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

- Welcome and Introductions
- Emergency Egress Procedures

Review of Agenda

Review of Minutes

- Assisted Living Facility Administrator-in-Training Resources and Supports Workgroup – December 14, 2023

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

Discussion

- **Recapitulation of December 14, 2023, Workgroup Meeting** – *Jenny Inker, Board Chair, and Corie Tillman Wolf, Executive Director*
- **Group Discussion** – *Workgroup Participants*
 - Size of Training Facilities for ALF AIT Programs
 - Status of Training and Resource Development
 - Opportunities for Continuing Stakeholder Collaboration

Wrap Up and Next Steps

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).

Review of Minutes

December 14, 2023

The Virginia Board of Long-Term Care Administrators convened for an Assisted Living Facility Administrator-in-Training Resources and Support Workgroup on Thursday, December 14, 2023, at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, 2nd Floor, Board Room #4, Henrico, Virginia.

BOARD MEMBERS PRESENT:

Jenny Inker, PhD, ALFA, Chair
Kimberly Brathwaite, ALFA (Virtual)
Ann Williams, EdD, Citizen Member

WORKGROUP MEMBERS PRESENT:

Judy Hackler, Executive Director, Virginia Assisted Living Association
Dana Parsons, Vice President and Legislative Counsel, LeadingAge Virginia
April Payne, Chief Quality & Regulatory Affairs Officer, Executive Director, Virginia Health Care Association/Virginia Center for Assisted Living

DHP STAFF PRESENT FOR ALL OR PART OF THE MEETING:

Erin Barrett, JD, Director of Legislative and Regulatory Affairs
Sarah Georgen, Licensing and Operations Supervisor
Arne W. Owens, Agency Director
Matt Novak, Policy Analyst
Melanie Pagano, JD, Deputy Executive Director
Corie E. Tillman Wolf, JD, Executive Director
Heather Wright, Senior Licensing Program Coordinator

OTHER GUESTS PRESENT

Michelle Grachek, MEd, CAE, President, National Association of Long Term Care Administrator Boards (Virtual)
Randy Lindner, MHSA, CAE, CEO, National Association of Long Term Care Administrator Boards (Virtual)

CALL TO ORDER

Dr. Inker called the meeting to order at 9:42 a.m. and asked the meeting participants to introduce themselves.

Ms. Tillman Wolf then read the emergency egress instructions.

REVIEW OF AGENDA

There were no proposed changes to the agenda.

REVIEW OF MINUTES

There were no proposed changes to the minutes for the Assisted Living Administrator-in-Training Resources and Support Workgroup meeting held on September 29, 2023.

OVERVIEW OF WORKGROUP GOALS

Dr. Inker provided an overview of the Workgroup goals. She stated that the Board convened a Regulatory Advisory Panel in 2019 and in 2021 to discuss ways to improve Administrator-in-Training (AIT) training and preparation which resulted in several regulatory and non-regulatory recommendations to the full board. She stated that the Workgroup meetings are intended to continue conversations, particularly it related to current concerns and how to move forward with non-regulatory recommendations. She stated that the Board's scope and authority is somewhat limited, however, workgroup members have an opportunity to talk through areas where we may work together.

DISCUSSION

Recapitulation of September 29, 2023, Workgroup Minutes

Dr. Inker and Ms. Tillman Wolf provided a recapitalization of the September 29, 2023, Workgroup minutes providing concerns raised regarding items related to available resources for Administrators-in-Training (AITs) and Preceptors, the promotion of long-term care administration as a profession, the role of dissemination of information to college and university students, administrators leaving the profession, and concerns related to the Residential Care/Assisted Living (RCAL) examination.

CONCERNS RELATED TO NATIONAL EXAMINATION

Dr. Inker introduced Ms. Grachek and Mr. Lindner from the National Association of Long Term Care Administrator Boards (NAB) and asked them to provide additional information related to concerns raised about the national examination.

Ms. Grachek and Mr. Lindner provided a presentation on the RCAL examination history, NAB's process of examination development, NAB's RCAL examination data analysis and discussion, and examination preparation techniques.

Ms. Grachek announced that as of July 2023, the NAB examinations migrated to a new format and that NAB would no longer limit a candidate to the number of times they can take the Core of Knowledge (CORE), Nursing Home Administrator (NHA), and Residential Care/Assisted Living (RCAL) examinations. She stated that NAB will notify all jurisdictions of this updated information in January 2024.

During the presentation, Ms. Grachek and Mr. Lindner noted that data related to first time test takers was not separated from the overall pass rates and stated that they would provide that information to Ms. Tillman Wolf for distribution.

GROUP DISCUSSION

Dr. Inker opened the meeting to discussion from all workgroup participants to further explore collaboration between the Board and stakeholders.

The Workgroup discussed the NAB examination further and it was noted that there were different versions of the NAB Exam Candidate Handbook through NAB and the testing vendor, PSI Services, LLC. Ms. Grachek and Mr. Lindner stated that they would review the information and make the corrections.

The Workgroup discussed other factors to assist current and future AITs including an initial training course that could be integrated into the Board's current AIT training hours which would focus on specific areas of training which may also impact the passage rates for the examination. Information related to this training course would be provided at the next Workgroup meeting by VHCA/VCAL.

The Workgroup also discussed possible future webinar options to provide additional reinforcement of information on long-term care operations and on-the-job processes, as well as guidance documents and updated frequently asked questions.

Ms. Tillman Wolf also stated that she would work with the DHP Healthcare Workforce Data Center for the collection of data during the 2024 renewal process related to administrators leaving the profession.

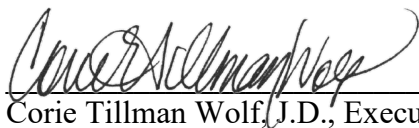
WRAP UP/NEXT STEPS

Dr. Inker summarized the Workgroup's main challenges and asked Ms. Tillman Wolf to develop a recapitulation of meeting points and participant responsibilities for future discussions. Dr. Inker stated that the Board will review available dates in March 2024 for a future meeting concerning AIT resources and supports.

Dr. Inker and Ms. Tillman Wolf thanked the participants for their time and collaboration.

ADJOURNMENT

With all business concluded, the meeting adjourned at 11:33 a.m.



Corie Tillman Wolf, J.D., Executive Director

March 15, 2024

Date