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## Virginia Board of Long-Term Care Administrators Board Members:

- Mitchell P. Davis, NHA, Chair (1<sup>st</sup> Term)
- Marj Pantone, ALFA, Vice-Chair (2<sup>nd</sup> Term)
- Derrick Kendall, NHA (2<sup>nd</sup> Term)
- Martha H. Hunt, ALFA (1<sup>st</sup> Term)
- Karen Hopkins Stanfield, NHA (2<sup>nd</sup> Term)
- Shervonne Banks (2<sup>nd</sup> Term)
- Mary B. Brydon (1<sup>st</sup> Term)
- Basil Acey (1<sup>st</sup> Term)

## Important Renewal Reminders

The annual renewal deadline for Administrator licenses and Preceptor registrations is **March 31, 2019**.

Licensees may renew online with a credit card payment (Visa, MasterCard or Discover Card) through [www.license.dhp.virginia.gov](http://www.license.dhp.virginia.gov), using their unique 10-digit registration number and PIN. If you experience technical difficulty renewing your license or registration, please contact the DHP Call Center by telephone at (804) 367-4444 or by email at [CallCenter@dhp.virginia.gov](mailto:CallCenter@dhp.virginia.gov).

Please note that any walk-in renewal payments made in person at DHP offices will be processed the next business day.

Renewals submitted after the deadline will be subject to late fees!





## Pending Regulatory Actions

### Action: Periodic Review - Final

The Board recently conducted a Periodic Review of the Regulations Governing the Practice of Nursing Home Administrators (18 VAC 95 - 20 et seq.) and the Regulations Governing the Practice of Assisted Living Facility Administrators (18 VAC 95 - 30 et seq.). The final regulations became effective on March 6, 2019, after a final period of public comment. To view the text of the changes to the regulations, please visit: <http://www.townhall.virginia.gov/L/viewstage.cfm?stageid=8173>.

**Stage:** Final public comment period will be open from February 4, 2019 to March 6, 2019, with the regulations slated to become **effective on March 6, 2019**.

*For more information or updates on pending regulatory actions, please visit  
The Virginia Regulatory Town Hall Website at <http://townhall.virginia.gov>.*

## News from NAB



### Track Your CE Hours with NAB's CE Registry

The NAB **CE Registry** is a free continuing competence resource developed by NAB to assist long-term care licensees with tracking their annual CE hours. The system enables licensees to track both CE approved by NAB's National Continuing Education Review Service (NCERS) and non-NCERS approved CE. Licensees have the option of releasing their registry information to their state board(s) electronically.

For more information, visit NAB's website at: <https://www.nabweb.org/ceregistry>.

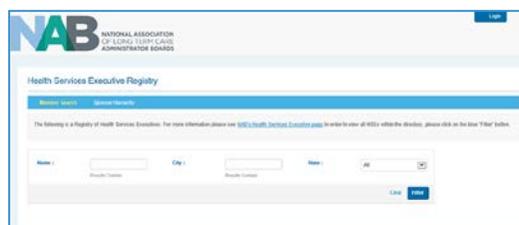
### What Is the Health Services Executive (HSE) Credential?

The Health Services Executive (HSE)<sup>TM</sup> is a broad-based credential for administrators who meet certain benchmarks for experience, education, and examination along the continuum of health services and supports - from home and community-based services to residential care/assisted living and skilled nursing. The HSE promotes portability of licensure for administrators, particularly across states that recognize the HSE credential as a qualification for licensure.

As of February 2019, a total of 206 administrators across the country have attained the HSE credential. A number of Virginia administrators have attained the credential, with additional applications in the pipeline.

To access a public directory of HSE-qualified administrators, visit NAB's [Health Services Executive Directory](#).

For more information on the HSE credential or to obtain an application, visit the NAB website at: <https://www.nabweb.org/health-services-executive>.



## News from NAB (Continued)

### **Attend the 10<sup>th</sup> Annual National Emerging Leadership Summit (NELS) for Health and Aging Services Executives**

The **10th Annual National Emerging Leadership Summit (NELS) for Health and Aging Services Executives** will be held in **Washington, D.C. from July 16 - 18, 2019**. The three-day Summit, unique in its kind, is geared towards the enrichment of leadership skills for emerging health service executives working in skilled nursing facilities, assisted living centers, continuing care retirement communities, life plan communities, rehabilitation hospitals, home- and community-based services, and more. Summit participants will enjoy an engaging, interactive experience that is focused on hearing their voice and helping them grow professionally, all while crafting solutions to improve the field of health and aging services and the profession of administration and leadership therein. Sponsors for this year's Summit include ACHCA, NAB, AHCA/NCAL, Argentum, LeadingAge, and NIC, as well as several university partners. We are grateful to our wonderful Summit partners and sponsors for their support to make NELS an exciting event each year.

The complete Summit package includes approximately 19 CE credits for administrators from the National Association of Long-Term Care Administrator Boards (NAB), admission to all speaker events and presentations, breakfast and lunch each day, a reception with past NELS attendees and leaders in health and aging services, and a unique Washington, D.C. group event and dinner one evening. Lodging information at the host hotel, with the NELS discounted rate, will be provided upon application and acceptance (each participant will reserve his/her own room in the room block). For more information and how to apply to attend the 2019 NELS Summit, you can visit the NELS website at: <http://www.nelssummit.org/>. Limited scholarship support is available, which covers the registration fee, with a link to a scholarship application found on the "How to Apply" page on the website.

You can also direct questions on the NELS Summit to Kevin Hansen, NELS Director, at [hansekev@uwec.edu](mailto:hansekev@uwec.edu) or to Doug Olson, NELS Senior Advisor, at [olsondou@uwec.edu](mailto:olsondou@uwec.edu). **The 2019 NELS application deadline is Friday, May 24, 2019**, so please encourage your students to get their applications in as soon as possible. We will have rolling admissions starting on Friday, May 10. We want to make sure that you can take full advantage of this leadership development professional opportunity for your emerging leaders. Applications and additional information, again, can be found on the NELS website.



## Regulatory Changes for Administrators, Preceptors, and AITs

Final regulations became effective on March 6, 2019, with changes impacting both Nursing Home and Assisted Living Facility Administrators, as well as Preceptors and Administrators-in-Training (AITs).

In addition to administrative changes and the addition of or clarification of definitions, the new regulations contain a number of provisions of note for administrators:

- Definition of “active practice” as “a minimum of 1,000 hours of practice as [a licensed nursing home administrator/an assisted living facility administrator] within the preceding 24 months.”
- Recognition of the Health Services Executive (HSE) Credential of the National Association of Long Term Care Administrator Boards (NAB) as a qualification for initial licensure in Virginia as an NHA.

Also of note are new provisions for the registration of preceptors and their supervision of AITs:

- Preceptors for both NHA and ALFA AITs will be required to complete the online NAB preceptor training course prior to initial registration as a preceptor.
- To become an ALFA Preceptor, an individual will be required to have been employed full time as an administrator in a training facility or facilities for a minimum of two of the past four years immediately prior to registration or be a regional administrator with on-site supervisory responsibilities for a training facility.
- In order to renew a preceptor registration (NHA or ALFA), a preceptor will be required to have a current, unrestricted license and be employed by or have an agreement with a training facility.
- For supervision of NHA and ALFA AITs, preceptors are required to be 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.”
- For Acting ALFA AITs, preceptors are required to be present in the training facility for face-to-face instruction and review for a minimum of four hours per week.

For new or aspiring AITs, the regulations:

- Increase the number of training hours for individuals with at least 30 semester hours in specified content areas to 480 hours;
- Clarify and make consistent the terminology used in the regulations and the NAB Domains of Practice; and
- Prohibit a new ALFA AIT program or internship from being conducted in a facility with a provisional license as determined by the Department of Social Services.

Finally, the new regulations provide for additional grounds for discipline of licensees (both NHA and ALFA) to allow the Board to be able to address additional conduct that impacts resident health, safety, and well-being.

To view the text of the changes to the regulations, please visit the Virginia Regulatory Town Hall Website at <http://www.townhall.virginia.gov/L/viewstage.cfm?stageid=8173>.

After March 6, 2019, an updated version of the Board’s regulations will be available on the Board’s website under “[Laws and Regulations](#).”

## New AIT Reporting Forms

In order to ensure that Administrators-in-Training (AITs) capture complete information regarding their training experience and to update the forms to reflect recent changes in the regulations, the Board recently updated the AIT Reporting Forms for both NHA and ALFA AITs.

### What has changed?

While requiring much of the same information as previous forms, the revised reporting forms include examples to guide responses, as well as a standard chart to record monthly hours, including weekends and shifts worked. Acting ALFA AITs will be required to provide information regarding face-to-face interaction with their preceptors at the facility. The Domains of Practice form has been updated to conform to NAB's Domains.

To access the new reporting forms on or after March 6th, visit the Board's [Forms and Applications](#) page.

## Connecting AITs and Preceptors – Voluntary Preceptor Directory

Finding a licensed Preceptor can be difficult for individuals trying to complete an Administrator-in-Training (AIT) Program. To facilitate this process, the Board offers a Voluntary Preceptor Directory as a resource for both Preceptors and AITs. The Directory contains the contact information of registered Preceptors who have volunteered to list their information in the public directory.\* To view the current Preceptor Directory, click on the following link: [Preceptor Directory](#)

If you are a registered preceptor and are interested in adding your name and contact information to the Registry, please contact the Board.

*\*Please note that the Preceptor Directory does not constitute an endorsement by the Board of the preceptors listed.*



## Healthcare Workforce Data Center – 2018 Survey Reports for NHA and ALFA

During each renewal cycle, administrator licensees are asked to participate in a survey to obtain data about the administrator workforce in Virginia. The findings of the surveys are published each year and provide a statewide look at both the Nursing Home Administrator and the Assisted Living Facility Administrator professions.

The links to the most recent 2018 Survey Reports are provided below:

[Virginia's Nursing Home Administrator Workforce: 2018](#)

[Virginia's Assisted Living Facility Administrator Workforce: 2018](#)

## How Do I Find Recent Case Decisions?



Did you know that you can access information related to disciplinary cases considered by the Board?

To search the Board's recent case decisions and to access the public orders associated with those cases, please visit the [Board's Case Decisions](#) page.

## Upcoming Board Meetings

All meetings of the Board take place at the Department of Health Professions, 9960 Mayland Drive, Suite 200, Henrico, Virginia, 23233:

- Full Board Meeting - March 12, 2019 - 10:00 a.m.
- Full Board Meeting - June 18, 2019 - 10:00 a.m.
- Full Board Meeting - September 12, 2019 - 10:00 a.m.
- Full Board Meeting - December 17, 2019 - 10:00 a.m.

## Contact the Virginia Board of Long-Term Care Administrators:

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