

UNAPPROVED

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

Monday, October 24, 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 9:35 a.m.

PRESIDING: Ted A. LeNeave, N.H.A. – Chair, Board of Long-Term Care Administrators (BLTCA)

MEMBERS PRESENT: Bertha Simmons, N.H.A. - BLTCA
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
Jeffrey Hairston – VA Adult Home Association
Carolynne Stevens – Dept. of Social Services
Carter Harrison substituting for Karen Love - Consumer Consortium on Assisted Living

STAFF PRESENT: Sandra K. Reen, Executive Director
Robert Nebiker, Director of DHP
Elaine Yeatts, Sr. Policy Analyst
Elizabeth Carter, Ph.D., BHP Executive Director

COUNSEL PRESENT: Emily Wingfield, Assistant Attorney General

QUORUM: All members were present or represented by a substitute.

PUBLIC COMMENT: **Irvin Land** advised that there are many good people without college degrees who serve effectively as administrators of assisted living facilities. He urged that provisions be made for qualification for licensure through programs that are not college based.

Roy Bryant handed out a letter and a newspaper clipping then expressed concerns about conflict of interest and forcing adult care residences under the long term care umbrella. He advised that privately owned facilities will be forced out of business if they have to hire administrators. He stated that affordable housing for the poor and underprivileged will be lost because small homes will have to close. He asked that the Board provide state money to

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fund the changes being made to adult care residences.

Marybeth Bersani commented that the assisted living model is different from the nursing home model. She said it would have been easy to tweak the nursing home laws and regulations but the decision was to develop a model for assisted living. She asked that the Board not use the licensure standards for nursing home administrators for assisted living administrators.

MINUTES:

On a properly seconded motion by Mr. Plichta, the minutes of the September 14, 2005 meeting were approved.

**DISCUSSION OF
MAJOR DECISION
POINTS:**

Ms. Yeatts advised that the recommendations and comments submitted by Task Force members following the last meeting were combined into a document on the major decision points for developing regulations. She suggested following the major decisions points document and beginning with a discussion of the requirements and pathways for a new administrator.

**QUALIFICATIONS
FOR LICENSURE:**

Mr. LeNeave addressed the need for multiple pathways for licensure to assure an adequate number of licensees. Mr. Owen suggested requiring college coursework with a balance of gerontology and administration classes to address the social model of assisted living facilities. The following topics were discussed:

- setting the minimum education requirement as an associate's degree
- the 29 hour program offered by John Tyler Community College
- requiring courses in specified content areas rather than a degree type
- requiring an internship as part of college coursework
- requiring a high school diploma or GED and 21 hours of college coursework, and,
- the need to balance experience and education.

Mr. LeNeave asked Dr. Carter to address the chart on the requirements adopted by other states. She advised that there is great disparity from state to state and that the bottom line is to consider the minimal requirements to adequately provide for the safety of patients. Ms. Yeatts shared the course content approved by DSS.

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Discussion continued to address:

- requiring a high school diploma or GED and 30 semester hours of college coursework in any subjects and a 2000 hour administrator in training program
- allowing 24 months to complete an administrator in training program
- national testing by NAB (National Association of Boards of Examiners of Long-Term Care Administrators) and ACHCA (American College of Health Care Administrators)
- the Job Analysis of Assisted Living Administrators prepared by NAB
- requiring a high school diploma or GED and 30 semester hours of college coursework in five content areas of:
 1. Resident Care
 2. Human Resources
 3. Finance
 4. Physical Environment
 5. Leadershipand a 2000 hour administrator in training program.

Upon a properly seconded motion by Mr. Owen, it was agreed to propose that an applicant for licensure be required to have either:

- a high school diploma or GED, 30 semester hours of college coursework in the prescribed content areas of:
 1. Resident Care
 2. Human Resources
 3. Finance
 4. Physical Environment
 5. Leadershipand a 1000 hour administrator in training program **or**
- a high school diploma or GED, 30 semester hours of college coursework in any subjects and a 2000 hour administrator in training program.

**ADMINISTRATOR IN
TRAINING PROGRAM:**

The Domains of Practice set out in the NAB Report on the Job Analysis of Assisted Living Administrators were reviewed and discussed as being appropriate to assisted living services in Virginia.

Upon a properly seconded motion by Mr. Harrison, it was agreed

to propose using the NAB Domains of Practice for Assisted Living Administrators as the required content for administrator in training programs.

**QUALIFICATIONS
FOR PRECEPTORS:**

There was agreement through general discussion that a preceptor should be a licensed assisted living administrator or nursing home administrator.

Upon a properly seconded motion by Mr. Scott, it was agreed to propose requiring a preceptor to hold a current, unrestricted Virginia assisted living facility administrator or nursing home administrator license and be employed full time as an administrator in a licensed assisted living facility for a minimum of two of the past three years immediately prior to registration.

**TRAINING
FACILITIES:**

The various options set out in the regulations for administrator in training programs for nursing home administrator were reviewed. Discussion addressed whether or not training should be allowed in other states and whether just requiring licensure by DSS would include the full range of possible settings.

Upon a properly seconded motion by Mr. Owen, it was agreed to propose that training shall only be conducted in:

- an assisted living facility licensed by DSS or by a similar licensing body in another jurisdiction
- an assisted living facility owned or operated by a local, state or federal government agency, or
- an assisted living unit in a licensed hospital.

**LICENSING
EXAMINATIONS:**

There was discussion about requiring passage of a national examination, about NAB as the provider of the entry level examination and about requiring a jurisprudence examination.

At Mr. Nebiker's request, this discussion was tabled to the next meeting to allow Mr. Nebiker and Ms. Wingfield to obtain and provide guidance on procurement and other legal considerations.

**RECOGNITION OF
CURRENT
ADMINISTRATORS:**

There was discussion about:

- allowing current administrators who have served for two or more years to continue serving without meeting licensure requirements for a period of one year or eighteen months,
- requiring current administrators to pass a competency test
- requiring continuing education

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- requiring 24 months of continuous practice
- including persons who have served as assistant administrators for 5 or more years.

At Ms. Wingfield's request this discussion was tabled to the next meeting so she might obtain and provide legal guidance on establishing "grandfather" provisions.

**LICENSURE BY
ENDORSEMENT:**

At Ms. Reen's suggestion discussion of this topic was deferred to the next meeting,

**CONTINUING
EDUCATION:**

It was noted by Ms. Simmons that DSS's current requirements are for 20 hours annually and for administrators in facilities with dementia units that 8 hours of that be related to serving persons with Alzheimers.

Upon a properly seconded motion by Mr. McHarg, it was agreed to recommend that the requirements for continuing education should be 20 hours annually and that the content should be related to the NAB Domains of Practice.

Upon a properly seconded motion by Ms. Simmons, it was agreed to recommend that approved sponsors would include NAB, accredited institutions and governmental agencies.

FUTURE MEETINGS:

Mr. LeNeave noted that the Task Force will meet again on November 21, 2005 and has a meeting scheduled for December 12, 2005.

ADJOURNMENT:

In deference to the hour, Mr. LeNeave adjourned the meeting at 4:20 p.m.

Ted LeNeave, NHA, Chair

Sandra K. Reen, Executive Director

Date

Date