

UNAPPROVED

**Virginia Board Of Long-Term Care Administrators
TASK FORCE ON LICENSING ASSISTED LIVING ADMINISTRATORS
Meeting Minutes**

Monday, November 21, 2005

**Department of Health Professions
6603 West Broad Street
Richmond, Virginia 23230-1712
Conference Room 1**

- CALL TO ORDER:** The meeting was called to order at 9:40 a.m.
- PRESIDING:** Ted A. LeNeave, N.H.A. – Chair, Board of Long-Term Care Administrators (BLTCA)
- MEMBERS PRESENT:** David McHarg – VA Assisted Living Association
John Plichta – VA Association of Community Services Boards
Martha H. Hunt - BLTCA
Randy Scott – VA Association of Non-Profit Homes for the Aging
Edward Owen – VA Health Care Association
Roy Bryant substituting for Jeffrey Hairston – VA Adult Home Association
Carolynne Stevens – Dept. of Social Services
Karen Love - Consumer Consortium on Assisted Living
- MEMBER ABSENT:** Bertha Simmons, N.H.A. - BLTCA
- STAFF PRESENT:** Sandra K. Reen, Executive Director
Robert Nebiker, Director of DHP
Elaine Yeatts, Sr. Policy Analyst
Elizabeth Carter, Ph.D., BHP Executive Director
LaFonda Parham, Administrative Assistant

Emily Wingfield, Assistant Attorney General
- QUORUM:** A quorum was established with nine members present or represented by a substitute.
- PUBLIC COMMENT:** **Marybeth Bersani** commented on the program offered by the Senior Living University to train administrators for assisted living facilities. She reported the program is accepted by the Department of Social Services and approved by NAB for 47 credit hours. She requested that this program be used as a basis for a non-college track for ALF administrator licensure.
- Mr. LeNeave advised that written comments from **Irvin Land** were included in the agenda package requesting an option for licensure be a non-college based program.

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MINUTES: On a properly seconded motion by Mr. Plichta, the minutes of the October 24, 2005 meeting were approved.

**REGULATORY
LANGUAGE ON
MAJOR DECISION
POINTS:**

Ms. Yeatts reviewed the draft provisions setting out the decisions made at the last meeting for:

- Qualifications for licensure
- Administrator in training programs
- Qualifications for preceptors
- Training facilities
- Continuing education.

Ms. Yeatts was asked to make 3 changes to the draft::

- Add “approved” before “by NAB” in the continuing education provision, 18 VAC 95-30-60.B
- Add “or unit” in the training facility provision 18 VAC 95-30-140.1
- Replace “nursing home” with “assisted living facility” in 18 VAC 95-30-160.B.

**QUALIFICATIONS
FOR LICENSURE:**

Ms. Yeatts suggested that provisions be added to be consistent with the licensure options for nursing home administrators. Mr. McHarg moved that a provision be added to 18 VAC 95-30-90 for acceptance of a BS or higher degree in a health care administration field that includes 21 semester hours in the 5 prescribed content areas with not less than a 320 hour internship in an administrative living facility. The motion was seconded and adopted.

Discussion then addressed having an option for a 320 hour AIT program, an option for a certificate program and an option without a requirement for college coursework.

Mr. Owen moved that a certificate program be included as an option, requiring 21 semester hours in the prescribed content hours and a 400 hour internship in a licensed assisted living facility. The motion was seconded and adopted.

Discussion of a non-college option resumed. It was suggested that a NAB approved program could be accepted. Inviting NAB to present at the next meeting was considered. Dr. Carter reported that NAB’s requirement for sitting for the assisted living facility administrator exam is 2 years experience in a facility and a 40 hour program. Concern was expressed about requiring anything less than presently required by DSS.

Mr. Plichta moved that a non-college option be pursued. The motion was seconded but failed.

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**LICENSING
EXAMINATIONS:**

Ms. Yeatts asked what provisions should be recommended for licensure examinations. Mr. Plichta moved that the regulation on examinations should follow the language in the nursing home administrator regulations for a state and national examination. The motion was seconded and adopted.

ENDORSEMENT:

Ms. Yeatts suggested that provisions for licensure by endorsement be addressed and suggested that a minimum of two years of practice be required. Mr. LeNeave reviewed the NHA provisions and noted that while federal law requires licensure of NHAs by all states there is no similar requirement for assisted living administrators. Mr. Scott moved that an endorsement provision be included to require a minimum of 2 years of experience in licensed assisted living facility. The motion was seconded and carried.

**RECOGNITION OF
CURRENT
ADMINISTRATORS:**

Ms. Yeatts asked if there should be a provision for current administrators to be licensed based on experience and examination. She also suggested that a time limitation be placed on making application under such a provision. Mr. Plichta moved that persons who have been a full time administrator of record or assistant administrator of record for a licensed facility in Virginia for three years and who pass the state examination be eligible for licensure. Discussion occurred on how much experience should be required. By motion of Mr. Owen an amendment was adopted to change "three years" to "two years full time". By motion of Ms. Stevens an amendment was adopted to say "two of the last three years full time." The amended motion was passed. Requiring passage of the national exam and including individuals in corporate offices was also discussed.

**GENERAL
PROVISIONS:**

Ms. Yeatts then did a quick review of the remaining provisions in the draft document that are typically included in licensure regulations. It was decided to act on this provision part by part. A motion by Mr. Owen to approve Part I as drafted was adopted. A motion by Ms. Stevens to approve Part II as drafted was adopted. A motion by Mr. McHarg to approve section 120 in Part III as drafted was adopted. A motion by Mr. Scott to approve sections 130, 170 and 180 in Part IV as drafted was adopted. A motion by Mr. Owen to approve section 190 in Part V as drafted was adopted.

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Mr. Nebiker asked if an opportunity for public comment was planned on the proposed regulations. In response, Ms. Yeatts offered to distribute the draft to the list of interested parties used by the Medication Aide Task Force before the next meeting. Mr. LeNeave noted that comment would be received at the next meeting as well.

ADMINISTRATOR IN TRAINING PROGRAM:

Ms. Yeatts then asked if allowance should be made for reduced AIT hours for experience and education. Discussion was in support of having provisions similar to those for NHAs. A motion by Mr. Owen that 320 hours be required for persons with a degree in health care administration passed. An amended motion by Mr. Plichta that a person with a MS in an unrelated field be required to complete 750 hours passed. A motion by Mr. Owen that a person with a BS in an unrelated field be required to complete 1000 hours passed.

Ms. Yeatts asked if the NHA provision for assistant administrators and directors of nursing should be included. By motion of Mr. Scott, it was agreed to use the NHA provision and stating the experience must be in a licensed assisted living facility or nursing home.

Mr. Scott moved that experience in nursing be included, that licensed practical nurses as well as registered nurses be eligible and that the supervisory position be in nursing. The motion passed.

OTHER BUSINESS:

Ms. Reen noted that the action taken for current administrators did not state a time limitation for applications. A motion by Mr. Plichta that the time limitation be within 1 year of the effective date of the regulations passed.

FUTURE MEETINGS:

Mr. LeNeave noted that the Task Force will meet again on December 12, 2005.

ADJOURNMENT:

Mr. LeNeave adjourned the meeting at 3:30 p.m.

Ted LeNeave, NHA, Chair

Sandra K. Reen, Executive Director

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