

LTCA NEWS

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**Virginia Board of Long-Term Care Administrators
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Assisted Living Administrators Regulations effective January 2, 2008

The 2005 General Assembly mandated that the Board of Long-Term Care Administrators develop regulations for the profession of Assisted Living Administrators. The bill also renamed the Board from Nursing Home Administrators to the Board of Long-Term Care Administrators. It also changed the composition of the Board from a 7 member board to a 9 member board to include 3 ALA, 3 NHA, 2 from professions concerned with the elderly and 1 who is a resident or a family member of a resident in a NH or ALF.

The bill required administrators of assisted living facilities, except for those providing residential living care only, to

be licensed by the Board of Long-Term Care Administrators. The Board has been given the authority to adopt and enforce regulations to protect the health, safety, welfare and individual rights of residents of assisted living facilities and to promote their highest level of functioning. The regulations include standards for staff qualifications and training. The original anticipated effective date of the regulations was July 1, 2007. Upon notification from the Governor's Office the proposed draft regulations were sent back to the Board of Long-Term Care Administrators with the recommendation to revisit three points (1) the requirement of two examina-

tions; (2) the Administrator-In-Training (AIT) hours; and (3) to re-examine the matrix of experience and education. The Task Force revisited the areas of concern and held a public hearing; following the public hearing and the comments received, the Task Force made its recommendations to the Board. The Regulations governing the practice of Assisted Living Administrators have been approved by Governor and become effective January 2, 2008; until that time Assisted Living Administrators follow the regulations under the Department of Social Services. Applications and the regulations will be posted on the website January 2, 2008.

Medication Aides and Medication Management Plan

The same bill that required Assisted Living Administrators to be licensed required medication aides in assisted living facilities to be registered by the Board of Nursing. These regulations became effective July 1, 2007 and are posted on the Agency's website at www.dhp.virginia.gov.

The bill also required Regulations for a Medication Management Plan in assisted living

facilities to be developed by the State Board of Social Services www.dss.virginia.gov

The bill created the Assisted Living Facility Education, Training, and Technical Assistance Fund. The bill requires applicants for licensure as an assisted living facility to undergo a background check and requires each assisted living facility to provide written disclosure documents to residents

and their legal representatives, if any, upon admission.

Finally, the bill required the Department for the Aging's contract with the long-term care ombudsman program provide a minimum staffing ratio of one ombudsman to every 2000 long-term care beds, subject to sufficient funding.

Assisted Living Administrators Ask the Board



Q: How long does it take to be approved to take the examination?

A. 3-5 business days once all required information has been received by the board office.

Q: How long will it take to get my test results?

A. It takes approximately 7-10 business days for your scores to be released. Scores are not released over the phone for security and privacy reasons.

Q: Is there a limit on how many times a candidate may sit for the exam?

A. The regulations effective January 2, 2008 do not stipulate on the how many times a candidate may sit for the national exam; however, if, at the end of one year, a license is not issued, the application file is destroyed and the applicant must reapply for licensure, submit fees, and required documentation.

Q: What do I do if I fail the examination? And what is

the passing score?

A. Contact NAB to register to retake the exam and pay the exam fee. An authorization letter to test will be provided by NAB. The minimum passing scale score is 113.

Q: What is the total cost of the application process including examination fees?

A. The examination fee is \$260.00 paid directly to NAB and license application fee is \$200.00 paid directly to the Board of Long-Term Care Administrators. The total cost is \$460.00

Q: Where do I obtain study material for the exam?

A. NAB provides a candidate information bulletin with recommended reference materials, sample questions as well as information on recommended references and study guide information. NAB also has a practice exam available.

Q: Are there any mandatory

review classes or course work required for current administrators for licensure?

A. No.

Q: As an Assisted Living Administrator which Department regulates me?

A. The Department of Social Services (DSS) licenses and regulates the facility and DHP-Board of Long-Term Care Administrators licenses and regulates the Administrator.

Q: What documentation is required for current administrators to document work experience?

A. Third party documentation will be required to verify work experience. This documentation must be provided on company letter head. No copies or faxes will be accepted.

Q: How do I apply ?

A. The applications and regulations will be posted to the website January 2, 2008.

Licensure of Current Assisted Living Administrators



Effective January 2, 2008 the regulations state a current administrator seeking licensure must meet one of the following requirements:

- Served as a full-time administrator of record or as an assistant administrator in an assisted living facility licensed in the Commonwealth of Virginia for a period of two of the four years (January 2, 2004 through January 2, 2008) immediately preceding the effective date of the regulations ; OR

- A full-time regional administrator with onsite supervisory responsibilities for one or more assisted living facilities with at least two years of previous experience as the administrator of an ALF.

If current administrators do not become licensed within the time frame specified in the regulations [by January 2, 2009] the administrator will need to comply with the regulation requirements for applicants of initial licensure [see article on page 3].

All applicants for licensure are required to take and pass the national exam offered by NAB.

Please direct any questions regarding professional licensure and requirements to the board at 804-367-4595, email at LTC@dhp.virginia.gov, or mail to Board of Long-Term Care Administrators - Perimeter Center, 9960 Mayland Drive, Suite 300, Richmond, VA 23233-1463

Qualifications for licensure for Assisted Living Administrators

These qualifications are specifically for Assisted Living Administrators that **do not meet** the requirements for licensure for Current Administrators [these guidelines are for assisted living administrators or assistant living administrators that do not have two years of work experience prior to January 2, 2008 going back no further than January 2, 2004].

There are three pathways proposed in the final regulations to qualify for initial licensure as an assisted living administrator; an applicant must hold a high school diploma or a general education diploma (GED) and hold **one** of the following qualifications:



1. Administrator-in-training program (AIT).

The number of hours of the program will depend on the educational background. As the education increases the number of hours of the ALF-AIT decreases.

- If the applicant completed at least 30 hours in accredited college in any subject, 640 ALF-AIT is required; or
- If the applicant completed an educational program as a LPN and holds a current, unrestricted license or multi-state licensure privilege, 640 ALF-AIT is required; or
- If the applicant completed an educational program as a RN and holds a current, unrestricted license or multi-state licensure privilege, 480 ALF-AIT is required; or
- If the applicant completed at least 30 semester hours in an accredited college with course in the content

areas of (i) client/resident care; (ii) human resources management ; (iii) financial management; (iv) physical environment; and (v) leadership and governance, 320 ALF-AIT is required; or

- If the applicant holds a master’s or a baccalaureate degree in health care related field or a comparable field that meets the requirements of the regulations with no internship or practicum, 320 hour ALF-AIT is required; or
- If the applicant holds a master’s or baccalaureate degree in an unrelated field, 480 hour ALF-AIT is required.

2. Certification program.

If the applicant holds a baccalaureate or higher degree in a field unrelated to health care from an accredited college and has successfully completed a certificate program with a minimum of 21 semester hours in a health care related field, as prescribed in the regulations,

and successfully completed not less than a 320 hour internship or practicum that addresses the domains of practice as specified in the regulations in a licensed assisted living facility as part of the certification program under the supervision of a preceptor the applicant may qualify for licensure.

3. Degree and practical experience.

If the applicant holds a baccalaureate or higher degree in a health care related field that meets the course content requirements of the regulations from an accredited college and has completed not less than a 320 hour internship or practicum that addresses the domains of practice as specified in the regulations in a licensed assisted living facility as part of the degree program under the supervision of a preceptor, the applicant may qualify for licensure.

When the regulations become effective the application materials will be available online.

All applicants applying for licensure as an Assisted Living Administrator are required to take and pass the national exam given by NAB; this requirement includes applicants endorsing licensure from another state or jurisdiction.



Ready for an Emergency

With hurricane season upon us it is important to evaluate your facility’s capability for “sheltering in place”.

During a severe storm and afterwards (for perhaps several days) your facility may need to be self-supporting before power, water, and normal deliveries are restored. Our federal partners at the U.S. Department of Health and Human Services have developed a facility survey designed to assess and evaluate a nursing home’s capability to maintain a safe environment during and after a major hurricane or other significant disaster or to evacuate some or all of their residents if necessary.

Your local public health department has or will be contacting you in order to complete this survey. This survey is in not associated with any inspection process and will not affect your licensure status in any way.

It is intended to identify gaps in infrastructure support, transportation and other elements of emergency preparedness so that your local jurisdiction emergency manager, state, and federal government planners can be better prepared to assist should the need arise.

Also, please consider registering your facility on the Virginia healthcare facility emergency preparedness and response website. **Send the names and contact information -office phone, email address (and cell phone if available) for at least two staff members to VHCA or VANHA. Identify who will be the primary and who will be the alternate point of contact.**

The number of staff registered per facility is not limited to two-providers, as many names with contact information as you think appropriate may be submitted. Staff members registered on the site will also be

set up to receive alert messages (text and voice). This is a valuable resource for emergency planning. You will have access to the latest guidance and an ability to share best practices with other facilities. Provided you have access to the internet, it is also an effective way of communicating your resource needs to community response partners. **You can register directly** by going to <https://www.vhha-mci.org> At the upper right-hand corner of the home page, look for “Healthcare Provider”, click on “register” and you will be guided through the registration process. If you have any questions regarding the registration process or how to best use the website to your advantage, contact Bill Berthrong at 804-864-7034 or bill.berthrong@vdh.virginia.gov

Get registered soon!



Continuing Education

Licenses of the Board of Long-Term Care Administrators are required to attest they have completed 20 hours of approved continuing education for each renewal year. Licenses renew licensure each year by **March 31**.

In order for continuing education to be approved by the board it must be related to healthcare administrations and must be approved by the National Association of Boards of

Examiners of Long Term Care Administrators (NAB) or by an accredited institution.

An accredited institution is defined as any degree-granting college or university accredited by an accrediting body approved by the United States Department of Education or any diploma-granting program approved by the Board.

When a random audit is conducted a licensee is required to submit proof of continuing

education by providing copies of certificates of completion as evidence of compliance with the regulations. Non-compliance with these requirements may result in disciplinary actions by the Board.

Licenses must retain in their personal files their continuing education hours for three renewal years that includes evidence of attendance or participation as provided by the approved sponsor.



Disciplinary Actions

The following list contains decisions for all proceedings conducted from 07/01/2004 through 07/01/2007. You may access these decisions at www.dhp.virginia.gov (select "License Lookup").



Respondent	Order Entered	Actions
CANTER, Claudette C	10/12/2004	Monetary Penalty/ Terms Imposed
CASWELL, Sheila A.	10/14/2004	Monetary Penalty/ Terms Imposed
ELLIS, Tyrone E.	10/14/2004	Case Dismissed
BLANK, Jon	10/14/2004	Monetary Penalty/ Terms Imposed
GROHGAN, Patricia Joy	10/26/2004	Monetary Penalty/Terms Imposed
BOWLING, Herbert Eugene	11/08/2004	License Surrendered
MAXWELL, Thomas Vincent	11/22/2004	License Surrendered
KELSAY, Jennifer Annette	11/24/2004	Case Dismissed
BINKLEY, Stacy Duane	01/26/2005	Monetary Penalty/ Terms Imposed
ALSTON, Willie Edward	01/27/2005	Terms Imposed
SAUNDERS, Catherine Johnson	04/22/2005	Case Dismissed
GREPIOTIS, James Michael	05/18/2005	Monetary Penalty
MIHALIAK, Marquita Elaine	05/18/2005	Monetary Penalty/ Terms Imposed
MILLER, Paul Albert	06/16/2005	License Surrendered/ Revocation
SAYLOR, Josephine Seals	06/16/2005	License Surrendered
HANSEN, Melanie Kay	06/21/2005	License Surrendered
DEPIETRO, Mary Pollock	07/15/2005	License Surrendered
SIMMONS, Larry Oliver	11/15/2005	Monetary Penalty/ Terms Imposed
TALBOT, Patricia Collins	03/20/2006	License Surrendered
ASHLEY, Gregory Lee	11/14/2006	Case Dismissed
MARTIN, Cheryl Lynn	11/14/2006	Probation/ Monetary Penalty

How to file a Complaint

The Department of Health Professions receives complaints about healthcare practitioners who may have violated a regulation or law. Complaints for all the licensing and regulatory Boards under the Department's jurisdiction are received and processed by the Enforcement Division.

Complaints may be submitted in writing, by telephone, fax, e-mail, in person, or anonymously.



Department of Health Professions
 Perimeter Center
 9960 Mayland Drive, Suite 300
 Richmond, Virginia 23233-1463
E-mail: enfcomplaints@dhp.virginia.gov

Telephone: 1-800-533-1560
 804-367-4612
 804-367-4560
 804-367-4691
Facsimile: 804-527-4424

Licensure Renewal

Licensees have the option of renewing online at www.dhp.virginia.gov. To access this feature you must have a PIN number, which is provided in the renewal notice; for security reasons PIN numbers are not issued over the phone. If you have lost your PIN number you may request a new temporary PIN at <http://www.dhp.virginia.gov/mylicense/requestpass.htm>.

You will need to complete all of the sections on the webpage and hit Submit Request. A new temporary PIN number will be sent to the address of record by U.S. postal mail. You should allow 7 to 10 business days for receipt of the new temporary PIN number. If you believe that your address of record is incorrect

please contact the board office to update our records. All address changes must be in writing, you may e-mail your address change to LTC@dhp.virginia.gov or fax to 804-527-4413, or you mail the change to the board's address.

The Department of Health Professions will mail a renewal notice to the licensee outlining the procedures for renewal.

Failure to receive the renewal notice, however, shall not relieve the licensee of the obligation to renew the license and maintain the required continuing education hours.

If a license holder fails to receive the renewal notice, a copy of the old license may be submitted as evidence of intent to renew, along with a statement indicating compliance with the required continuing education hours in addition to with the required renewal fee.



Frequently Asked Questions

Q: What are the qualifications of NHA preceptors?

A. A person desiring registration as a NHA preceptor must be currently licensed as a Nursing Home Administrator and employed full time as a NHA for a minimum of two of the past three years immediately prior to registration.

Q: How many trainees can a preceptor supervise?

A. A preceptor may supervise no more than two AITs at any one time.

Q: Am I required as a licensee to post my license?

A. Each licensee shall post his license in a main entrance or place in plain view of the public in the facility in

which the licensee is the administrator-of-record.

Q: Who maintains the progress reports for the AIT program?

A. The preceptor shall maintain progress reports on forms prescribed by board for each month of training. The AIT certificate of completion plus the accumulated original monthly reports shall be submitted by the preceptor to the board within 30 days following the completion of the AIT program.

Q: If I already hold a current and active Nursing Home Administrator license do I need obtain an Assisted Living Administrator license to work an assisted living facility?

A. No, a Virginia licensed Nursing Home Administrator may engage in the general administration of as assisted living facility without additional licensure.

Q: Who may be an assisted living administrator preceptor and what is the application process?

A. A preceptor must be currently licensed as a Assisted Living Administrator (ALA) or as a Nursing Home Administrator (NHA) and be employed full time as an Administrator for two of the past four years prior to registration and submit an application and fees to the board office.



Got a Question or Comment? You may submit questions, suggestions, or comments to the board office at anytime; conveniently by e-mail LTC@dhp.virginia.gov, by fax 804-527-4413, or by US post mail.