
Call to Order – Martha H. Hunt, ALFA, Board Chair

- Welcome and Introductions
- Mission of the Board
- Emergency Egress Instructions

Approval of Minutes (pages 4-10)

- Board Meeting – June 30, 2022

Ordering and Approval 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.

Agency Report – David E. Brown, DC, Director

Presentation

- Health Practitioners' Monitoring Program – **Christina Buisset, HPMP Manager & Executive Services Manager and Amy Ressler, LCSW, Administrative Director, VCU HPMP Leadership Team**

Staff Reports

- Executive Director's Report – **Corie E. Tillman Wolf, JD, Executive Director (page 109)**
- Discipline Report – **Kelley Palmatier, JD, Deputy Executive Director**
- Licensing Report – **Sarah Georgen, Licensing and Operations Manager**

Board Counsel Report

Legislative and Regulatory Report – Erin Barrett, JD, Senior Policy Analyst

- Report on Status of Regulations

Elections

Next Meeting – December 9, 2022

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 the Code of Virginia.

Approval of Minutes

The Virginia Board of Long-Term Care Administrators convened for a full board meeting on Thursday, June 30, 2022, at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, 2nd Floor, Board Room #4, Henrico, Virginia.

BOARD MEMBERS PRESENT:

Martha Hunt, ALFA, Chair
Kimberly Brathwaite, ALFA
Pamela Dukes, Citizen Member
Ali Faruk, Citizen Member
Jenny Inker, Ph.D., ALFA
Lisa Kirby, NHA

BOARD MEMBERS ABSENT:

Ashley Jackson, NHA, Vice-Chair
Mitchell Davis, NHA
Ann Williams, Ed.D., Citizen Member

DHP STAFF PRESENT FOR ALL OR PART OF THE MEETING:

Erin Barrett, Senior Policy Analyst
Sarah Georgen, Licensing and Operations Manager
Kelley Palmatier, Deputy Executive Director
Yetty Shobo, Director, DHP Healthcare Workforce Data Center
Corie Tillman Wolf, Executive Director

OTHER GUESTS PRESENT

Judy Hackler, Virginia Assisted Living Association

CALL TO ORDER

Ms. Hunt called the meeting to order at 10:02 a.m. and asked the Board members and staff to introduce themselves.

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

Ms. Hunt read the mission of the Board, which is also the mission of the Department of Health Professions.

Ms. Hunt provided reminders to the Board members and audience regarding microphones, computer agenda materials, and breaks.

Ms. Tillman Wolf then read the emergency egress instructions.

APPROVAL OF MINTUES

Ms. Hunt opened the floor to any edits or corrections regarding the draft minutes for the Board meeting held on October 27, 2021, a Public Hearing held on March 4, 2022, and a Telephonic Conference Call held on May 17, 2022. With no edits or corrections, the minutes were approved as presented.

ORDERING OF THE AGENDA

Upon a **MOTION** by Mr. Faruk, properly seconded by Ms. Kirby, the Board voted to accept the agenda as presented. The motion passed unanimously (6-0).

PUBLIC COMMENT

There was no public comment.

AGENCY REPORT

Dr. Brown reported on changes to DHP staff announcing that Dr. Allison-Bryan, Deputy Director of DHP, Elaine Yeatts, Senior Policy Analyst, Elizabeth Carter, Director of the Healthcare Workforce Data Center (HWDC), Sandra Reed, Executive Director of the Board of Dentistry, and Ralph Orr, Director of the Prescription Monitoring Program (PMP) had retired. He introduced Erin Barrett as the new DHP Senior Policy Analyst and Yetty Shobo as the new Director of the HWDC.

Dr. Brown announced that all Executive Branch entities have been tasked with initiating the regulatory process to reduce by at least 25 percent the number of regulations not mandated by federal or state statute.

Dr. Brown reported on the Health Practitioners' Monitoring Program (HPMP) which is an alternative to disciplinary action for qualified healthcare practitioners with substance use diagnosis, or a mental health or physical diagnosis that may alter their ability to practice their profession safely. Dr. Brown stated that a presentation on HPMP is available to the Board.

Dr. Brown provided updates regarding building security and technology updates in the conference center.

Dr. Inker inquired about whether the reduction of regulations applied by Board or across the agency as a whole. Ms. Barrett clarified that it depended on factors related to each Board. Dr. Inker requested a presentation on HPMP in the future. She thanked Dr. Brown for the updated security features to the building.

Mr. Faruk inquired about staffing shortages to fulfill the regulatory review process. Dr. Brown stated that DHP is looking into outside assistance for this task.

With no questions, Dr. Brown concluded his report.

PRESENTATION

Dr. Shobo provided the 2022 Workforce Reports for Nursing Home Administrators and Assisted Living Facility Administrators.

Dr. Inker requested clarification regarding the AIT program as it applied to the level of educational attainment. Ms. Tillman Wolf clarified that the AIT data reflects some applicants who have completed an AIT training program, but who have not completed a degree for purposes of the question.

Upon a **MOTION** by Dr. Inker, properly seconded by Ms. Dukes, the Board voted to accept the 2022 Workforce Reports for Nursing Home Administrators and Assisted Living Facility Administrators as presented. The motion passed unanimously (6-0).

STAFF REPORTS

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

Ms. Tillman Wolf welcomed Ms. Brathwaite to the Board.

Board Updates

Ms. Tillman Wolf provided updates regarding Board staff, the Memorandum of Understanding with the Virginia Department of Health, Office of Licensure and Certification (OLC), and the Long-Term Care Task Force.

Impact of COVID – Licenses/Registrations Issued, Administrator Workforce, Complaints

Ms. Tillman Wolf reviewed data at Board-level related to any identifiable trends as a result of the COVID pandemic.

Ms. Tillman Wolf reviewed the impact of licenses and registrations issued, particularly during the COVID pandemic. She noted an increase in 2021 for Administrator-in-Training (AIT) registrations under both Assisted Living Facility Administrators (ALFA) and Nursing Home Administrators (NHA).

Ms. Tillman Wolf noted an overall decrease of ALFA licenses from 2020 to 2021. She reported that a number of ALF AITs are not becoming licensed or not completing the application process. She noted an increase in Preceptor registrations.

Ms. Tillman Wolf stated that, in addition to the retirement data reported in the ALFA and NHA 2022 Workforce Reports, there was a notable decrease of NHA licensees that were “very satisfied” with their job, dropping from 69% in 2020 to 55% in 2022. She reported a similar decrease for ALFA licensees, dropping from 70% in 2020 to 63% in 2022.

Ms. Tillman Wolf also reported on the fluctuation of license renewal percentages each year.

Ms. Tillman Wolf reviewed the number of complaints received by the Board prior to and during the height of the pandemic. She noted that, although the agency saw a decrease in complaints during the initial months

of the pandemic, followed by a subsequent increase in complaints, the complaint numbers for the board have remained stable.

NAB Updates

Ms. Tillman Wolf provided updates to the Board from the National Association of Long Term Care Administrator Boards (NAB) Annual Meeting. She stated that there has been a reorganization of the Domains of Practice. Ms. Tillman Wolf noted that the exam blueprint has been modified to align with NAB's Practice Analysis which will require changes to the study manual and modules, and AIT program manual. She provided a timeline of anticipated updates to NAB exams and resource materials.

Ms. Tillman Wolf provided updates on the NAB Mobility Task Force, HSE Credential, and HSE-accredited educational programs.

Ms. Tillman Wolf reported that over 29,000 administrators are registered with NAB's Continuing Education Registry, which includes 1,502 licensees designating Virginia as their primary state. Ms. Tillman Wolf mentioned that the Board will need to determine how to address large numbers of web based continuing education hours obtained in one day. She suggested that the Board may want to address this concern through a Guidance Document for time spent in a course versus the amount of time awarded. She stated that the Board may wish to consider requiring licensees to upload their continuing education credit to the NAB platform for use during audits.

Ms. Tillman Wolf provided an update on the exam scores and noted Virginia's low test scores compared to national scores. She provided the Board with possible action items such as working more closely with provider associations and the accredited program at VCU to provide resource information to AITs and Preceptors, to disseminate updated resource information to all currently registered trainees and Preceptors, and to provide Board guidance on the expectations for AIT training programs.

Ms. Tillman Wolf reported that Lisa Hahn, DHP Chief Operating Officer, completed her term as Immediate Past-President and received the 2022 Randy Lindner Award for Excellence in Leadership.

Expenditure and Revenue Summary as of February 28, 2022

Ms. Tillman Wolf presented the Expenditure and Revenue Summary as of February 28, 2022.

Cash Balance as of June 30, 2021	\$265,921
YTD FY22 Revenue	\$211,020
YTD FY22 Direct & In-Direct Expenditures	\$343,196
Cash Balance as of February 28, 2022	\$133,745

Ms. Tillman Wolf discussed a number of factors that have contributed to the growing cash balance of the Board after a number of years of low cash balances and/or deficits.

2022 Board Meeting Dates

Ms. Tillman Wolf announced the upcoming 2022 Board meeting dates.

- September 9, 2022
- December 9, 2022

Ms. Tillman Wolf provided reminders about meeting attendance, changes to contact information, and probable cause review. She thanked members for all they do in support of the Board.

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

Discipline Report – Kelley Palmatier, JD, Deputy Executive Director

As of June 17, 2022, Ms. Palmatier reported the following disciplinary statistics:

- 72 Patient Care Cases
 - 1 at Informal
 - 1 at Formal
 - 24 at Enforcement
 - 46 at Probable Cause
 - 0 at APD
- 17 Non Patient Care Cases
 - 0 at Informal
 - 0 at Formal
 - 3 at Enforcement
 - 14 at Probable Cause
 - 0 at APD
- 1 at Compliance

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

- Q3 2020 – 15/25
- Q4 2020 – 25/18
- Q1 2021 – 16/28
- Q2 2021 – 20/23
- Q3 2021 – 21/16
- Q4 2021 – 28/23
- Q1 2022 – 20/19
- Q2 2022 – 26/39
- Q3 2022 – 19/20

Percentage of all cases closed in 365 days

	Q2 - 2021	Q3 - 2021	Q4 - 2021	Q1 - 2022	Q2 - 2022	Q3 - 2022
LTCA	35.1%	40.0%	39.5%	30.2%	29.0%	54.1%
Agency	64.0%	71.1%	68.8%	66.0%	70.7%	71.9%

With no further questions, Ms. Palmatier concluded her report.

Licensure Report – Sarah Georgen, Licensing and Operations Manager

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

Licensure Statistics – All Licenses

Current License Count – ALFA and NHA

ALFA	Q3 – 2022	NHA	Q3 – 2022
ALFA	696	NHA	1,010
ALF AIT	108	NHA AIT	78
Preceptor	219	Preceptor	235
Total ALFA	1,023	Total NHA	1,323

Continuing Education Review

Ms. Georgen reported on the recent review of renewal applications in which licensees indicated that their continuing education had not been completed for the 2021-2022 renewal year. There were eight licensees found to be in compliance, and five licensees not in compliance and were referred for disciplinary review.

Customer Satisfaction

Ms. Georgen reported on the customer satisfaction statistics for Quarters 1-3 FY2022.

With no questions, Ms. Georgen concluded her report.

BOARD COUNSEL REPORT

There was no Board Counsel report.

LEGISLATION AND REGULATORY ACTIONS

Report on Status of Regulations

Ms. Barrett discussed the transition to her new position as Senior Policy Analyst.

Ms. Barrett provided an update on the regulatory actions in process.

With no questions, Ms. Barrett concluded her report.

BOARD DISCUSSIONS AND ACTIONS

Adoption of Final Regulations from Recommendations of the RAP on Qualifications for Licensure

Ms. Barrett provided an overview of the Adoption of Final Regulations from Recommendations of the Regulatory Advisory Panel (RAP) on Qualifications for Licensure.

The Board discussed the Adoption of Final Regulations from Recommendations of the RAP on Qualifications for Licensure.

Upon a **MOTION** by Ms. Dukes, properly seconded by Dr. Inker, the Board voted to adopt the Final Regulations from Recommendations of the Regulatory Advisory Panel on Qualifications for Licensure as presented. The motion carried (6-0).

Review and Readoption of Guidance Document 95-9 (Continuing Competency Hours for Dually-Licensed Administrators)

Ms. Barrett provided an overview of Guidance Document 95-9 titled “Continuing Competency Hours for Dually-Licensed Administrators.”

Upon a **MOTION** by Dr. Inker, properly seconded by Ms. Dukes, the Board voted to reaffirm Guidance Document 95-9: Continuing Competency Hours for Dually-Licensed Administrators. The motion passed unanimously (6-0).

Review and Readoption of Guidance Document 95-11 (Disposition of Cases Involving Practicing on an Expired License)

Ms. Barrett provided an overview of Guidance Document 95-11 titled “Disposition of Cases Involving Practicing on an Expired License.”

Upon a **MOTION** by Mr. Faruk, properly seconded by Ms. Dukes, the Board voted to reaffirm Guidance Document 95-11, Disposition of Cases Involving Practicing on an Expired License as presented. The motion carried unanimously (6-0).

NEW BUSINESS

Ms. Tillman Wolf and Ms. Palmatier provided information to the Board related to how the Board processes receipt of surveys involving immediate jeopardy (IJ) and substandard quality of care (SQC) tags from the Office of Licensure and Certification.

NEXT MEETING

The next scheduled meeting date is September 9, 2022.

ADJOURNMENT

With all business concluded, the meeting adjourned at 12:02 p.m.

Corie Tillman Wolf, J.D., Executive Director

Date

Presentation

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

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

[About HPMP](#) ▾

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 \(mailto:vahpmp@vcuhealth.org\)](mailto:vahpmp@vcuhealth.org)

Fax: 804-828-5386

VCU HPMP Leadership Team

Joel Steinberg, M.D.
Medical Director

Amy Ressler, LCSW
Administrative Director



[Practitioners' Program Orientation Handbook \(/media/dhpweb/docs/hpmp/OrientationHandbook.pdf\)](#)



[Law & Regulation Handbook \(/PractitionerResources/HealthPractitionersMonitoringProgram/AboutHPMP\)](#)



[Annual Reports](#)

Staff Reports



[AIT Inquiry Form](#)

[New AIT Program Manual](#)

[Preceptor Training Modules Course](#)

[Career Toolkit](#)

New AIT Program Manual

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[The National AIT Program Manual has been updated!](#)

In partnership with the American College of Health Care Administrators (ACHCA), NAB is offering a national interactive AIT Program Manual to guide both the Preceptor and the Administrator in Training (AIT) through the internship experience. The goal of the manual is to:

1. Provide the AIT with a solid foundation in the exciting field of long term care.
2. Encourage state licensing boards to adopt this manual for their AIT programs.
3. Establish a consistent AIT experience for all future leaders.

Based on feedback from state member boards, preceptors, and administrators in training, the AIT Program Manual has been overhauled. It is now a four module manual, with each line of service (LOS) having a dedicated module with a LOS specific self-assessment and professional development plan.

The modules include the following:

Module 1: Guidelines for designing an AIT program. Phases of AIT program. AIT model standards covering domains. Flashcard links.

Module 2: Knowledge & skills. Domains of Practice. Sample learning activities.

Module 3: One Module 3 per Line of Service including a LOS specific self-assessment and professional development plan. Section for customization to include state content is included.

[Module 3 - NHA](#) | [Module 3 - RCAL](#) | [Module 3 - HCBS](#) | [Module 3 - HSE](#)

Module 4: Reference material: glossary, prefixes, suffixes, abbreviations, therapeutic actions, common diagnoses.

PLEASE NOTE: While this program is free to use, charging a fee for use of the course material as a stand-alone program is prohibited.

Legislative and Regulatory Report

Board of Long-Term Care Administrators
Current Regulatory Actions
As of August 30, 2022

VAC	Stage	Subject Matter	Date submitted*	Office; time in office**	Notes
18VAC95-20 18VAC95-30	Final	Changes to qualifications for licensure of nursing home administrators and assisted living facility administrators	8/2/2022	Secretary; 28 days	Changes to regulation based on RAP