
Call to Order – *Jenny Inker, PhD, ALFA, Board Chair*

- Welcome and Introductions
 - Emergency Egress Procedures
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Review of Agenda

Overview of Workgroup Goals – *Jenny Inker, Board Chair*

Discussion

- **Review of Past Efforts** – *Corie Tillman Wolf, Executive Director*
 - **Group Discussion - Current AIT Resources and Supports**
 - Board of Long-Term Care Administrators – *Corie Tillman Wolf, Executive Director*
 - VCU Department of Gerontology – *Jennifer Pryor, Joint Program Director, Assisted Living Administration Specialty Area*
 - Virginia Assisted Living Association (VALA) – *Judy Hackler, Executive Director*
 - LeadingAge Virginia – *Dana Parsons, Vice President and Legislative Counsel*
 - Virginia Health Care Association/Virginia Center on Assisted Living (VHCA/VCAL)– *April Payne, Chief Quality & Regulatory Affairs Officer, Executive Director of VCAL*
 - **Comparison With Other Jurisdictions** – *Corie Tillman Wolf, Executive Director*
 - **Group Discussion**
 - What are the current challenges?
 - Where do we need to go?
 - What do we need to get there?
 - Who else needs to be at the table?
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Wrap Up and Next Steps

Meeting Adjournment

**Regulatory Advisory Panel – Administrators-in-Training
Considerations for the Board of Long-Term Care Administrators**

Area	Concern	Proposed Action Items for Consideration
Workforce Development	How to interest individuals in administration as a career	<ul style="list-style-type: none"> <input type="checkbox"/> DHP’s Healthcare Workforce Data Center to continue to disseminate Occupational Roadmap to community colleges, schools, and will reach out to the Virginia Healthcare Workforce Authority to share resources <input type="checkbox"/> Provider associations to share Occupational Roadmap on their websites <input type="checkbox"/> Provider associations to build relationships with schools to increase exposure to administration as a career
	Development of academic programs as pipeline for building career administrators	<ul style="list-style-type: none"> <input type="checkbox"/> NAB and National provider associations to continue to collaborate with academic programs to implement recommendations of Vision 2025 Summit, including recommendations to encourage investment in administration as a profession and career path; to encourage investment in/funding for/support of AIT training programs; to develop a common branding, terminology, and messaging for the profession; to study the supply/demand of administrators through NAB foundation and academic program; to establish a comprehensive core curriculum of study in long-term care administration
	Building leadership talent through education and investment, including investment in AIT training	<ul style="list-style-type: none"> <input type="checkbox"/> NAB and National provider associations to collaborate to promote leadership training, as well as financial support of/investment in AIT programs and internships
Preceptor Development and Engagement	Preceptor Directory – updates and utilization	<ul style="list-style-type: none"> <input type="checkbox"/> Board to encourage currently-listed preceptors to (1) update current information and (2) encourage additional preceptors to include information together with any restrictions they may have on their ability to oversee training (e.g. internal only) <input type="checkbox"/> Board to collaborate with provider associations to continue to “get the word out” about the availability of voluntary resource <input type="checkbox"/> Board to collaborate with provider associations to look at resources for matching preceptors and AITs
	Increasing engagement of/availability of preceptors in the AIT training process	<ul style="list-style-type: none"> <input type="checkbox"/> Board to consider change to regulations to permit preceptors to earn CE credit for supervising an AIT program <input type="checkbox"/> Board to collaborate with provider organizations and stakeholders to provide resources and additional training to preceptors <input type="checkbox"/> Board and provider associations to encourage use of NAB preceptor training modules beyond requirements related to initial registration/reinstatement
	Ensuring active involvement of preceptors in the training process	<ul style="list-style-type: none"> <input type="checkbox"/> Board to consider adequate training and oversight of AIT by preceptors when preceptor may not be on-site by reviewing minimum amount of face-to-face time for all AITs (not just Acting AITs) <input type="checkbox"/> Board to consider on-site requirements for preceptors

Area	Concern	Proposed Action Items for Consideration
AIT – Pathways to Registration – Education and Experience	Additional pathway for ALFA AIT based upon experience and/or other relevant educational requirements	<input type="checkbox"/> Board to consider change to regulations to add another pathway to registration for AIT training based upon experience in the long-term care setting (example of at least 2-3 years in managerial or supervisory role within long-term care setting), combined with 80-hour training requirement as prerequisite (NAB provides third party certification of 80 hour program based upon NAB curriculum standards and Domains of Practice); 80 hour program through provider association (not-for-profit) or academic program for implementation of 80-hour training program
	Current requirement for 30 hours of education “in any subject” as basis for approval of applicant to begin ALFA AIT	<input type="checkbox"/> Board to consider change to regulations to strengthen current minimum educational pathway to create link between 30 hours of coursework with coursework related to business and/or health services similar to requirement for residential-only administrators of record per DSS regulations (22VAC40-73-140)
Acting AITs	Review provisions related to Acting AITs for consistency with DSS regulations	<input type="checkbox"/> Board and DSS to collaborate to ensure consistency of regulations and processes related to acting AITs serving as Acting Administrators of record
AIT Training Facility Requirements	Clarifications regarding training facility where AIT conducted to promote comprehensive training and public safety	<input type="checkbox"/> Board to consider changes to regulations related to training facility requirements <ul style="list-style-type: none"> <input type="checkbox"/> Consider whether there should be a minimum size or bed capacity at the training facility, or in the alternative, consider whether a percentage of training hours must be conducted at a comprehensive care facility <input type="checkbox"/> Clarify that training for AL must occur at assisted living facility licensed by DSS that is not a residential-only AL facility <input type="checkbox"/> Consider provision that Acting AIT cannot be conducted at applicant’s own new/conditionally licensed facility
AIT Reporting Requirements	Improve reporting process for AITs	<input type="checkbox"/> Board to conduct ongoing review of reports for content to ensure reports accurately capture training experience and learning of AIT <input type="checkbox"/> Board to consider adoption of guidance document to use NAB training manual as basis for training <input type="checkbox"/> Board to increase awareness among AITs and preceptors of expectations related to reporting process
AIT Preparation and Training	Preparation for AITs for the examinations required for licensure	<input type="checkbox"/> Board to collaborate with provider associations and stakeholders regarding review course based upon NAB standard for 80-hour course; consider course hours to count as credit toward AIT training hours
	Improve/Increase mental health and dementia/Alzheimer’s training for AITs and Administrators	<input type="checkbox"/> Board to consider incorporation of additional training related to mental health and dementia/Alzheimer’s related needs of residents <input type="checkbox"/> Board to collaborate with provider organizations, DSS, and other stakeholders related to implementing additional mental health training for administrators