's name; and
- d. Signature of an authorized representative of the approved sponsor.

18VAC95-30-70. Continuing Education Requirements.

B. In order for continuing education to be approved by the board, it shall (i) be related to the Domains of Practice for residential care/assisted living and approved or offered by NAB, an accredited educational institution, or a governmental agency or (ii) be as provided in subdivision A 2 of this section.

C. Documentation of continuing education.

... 2. Evidence of attendance shall be an original document provided by the approved sponsor and shall include:

- a. Date the course was taken;
- b. Hours of attendance or participation;
- c. Participant's name; and
- d. Signature of an authorized representative of the approved sponsor.

For continuing education (CE) programs that are approved or offered by NAB for which an electronic certificate of attendance is issued through the NAB CE Registry, the Board will accept such certification as evidence of a “signature from an authorized representative of the approved sponsor” pursuant to 18VAC95-20-175(C)(2)(d) or 18VAC95-30-70(C)(2)(d).

Unapproved
VIRGINIA BOARD OF LONG TERM CARE ADMINISTRATORS
FORMAL ADMINISTRATIVE HEARING - VIRTUAL
MINUTES

September 15, 2020

Department of Health Professions
Perimeter Center
9960 Mayland Drive
Henrico, Virginia 23233

CALL TO ORDER: The formal hearing of the Board was called to order at 1:36 p.m.

MEMBERS PRESENT: Mitchell Davis, NHA, Chair (In-Person)
Dr. Jenny Inker, ALFA (Virtual)
Ashley Jackson, NHA (Virtual)
Martha Hunt, ALFA (Virtual)
Ali Faruk, Citizen Member (Virtual)

BOARD COUNSEL: Erin L. Barrett, Assistant Attorney General (In-Person)

DHP STAFF PRESENT: Corie Tillman Wolf, Executive Director (In-Person)
Sarah Georgen, Licensing and Operations Manager (In-Person)

COURT REPORTER: Able Forces Professional Services, Inc. (In-Person)

PARTIES ON BEHALF OF Claire Foley, Adjudication Specialist (Virtual)

COMMONWEALTH'S WITNESSES: Jocelyn Morales, DSS (Virtual)
Steve Keene, DHP (Virtual)

OTHERS PRESENT: Jennifer Pryer (Virtual)
Kelley Moss (Virtual)
Lauren Barnett (Virtual)
Anne Hegamund (Virtual)
Kelley Palmatier (Virtual)
Angela Pearson (In-person)

MATTER: **Scott S. Miller, A.L.F.A.**
License No. 1701-002297
Case No.: 172535

ESTABLISHMENT OF A QUORUM: With five (5) members present, a quorum was established.

DISCUSSION: Scott S. Miller did not appear before the Board in accordance with a Notice of Formal Hearing dated August 14, 2020. Mr. Miller was not represented by legal counsel.

Based upon the representation of the Commonwealth, Mr. Davis ruled that proper notice of the hearing was provided to Scott S. Miller and the Board proceeded in his absence. The Board received evidence and sworn testimony on behalf of the Commonwealth regarding the allegations in the Notice.

CLOSED SESSION: Upon a motion by Martha Hunt, and duly seconded by Ashley Jackson, the Board voted to convene a closed meeting, pursuant to §2.2-3711.A (27) of the Code of Virginia, for the purpose of deliberation to reach a decision in the matter of Scott S. Miller, ALFA. Additionally, she moved that Ms. Barrett, Ms. Tillman Wolf, and Ms. Georgen attend the closed meeting because their presence in the closed meeting was deemed necessary and would aid the Board in its deliberations

RECONVENE: Martha Hunt certified that the matters discussed in the preceding closed session met the requirements of §2.2-3712 of the Code, the Board reconvened in open session.

DECISION: Upon a motion by Martha Hunt and duly seconded by Dr. Jenny Inker, the Board moved to revoke the right of Scott S. Miller to renew his license to practice as an assisted living facility administrator in the Commonwealth of Virginia. The motion carried.

VOTE: The vote was unanimous.

ADJOURNMENT: The Board adjourned at 2:25 p.m.

Mitchell P. Davis, NHA, Chair

Corie Tillman Wolf, JD, Executive Director

Date

Date

To view the Transcript from the LTCA Formal Hearing on 09/15/2020, please click on the link below:

https://www.dhp.virginia.gov/nha/minutes/Formal09152020_Transcript.pdf

Unapproved
VIRGINIA BOARD OF LONG TERM CARE ADMINISTRATORS
SPECIAL SESSION - MINUTES

November 6, 2020

Department of Health Professions
Perimeter Center
9960 Mayland Drive
Henrico, Virginia 23233

CALL TO ORDER:

The Board of Long Term Care Administrators convened by telephone conference call on November 6, 2020 at 1:02 p.m. to consider whether a practitioner's ability to practice as a Nursing Home Administrator constituted a substantial danger to the public health and safety pursuant to Va. Code §54.1-2408.1. A quorum of the Board was present, with Mitchell Davis, Chair, presiding.

MEMBERS PRESENT:

Mitchell Davis, Chair
Marj Pantone, Vice Chair
Derrick Kendall
Ali Faruk
Ashley Jackson
Martha Hunt

MEMBERS ABSENT:

Shervonne Banks
Dr. Jenny Inker

DHP STAFF PRESENT:

Corie Tillman Wolf, Executive Director
Kelley Palmatier, Deputy Executive Director
Angela Pearson, Discipline Manager

**PARTIES ON BEHALF OF
THE COMMONWEALTH:**

Sean Murphy, Assistant Attorney General
Claire Foley, Adjudication Specialist

BOARD COUNSEL:

Erin Barrett, Assistant Attorney General

MATTER:

Regine R. Thomas, NHA
License #1701-002449
Case #199727

DISCUSSION:

The Board received information from Assistant Attorney General, Sean Murphy, in order to determine whether Regine Thomas' ability to practice as a Nursing Home Administrator constituted a substantial danger to public health and safety. Mr. Murphy provided details of the case to the Board for its consideration.

CLOSED SESSION:

Upon a motion by Marj Pantone, and duly seconded by Mitchell Davis, the Committee voted to convene a closed meeting pursuant to §2.2-3711.A (27) of the Code of Virginia, for the purpose of deliberation to reach a decision in the matter of Regine R. Thomas, N.H.A. Additionally, she moved that Ms. Erin Barrett, Ms. Tillman Wolf, Ms. Kelley Palmatier and Ms. Angela Pearson attend the closed meeting because their presence in the closed meeting was deemed necessary and would aid the Committee in its discussions.

RECONVENE:

Having certified that the matters discussed in the preceding closed session met the requirements of §2.2-3712 of the Code, the Committee re-convened in open session.

DECISION:

Upon a motion by Marj Pantone and duly seconded by Martha Hunt, the Board determined that Regine R. Thomas' ability to practice constituted a substantial danger to the public health and safety. The board voted to summarily suspend her license to practice as a Nursing Home Administrator, simultaneous with the institution of proceedings for a formal administrative hearing pursuant to §54.1-2408.1 of the Code of Virginia.

VOTE:

The vote was unanimous.

ADJOURNMENT:

The Committee adjourned at 1:29 p.m.

Mitchell Davis, Chair

Corie Tillman Wolf, JD, Executive Director

Date

Date



Presentation
Health Practitioners'
Monitoring Program

[Reporting Forms \(/PractitionerResources/HealthPractitionersMonitoringProgram/ReportingForms/\)](#)

[DHP Home \(/\)](#) > [Practitioner Resources \(/PractitionerResources/\)](#) > [Health Practitioners Monitoring Program Brochures \(/PractitionerResources/HealthPractitionersMonitoringProgram/Brochures/\)](#)

[About HPMP](#) ▾

COVID-19 Information

In response to COVID-19 social distancing precautions, DHP's public reception area is closed to walk-in services.
[Read More \(/PractitionerResources/HealthPractitionersMonitoringProgram/AboutHPMP/AnnualReport/\)](#)

Health Practitioners' Monitoring Program

The Virginia Health Practitioners' Monitoring Program (HPMP) is an alternative to disciplinary action for qualified healthcare practitioners with a substance use diagnosis, a mental health or physical diagnosis, that may alter their ability to practice their profession safely. HPMP refers healthcare professionals for appropriate treatment and provides ongoing monitoring of treatment progress.



The goal for each participant is to assist and support the recovery process, including achieving and maintaining optimal physical, mental, and emotional health. The HPMP team has the expertise to help practitioners skillfully navigate their return to safe and productive clinical practice.

The Department of Health Professions (DHP) contracts with Virginia Commonwealth University Health System, Department of Psychiatry to provide services including:

- Intake to determine program eligibility.
- Referrals to providers for clinical assessment and treatment.
- Monitoring of treatment progress and clinical practice.
- Alcohol and drug toxicology screens when indicated.

Participation in the program is voluntary. Disciplinary action may be avoided and, in the absence of criminal behavioral or Board action, public records may not be generated. For those participants with Board involvement, our team provides support including participant preparation for hearings and providing the Board with documentation or testimony of monitoring compliance.

HPMP services are available to anyone who holds a current, active license, certification or registration by a health regulatory board in Virginia or a multi-state licensure privilege OR is an applicant for initial or reinstatement of licensure, certification, or registration for up to one year from the date of receipt of their application.

Our experienced team is available to confidentially answer your questions and receive referrals, including self-referrals.

Contact Us

Call: 1-866-206-4747

Email: vahpmp@vcuhealth.org (<mailto:vahpmp@vcuhealth.org>)

Fax: 804-828-5386

VCU HPMP Leadership Team

Joel Steinberg, M.D.
Medical Director

Amy Stewart, LCSW
Administrative Director



Health Practitioners' Monitoring Program

Christina C. Buisset, HPMP Program Coordinator

hpmp@dhp.virginia.gov (mailto:hpmp@dhp.virginia.gov)

Providing a Safe Return to Practice



The **Virginia Health Practitioners' Monitoring Program (HPMP)** is here to assist qualified healthcare practitioners with a substance use diagnosis, a mental health or physical diagnosis, that may alter their ability to practice their profession safely. HPMP provides an alternative to disciplinary action by providing comprehensive and effective monitoring services toward the goal of each participant's return to safe, productive practice. The goal is to assist and support each participant in the recovery process, including achieving and maintaining optimal physical, mental, and emotional health.

The Department of Health Professions (DHP) contracts with the Department of Psychiatry at the Virginia Commonwealth University Health System to provide confidential services for health practitioners enrolled in the HPMP, including:

- **Intake** to determine program eligibility
- **Referrals** to providers for clinical assessment and treatment
- **Monitoring** of treatment progress and clinical practice
- **Toxicology screening** for alcohol and/or drugs when indicated

Eligibility for Services

In order to be eligible for participation in the program, you must hold a current, active Virginia license, certification or registration issued by one of the regulatory boards of the Department of Health Professions. You may also be eligible for up to one year if you are:

- Applying for licensure, certification or registration for the first time
- Applying for a reinstatement of your license, certification or registration

The **HPMP Orientation Handbook** provides further details about the HPMP program and monitoring process. The handbook is available online at www.dhp.virginia.gov/hpmp.

Contact us:

701 E. Franklin St.
Suite 1407
Richmond, VA 23219

Call: 1 (866) 206-4747

Email: vahpmp@vcuhealth.org

Learn more:

www.dhp.virginia.gov/hpmp

Hours of operation:

Mon-Fri 8:30 a.m. to 5:00 p.m. except holidays

FREQUENTLY ASKED QUESTIONS

What is the HPMP program?

The HPMP is designed to monitor healthcare professionals who are diagnosed with a substance use disorder or mental health or physical condition that may be impairing. Participation in the program provides individualized referrals to assist a practitioner with their progress toward recovery, health and safe return to practice.

How do I get started?

Our experienced team is available to confidentially answer your questions and receive referrals, including self-referrals. Contact the Virginia HPMP toll-free at **1 (866) 206-4747** or email **vahpmp@vcuhealth.org**.

The HPMP website lists helpful resources and includes important information about the program. Please visit **www.dhp.virginia.gov/hpmp**.

Will this result in disciplinary action?

In many cases, voluntary participation may avoid disciplinary action and, in the absence of criminal behavior or Board action, public records may not be generated.

What can I expect?

Interested practitioners must contact the intake representative at Virginia HPMP and must sign a participation contract before entering the HPMP. If represented by an attorney, participants will be asked to sign a release of information form allowing the attorney access to their program information.

What is the cost?

Enrollment in the monitoring program is free. However, any costs associated with treatment and/or screenings are the responsibility of the participant.

Staff Reports
Executive Director's
Report

Virginia Department of Health Professions
Cash Balance
As of October 31, 2020

	<u>114- Long Term Care Administrators</u>
Board Cash Balance as June 30, 2020	\$ 143,338
YTD FY21 Revenue	40,075
Less: YTD FY21 Direct and Allocated Expenditures	<u>182,088</u>
Board Cash Balance as October 31, 2020	<u><u>\$ 1,325</u></u>

Virginia Department of Health Professions
Revenue and Expenditures Summary
Department 11400 - Long-Term Care Administrators
For the Period Beginning July 1, 2020 and Ending October 31, 2020

Account Number	Account Description	Amount	Budget	Amount Under/(Over) Budget	% of Budget
4002400	Fee Revenue				
4002401	Application Fee	33,905.00	86,355.00	52,450.00	39.26%
4002406	License & Renewal Fee	4,900.00	501,085.00	496,185.00	0.98%
4002407	Dup. License Certificate Fee	245.00	175.00	(70.00)	140.00%
4002409	Board Endorsement - Out	910.00	1,925.00	1,015.00	47.27%
4002421	Monetary Penalty & Late Fees	-	11,030.00	11,030.00	0.00%
	Total Fee Revenue	<u>39,960.00</u>	<u>600,570.00</u>	<u>560,610.00</u>	<u>6.65%</u>
4003000	Sales of Prop. & Commodities				
4003020	Misc. Sales-Dishonored Payments	115.00	-	(115.00)	0.00%
	Total Sales of Prop. & Commodities	<u>115.00</u>	<u>-</u>	<u>(115.00)</u>	<u>0.00%</u>
	Total Revenue	<u>40,075.00</u>	<u>600,570.00</u>	<u>560,495.00</u>	<u>6.67%</u>
5011110	Employer Retirement Contrib.	3,312.55	11,260.36	7,947.81	29.42%
5011120	Fed Old-Age Ins- Sal St Emp	1,770.55	6,469.72	4,699.17	27.37%
5011140	Group Insurance	326.97	1,043.49	716.52	31.33%
5011150	Medical/Hospitalization Ins.	7,434.90	24,315.00	16,880.10	30.58%
5011160	Retiree Medical/Hospitalizatn	275.40	872.17	596.77	31.58%
5011170	Long term Disability Ins	149.50	475.02	325.52	31.47%
	Total Employee Benefits	<u>13,269.87</u>	<u>44,435.77</u>	<u>31,165.90</u>	<u>29.86%</u>
5011200	Salaries				
5011230	Salaries, Classified	24,465.06	77,872.50	53,407.44	31.42%
	Total Salaries	<u>24,465.06</u>	<u>77,872.50</u>	<u>53,407.44</u>	<u>31.42%</u>
5011300	Special Payments				
5011310	Bonuses and Incentives	325.00	-	(325.00)	0.00%
5011340	Specified Per Diem Payment	250.00	-	(250.00)	0.00%
5011380	Deferred Compnstn Match Pmts	54.00	720.00	666.00	7.50%
	Total Special Payments	<u>629.00</u>	<u>720.00</u>	<u>91.00</u>	<u>87.36%</u>
5011400	Wages				
5011410	Wages, General	-	6,699.00	6,699.00	0.00%
	Total Wages	<u>-</u>	<u>6,699.00</u>	<u>6,699.00</u>	<u>0.00%</u>
5011600	Terminatn Personal Svce Costs				
5011660	Defined Contribution Match - Hy	199.44	-	(199.44)	0.00%
	Total Terminatn Personal Svce Costs	<u>199.44</u>	<u>-</u>	<u>(199.44)</u>	<u>0.00%</u>
5011930	Turnover/Vacancy Benefits				
	Total Personal Services	<u>38,563.37</u>	<u>129,727.27</u>	<u>91,163.90</u>	<u>29.73%</u>
5012000	Contractual Svs				
5012100	Communication Services				
5012110	Express Services	-	142.00	142.00	0.00%
5012140	Postal Services	472.72	1,300.00	827.28	36.36%
5012150	Printing Services	-	500.00	500.00	0.00%
5012160	Telecommunications Svcs (VITA)	71.45	1,320.00	1,248.55	5.41%
5012190	Inbound Freight Services	0.37	-	(0.37)	0.00%
	Total Communication Services	<u>544.54</u>	<u>3,262.00</u>	<u>2,717.46</u>	<u>16.69%</u>

Virginia Department of Health Professions
Revenue and Expenditures Summary
Department 11400 - Long-Term Care Administrators
For the Period Beginning July 1, 2020 and Ending October 31, 2020

Account Number	Account Description	Amount	Budget	Amount Under/(Over) Budget	% of Budget
5012200	Employee Development Services				
5012210	Organization Memberships	-	1,500.00	1,500.00	0.00%
	Total Employee Development Services	-	1,500.00	1,500.00	0.00%
5012300	Health Services				
5012360	X-ray and Laboratory Services	-	110.00	110.00	0.00%
	Total Health Services	-	110.00	110.00	0.00%
5012400	Mgmnt and Informational Svcs				
5012420	Fiscal Services	152.05	7,990.00	7,837.95	1.90%
5012440	Management Services	60.45	6.00	(54.45)	1007.50%
5012470	Legal Services	-	500.00	500.00	0.00%
	Total Mgmnt and Informational Svcs	212.50	8,496.00	8,283.50	2.50%
5012500	Repair and Maintenance Svcs				
5012510	Custodial Services	38.38	-	(38.38)	0.00%
5012520	Electrical Repair & Maint Srvc	-	17.00	17.00	0.00%
5012530	Equipment Repair & Maint Srvc	660.87	500.00	(160.87)	132.17%
	Total Repair and Maintenance Svcs	699.25	517.00	(182.25)	135.25%
5012600	Support Services				
5012630	Clerical Services	-	27.00	27.00	0.00%
5012640	Food & Dietary Services	60.94	783.00	722.06	7.78%
5012660	Manual Labor Services	82.12	1,182.00	1,099.88	6.95%
5012670	Production Services	532.34	2,960.00	2,427.66	17.98%
5012680	Skilled Services	1,299.64	1,408.00	108.36	92.30%
	Total Support Services	1,975.04	6,360.00	4,384.96	31.05%
5012800	Transportation Services				
5012820	Travel, Personal Vehicle	351.33	2,680.00	2,328.67	13.11%
5012850	Travel, Subsistence & Lodging	108.77	500.00	391.23	21.75%
5012880	Trvl, Meal Reimb- Not Rprtbl	62.25	400.00	337.75	15.56%
	Total Transportation Services	522.35	3,580.00	3,057.65	14.59%
	Total Contractual Svcs	3,953.68	23,825.00	19,871.32	16.59%
5013000	Supplies And Materials				
5013100	Administrative Supplies				
5013110	Apparel Supplies	5.36	-	(5.36)	0.00%
5013120	Office Supplies	200.98	1,200.00	999.02	16.75%
5013130	Stationery and Forms	-	100.00	100.00	0.00%
	Total Administrative Supplies	206.34	1,300.00	1,093.66	15.87%
5013500	Repair and Maint. Supplies				
5013510	Building Repair & Maint Materl	3.01	-	(3.01)	0.00%
5013520	Custodial Repair & Maint Matrl	0.41	-	(0.41)	0.00%
5013530	Electrcal Repair & Maint Matrl	-	2.00	2.00	0.00%
	Total Repair and Maint. Supplies	3.42	2.00	(1.42)	171.00%
5013600	Residential Supplies				
5013620	Food and Dietary Supplies	-	81.00	81.00	0.00%
	Total Residential Supplies	-	81.00	81.00	0.00%

Virginia Department of Health Professions
Revenue and Expenditures Summary
Department 11400 - Long-Term Care Administrators
For the Period Beginning July 1, 2020 and Ending October 31, 2020

Account Number	Account Description	Amount			% of Budget
		Amount	Budget	Under/(Over) Budget	
	Total Supplies And Materials	209.76	1,383.00	1,173.24	15.17%
5014000	Transfer Payments				
5014100	Awards, Contrib., and Claims				
5014130	Premiums	-	300.00	300.00	0.00%
	Total Awards, Contrib., and Claims	-	300.00	300.00	0.00%
	Total Transfer Payments	-	300.00	300.00	0.00%
5015000	Continuous Charges				
5015100	Insurance-Fixed Assets				
5015160	Property Insurance	-	25.00	25.00	0.00%
	Total Insurance-Fixed Assets	-	25.00	25.00	0.00%
5015300	Operating Lease Payments				
5015340	Equipment Rentals	3.47	-	(3.47)	0.00%
5015350	Building Rentals	2.40	-	(2.40)	0.00%
5015390	Building Rentals - Non State	1,632.81	4,613.00	2,980.19	35.40%
	Total Operating Lease Payments	1,638.68	4,613.00	2,974.32	35.52%
5015500	Insurance-Operations				
5015510	General Liability Insurance	-	91.00	91.00	0.00%
5015540	Surety Bonds	-	6.00	6.00	0.00%
	Total Insurance-Operations	-	97.00	97.00	0.00%
	Total Continuous Charges	1,638.68	4,735.00	3,096.32	34.61%
5022000	Equipment				
5022100	Computer Hrdware & Sftware				
5022170	Other Computer Equipment	38.41	-	(38.41)	0.00%
	Total Computer Hrdware & Sftware	38.41	-	(38.41)	0.00%
5022200	Educational & Cultural Equip				
5022240	Reference Equipment	-	36.00	36.00	0.00%
	Total Educational & Cultural Equip	-	36.00	36.00	0.00%
5022600	Office Equipment				
5022610	Office Appurtenances	-	17.00	17.00	0.00%
5022640	Office Machines	-	100.00	100.00	0.00%
	Total Office Equipment	-	117.00	117.00	0.00%
	Total Equipment	38.41	153.00	114.59	25.10%
	Total Expenditures	44,403.90	160,123.27	115,719.37	27.73%
	Allocated Expenditures				
20600	Funeral/LTCAIPT	34,869.29	97,196.43	62,327.14	35.88%
30100	Data Center	16,850.04	63,733.92	46,883.87	26.44%
30200	Human Resources	6,542.25	8,459.38	1,917.13	77.34%
30300	Finance	9,286.32	25,486.53	16,200.22	36.44%
30400	Director's Office	2,873.76	9,157.53	6,283.77	31.38%
30500	Enforcement	48,552.60	128,496.95	79,944.35	37.79%
30600	Administrative Proceedings	10,449.23	48,153.86	37,704.64	21.70%

Virginia Department of Health Professions
 Revenue and Expenditures Summary
 Department 11400 - Long-Term Care Administrators
 For the Period Beginning July 1, 2020 and Ending October 31, 2020

Account Number	Account Description	Amount	Budget	Amount Under/(Over)	
				Budget	% of Budget
30700	Impaired Practitioners	280.31	17.59	(262.72)	1593.35%
30800	Attorney General	4,314.75	761.48	(3,553.28)	566.63%
30900	Board of Health Professions	2,384.09	6,893.05	4,508.96	34.59%
31100	Maintenance and Repairs	149.96	936.80	786.83	16.01%
31300	Emp. Recognition Program	2.39	568.50	566.12	0.42%
31400	Conference Center	53.83	135.73	81.90	39.66%
31500	Pgm Devlpmnt & Implmentn	1,074.98	4,105.72	3,030.74	26.18%
Total Allocated Expenditures		<u>137,683.80</u>	<u>394,103.46</u>	<u>256,419.67</u>	<u>34.94%</u>
Net Revenue in Excess (Shortfall) of Expenditures		<u>\$ (142,012.70)</u>	<u>\$ 46,343.27</u>	<u>\$ 188,355.97</u>	<u>306.44%</u>

Long-Term Care Administrators Monthly Snapshot for September 2020

Long-Term Care Administrators has closed more cases in September than received. Long-Term Care Administrators has closed 8 patient care cases and 3 non-patient care cases for a total of 11 cases.

Cases Closed	
Patient Care	8
Non-Patient Care	3
Total	11

Long-Term Care Administrators has received 2 patient care cases and 2 non-patient care cases for a total of 4 cases.

Cases Received	
Patient Care	2
Non-Patient Care	2
Total	4

As of October 2, 2020 there were 72 patient care cases open and 14 non-patient care cases open for a total of 86 cases.

Cases Open	
Patient Care	72
Non-Patient Care	14
Total	86

There were 2,190 Long-Term Care Administrators licensees as of October 1, 2020. The number of current licenses are broken down by profession in the following chart.

Current Licenses	
Acting ALF-Administrator-In-Training	2
ALF-Administrator-In-Training	96
Assisted Living Facility Administrator	660
Assisted Living Facility Preceptor	195
NH Administrator-In-Training	81
Nursing Home Administrator	941
Nursing Home Preceptor	215
Total	2,190

There were 22 licenses issued for Long-Term Care Administrators for the month of September. The number of licenses issued are broken down by profession in the following chart.

Licenses Issued	
Acting ALF-Administrator-In-Training	1
ALF-Administrator-In-Training	5
Assisted Living Facility Administrator	6

Assisted Living Facility Preceptor	1
NH-Administrator-in-Training	4
Nursing Home Administrator	5
Total	22

Legislation and Regulatory Actions

**Report on Regulatory Actions
Board of Long-Term Care Administrators
(as of November 20, 2020)**

Board		Board of Long-Term Care Administrators
Chapter	Action / Stage Information	
[18 VAC 95 - 15]	Regulations Governing Delegation to an Agency Subordinate [under development]	<u>Replacement of section from Chapter 20 on delegation to an agency subordinate</u> [Action 5465] Fast-Track - At Governor's Office for 173 days
[18 VAC 95 - 30]	Regulations Governing the Practice of Assisted Living Facility Administrators	<u>Recommendations of RAP on qualifications for licensure</u> [Action 5471] NOIRA - At Governor's Office for 22 days