



Virginia Department of  
**Health Professions**  
Board of Long-Term Care Administrators

9960 Mayland Drive, Suite 300  
Henrico, Virginia 23233  
[www.dhp.virginia.gov/nha](http://www.dhp.virginia.gov/nha)

(804) 367-4595 (Tel)  
(804) 939-5973 (Fax)  
Email:  
[lrc@dhp.virginia.gov](mailto:lrc@dhp.virginia.gov)

## ASSISTED LIVING FACILITY ADMINISTRATOR-IN-TRAINING DOCUMENTATION OF COMPLETION FORM

This form is to be completed by the Preceptor and Administrator-In-Training (AIT). The form must include the number of hours spent in each activity, the preceptor's evaluation of the AIT's abilities, and the preceptor's recommendation of the AIT.

FULL NAME OF AIT	EMAIL ADDRESS OF AIT
FULL NAME OF PRECEPTOR	PHONE NUMBER OF PRECEPTOR
EMAIL ADDRESS OF PRECEPTOR	
NAME OF TRAINING SITE	PHONE NUMBER OF TRAINING SITE
TRAINING SITE ADDRESS	
TOTAL NUMBER OF HOURS COMPLETED	
DATES OF AIT PROGRAM	
FROM	
TO	
_____	_____
MM DD YYYY	MM DD YYYY
<b>PRECEPTOR EVALUATION</b>	
1. Please evaluate the above-named Administrator-in-Training's abilities. Use a separate sheet, if necessary.	

2. Do you recommend that the applicant's period as an Administrator-in-Training be approved by the Board as meeting the requirements for licensure?

Yes       No (If no, use additional paper to explain, identify areas of weakness, and attach relevant documentation.)

Code	Subject Category	Hours Proposed	Hours Completed
<b>10.00</b>	<b>Domain 1. Customer Care, Supports, and Services</b>		
10.01	Establish care recipient service policies and procedures that comply with applicable federal and state laws, rules, and regulations.		
10.02	Ensure plans of care are evidence-based, established, implemented, updated, and monitored based on care recipient preferences and assessed needs.		
10.03	Ensure the planning, development, implementation/execution, monitoring, and evaluation of admission/move in process, including preadmission/pre-move in information, to promote a quality experience for care recipients.		
10.04	Ensure the planning, development, implementation/execution, monitoring, and evaluation of discharge/move out process to promote a quality experience for care recipients.		
10.05	Ensure the planning, development, implementation/execution, monitoring, and evaluation of programs to meet care recipients' psychosocial needs and preferences.		
10.06	Ensure the planning, development, implementation/execution, monitoring, and evaluation of care recipients' activities/recreation to meet social needs and preferences.		
10.07	Ensure the planning, development, implementation/execution, monitoring, and evaluation of a health information management program to meet documentation requirements in compliance with federal and state regulations.		
10.08	Ensure the planning, development, implementation/execution, monitoring, and evaluation of medication management that supports the needs of the care recipient.		
10.09	Ensure the planning, development, implementation/execution, monitoring, and evaluation of a rehabilitation program to maximize optimal level of functioning and independence for care recipients.		
10.10	Ensure the planning, development, implementation/execution, monitoring, and evaluation of systems for coordination and oversight of contracted services.		
10.11	Ensure the planning, development, implementation/execution, monitoring, and evaluation of policies and procedures for responses to care recipient specific incidents, accidents, and/or emergencies.		
10.12	Ensure the planning, development, implementation/execution, monitoring, and evaluation of housekeeping and laundry services for care recipients.		
10.13	Ensure the planning, development, implementation/execution, monitoring, and evaluation of education intended for care recipients and their support networks.		
10.14	Ensure the planning, development, implementation/execution, monitoring, and evaluation of nutritional needs and preferences of care recipients.		
10.15	Ensure the planning, development, implementation/execution, monitoring, and evaluation of dining experience that meets the needs and preferences of care recipients.		
10.16	Ensure care recipients' rights and individuality within all aspects of care.		

<b>Code</b>	<b>Subject Category</b>	<b>Hours Proposed</b>	<b>Hours Completed</b>
10.17	Integrate support network's perspectives to maximize care recipients' quality of life and care.		
10.18	Ensure transportation options are available for care recipients.		
10.19	Ensure the provision of a customer service culture that leads to a quality experience for care recipients.		
<b>20.00</b>	<b>Domain 2. Human Resources</b>		
20.01	Ensure that human resource management policies and programs comply with federal and state rules and regulations.		
20.02	Establish the planning, development, implementation, monitoring, and evaluation of recruitment, selection, and retention practices.		
20.03	Establish the planning, development, implementation, monitoring, and evaluation of employee training and development programs.		
20.04	Establish the planning, development, implementation, monitoring, and evaluation of employee evaluation programs.		
20.05	Establish the planning, development, implementation, monitoring, and evaluation of compensation and benefit programs.		
20.06	Establish the planning, development, implementation, monitoring, and evaluation of employee health and safety programs.		
20.07	Establish the planning, development, implementation, monitoring, and evaluation of employee satisfaction and organizational culture.		
20.08	Establish the planning, development, implementation, monitoring, and evaluation of employee disciplinary policies and procedures.		
20.09	Establish the planning, development, implementation, monitoring, and evaluation of employee grievance policies and procedures.		
20.10	Establish the planning, development, implementation, monitoring, and evaluation of leadership development programs.		
20.11	Promote a safe work environment (such as safety training and employee risk management).		
20.12	Promote a positive work environment (using techniques such as conflict resolution, diversity training, staff recognition programs).		
20.13	Facilitate effective written, oral, and electronic communication among management and employees.		
20.14	Ensure employee records and documentation systems are developed and maintained.		
20.15	Establish a culture that encourages employees to embrace care recipients' rights.		
<b>30.00</b>	<b>Domain 3. Finance</b>		
30.01	Ensure that financial management policies, procedures, and practices comply with applicable federal and state rules and regulations.		
30.02	Develop, implement, and evaluate the service provider's budget.		
30.03	Oversee the billing and collections process and monitor the accuracy of charges and timely collection of accounts.		
30.04	Negotiate, interpret, and implement contractual agreements to optimize financial viability.		
30.05	Develop, implement, monitor, and evaluate financial policies and procedures that comply with Generally Accepted Accounting Principles (GAAP).		

<b>Code</b>	<b>Subject Category</b>	<b>Hours Proposed</b>	<b>Hours Completed</b>
30.06	Monitor and evaluate the integrity of financial reporting systems and audit programs.		
30.07	Establish safeguards for the protection of the service provider's assets (such as insurance coverage, risk management).		
30.08	Monitor and comply with financing obligations (such as debt service, mortgage covenants).		
30.09	Develop, implement, monitor, and evaluate systems to improve financial performance.		
30.10	Manage and adjust expenses with fluctuations in census/occupancy/care recipient levels (such as staffing ratios).		
30.11	Monitor and address changes in the industry that may affect financial viability.		
<b>40.00</b>	<b>Domain 4. Environment</b>		
40.01	Ensure that physical environment policies and practices comply with applicable federal, state, and local laws, rules, and regulations.		
40.02	Ensure the planning, development, implementation, monitoring, and evaluation of a safe and secure environment.		
40.03	Ensure the planning, development, implementation, monitoring, and evaluation of infection control and sanitation.		
40.04	Ensure the planning, development, implementation, monitoring, and evaluation of emergency and disaster preparedness program, including linkage to outside emergency agencies.		
40.05	Ensure the planning, development, implementation, monitoring, and evaluation of environmental services, housekeeping and laundry.		
40.06	Ensure the planning, development, implementation, monitoring, and evaluation of maintenance services for property, plant and all equipment, including preventative maintenance.		
40.07	Ensure the planning, development, implementation, monitoring, and evaluation of appropriate HIPAA compliant technology infrastructure.		
40.08	Establish, maintain, and monitor a physical environment that provides clean, safe, and secure home-like surroundings for care recipients, staff, and visitors.		
40.09	Identify opportunities to enhance the physical environment to meet changing market demands.		
40.10	Establish, maintain, and monitor an environment that promotes choice, comfort, and dignity for care recipients.		
40.11	Assess care recipients' environment for safety, security, and accessibility and make recommendation for referral or modification.		
<b>50.00</b>	<b>Domain 5. Management and Leadership</b>		
50.01	Ensure compliance with applicable federal and state laws, rules, and regulations.		
50.02	Promote ethical practice throughout the organization.		
50.03	Develop, implement, monitor, and evaluate policies and procedures that comply with directives of governing body.		
50.04	Develop, communicate, and champion the service provider's mission, vision, and values to stakeholders.		
50.05	Develop, implement, and evaluate the strategic plan with governing body's endorsement.		
50.06	Promote and monitor satisfaction of the care recipients and their support networks.		
50.07	Identify, foster, and maintain positive relationships with key stakeholders.		

<b>Code</b>	<b>Subject Category</b>	<b>Hours Proposed</b>	<b>Hours Completed</b>
50.08	Educate stakeholders on services provided, regulatory requirements, and standards of care.		
50.09	Solicit information from appropriate stakeholders for use in decision making.		
50.10	Manage the service provider's role throughout any survey/inspection process.		
50.11	Develop and implement an intervention(s) or risk management program(s) to minimize or eliminate exposure.		
50.12	Identify and respond to areas of potential legal liability.		
50.13	Implement, monitor, and evaluate information management and technology systems to support service providers' operations.		
50.14	Develop, implement, and monitor comprehensive sales, marketing, and public relations strategies.		
50.15	Ensure that written agreements between the care recipient and the service providers protect the rights and responsibilities of both parties.		
50.16	Develop, implement, and evaluate the organization's quality assurance and performance improvement programs.		
50.17	Lead organizational change initiatives.		
50.18	Facilitate effective internal and external communication strategies.		
50.19	Promote professional development of all team members.		

**AFFIDAVIT OF APPLICANT**

I hereby certify that this report is true and accurate, that I received the training indicated during this reporting period, and the information is from the records of the above-named assisted living facility, which are available for examination upon request by the Virginia Board of Long-Term Care Administrators (“Board”) or any of its personnel. Further, I attest that I have complied with all applicable laws and regulations governing the practice of assisted living administrators. I understand that any false statements or misleading information provided herein shall be sufficient grounds for the denial, suspension, revocation, or discipline of my AIT registration or subsequent licensure by the Board, even though it is not discovered until after completion of my AIT program or issuance of licensure.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**AFFIDAVIT OF PRECEPTOR**

I hereby certify that this report is true and accurate and the information as indicated in the departments/areas listed was under personal supervision in the practice of assisted living administrators. I hereby certify that I provided direct instruction, planning and evaluation; was routinely present with the trainee in the training facility as appropriate to the experience and training of the AIT and the needs of the residents in the facility; and I continually evaluated the development and experience of the trainee to determine specific areas needed for concentration (taken from Regulation 18VAC95-30-180. Preceptors.). I understand that any false statements or misleading information provided herein shall be sufficient grounds for the denial, suspension, revocation, or discipline by the Board of my registration as a preceptor or of my license as an administrator.

If applicable – for preceptors of Acting Administrators-In-Training (AITs): I certify that I was present in the training facility and provided face-to-face instruction and review of the performance of the Acting Administrator-In-Training (AIT) herein for a minimum of four (4) hours per week.

\_\_\_\_\_  
Signature of Preceptor

\_\_\_\_\_  
Date