

# **Board of Long-Term Care Administrators**

Department of Health Professions  
Perimeter Center  
9960 Mayland Drive, Suite 200  
Henrico, Virginia 23233-1463  
Board Room #3

**December 11, 2012**

**9:00 a.m.**

## **AGENDA**

### **CALL TO ORDER**

### **ORDERING OF AGENDA**

### **PUBLIC COMMENT PERIOD**

### **ACCEPTANCE OF MINUTES – Tab 1**

- Minutes of Board Meeting – June 19, 2012
- Telephonic Conference Minutes – September 13, 2012
- Telephonic Conference Minutes – September 13, 2012
- Telephonic Conference Minutes – September 13, 2012
- Formal Hearing – October 31, 2012
- Formal Hearing – October 31, 2012

### **SPECIAL CONFERENCES**

- (2) Informal Conference Minutes – June 19, 2012

### **EXECUTIVE DIRECTOR'S REPORT – Lisa R. Hahn - Tab 2**

### **NEW BUSINESS**

- Legislative & Regulatory Reports – Elaine Yeatts – **Tab 3**

### **ADJOURNMENT**

# Tab 1

**UNAPPROVED MINUTES  
VIRGINIA BOARD OF LONG TERM CARE ADMINISTRATORS  
MEETING MINUTES**

The Virginia Board of Long Term Care Administrators convened for a board meeting on Tuesday, June 19, 2012 at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, 2<sup>nd</sup> Floor, Board Room #2, Henrico, Virginia.

**The following members were present:**

Thomas J. Orsini, NHA, Vice-Chair  
Martha H. Hunt, ALFA  
Kathleen R. Fletcher, MSN  
Amanda Gannon, NHA  
Gracie Bowers, Citizen Member

**The following members were absent for all or part of the meeting:**

John Randolph Scott, NHA, ALFA, Chair  
Ted A. LeNeave, NHA

**DHP staff present for all or part of the meeting included:**

Lisa R. Hahn, Executive Director  
Lynne Helmick, Deputy Executive Director  
Dr. Reynolds-Cane, Agency Director  
Arne Owens, Agency Chief Deputy Director  
Elaine Yeatts, Senior Policy Analyst  
Missy Currier, Board Operations Manager

**Representative from the Office of the Attorney General present for the meeting:**

Erin Barrett, Assistant Attorney General

**Quorum:**

With 5 members present & consisting of at least one citizen member, a quorum was established.

**Guests Present:**

Jeanne Grady, Virginia Assisted Living Association (VALA)  
Beverley Soble, Virginia VHCA

**CALLED TO ORDER**

Mr. Orsini, Vice-Chair, called the Board meeting to order at 9:55 a.m.

**PUBLIC COMMENT PERIOD**

There was no public comment.

## **ORDERING OF THE AGENDA**

The Agenda was re-ordered to delete the report from Ted LeNeave on NAB Reciprocity Work and to add NAB Criteria for Endorsement. The re-ordering of the Agenda was approved.

**Mr. Scott, Chair arrived at 10:00 a.m.**

## **ACCEPTANCE OF MINUTES**

Upon a motion by Martha Hunt and properly seconded by Kathleen Fletcher, the Board voted to accept the following minutes of the board meeting:

- Minutes of Board Meeting – December 13, 2011

The motion passed unanimously.

Upon a motion by Martha Hunt and properly seconded by Randy Scott, the Board voted to accept the following telephonic conference minutes:

- Telephonic Conference Minutes – December 5, 2011
- Telephonic Conference Minutes – March 23, 2012

The motion passed unanimously.

## **AGENCY DIRECTORS REPORT – Dr. Reynolds-Cane**

Dr. Reynolds-Cane addressed the board with brief comments regarding the status of Regulatory and Legislative issues and other events related to DHP.

Dr. Reynolds-Cane also shared a few excerpts from “Great By Choice: Uncertainty, Chaos, and Luck-Why Some Thrive Despite Them All” from bestselling business author, James Collins.

## **EXECUTIVE DIRECTOR’S REPORT – Lisa R. Hahn**

### **Expenditure & Revenue Summary FY11**

The cash balance as of June 30, 2011 was \$(215,920); the year to date revenue for Fiscal Year 12 was \$356,102; direct and allocated expenditures were \$385,219; the ending cash balance as of April 30, 2012 was \$(245,037).

Ms. Hahn reminded the board that they approved a fee increase during the December 6, 2010 meeting and that the request still remains unsigned at the Secretary’s office. Ms. Hahn stated that the Secretary’s office was not in favor of the proposed two step increase and had requested that the board eliminate the 2014 increase.

Ms. Hahn concluded that she would review in further detail later in the meeting under New Business.

### **Discipline Statistics**

Ms. Hahn reported there are currently 24 open cases; 12 cases are in Investigations, 6 cases are in the probable cause level, 0 cases are in APD, and 6 are at the informal stage with 2 being held today. Ms. Hahn stated that 16 Orders were currently being monitored by Ms. Currier who also serves as the Compliance Case Manager for all of Ms. Hahn's boards.

### **Virginia Performs**

Ms. Hahn reported the clearance rate for the first quarter ending March 31, 2012 was 130%. During this quarter we received 10 cases and closed 13. The age of our pending case load over 250 days was at 9%; the percent of cases closed within 250 business days was 85%; the customer satisfaction rating achieved was 93%; and licensing within 30 days was at 100%.

### **Licensee Statistics**

Ms. Hahn reported the numbers of current licensees in the State of Virginia are as follows: 76 nursing home administrators in training, 86 assisted living facility administrators in training, 1 "acting" assisted living facility administrator in training, 590 assisted living facility administrators, 160 assisted living facility preceptors; 798 nursing home administrators and 221 nursing home preceptors.

### **Board Presentations**

Ms. Hahn shared that Missy Currier presented at the vaLTC Spring Conference held in Richmond on April 13<sup>th</sup>.

### **NAB Business**

Ms. Hahn indicated that Ted LeNeave was unable to attend the meeting due to unforeseen circumstances but he will provide a report from the NAB Reciprocity Committee at the next full board meeting. She added that the bottom line of the study is that States won't be able to enter into true reciprocal relationships until our licensing standards become more similar state to state.

### **NAB Annual Meeting**

Ms. Hahn shared that she had just returned from the 2012 NAB Annual Meeting held in Providence, Rhode Island and that she has served as the Chair on the State Governance and Regulatory Issues Committee and State Executive Forum for the past two years. Ms. Hahn was pleased to share that the Committee has successfully completed all the tasks assigned to the strategic plan which included; Generic Disciplinary Process, Modifications to the State Matrix

listed on NAB's website; the Uniform Test Confidentiality Form; and the adoption of the NAB RCAL Criteria for Endorsement.

Ms. Hahn shared "Advancing Practices to Enhance the Field Experience of Developing Long Term Care Administrators", a White Paper – Hot off the Press. She explained that it was a project developed to define what the profile of a successful Practicum/AIT experience looks like, to identify the critically important factors, and to raise the bar and advance the national approach. She recommended that the members pay particular close attention to the specific recommendations to the State Boards on page 15.

Following Ms. Hahn's report on the NAB Annual Meeting, Kathleen Fletcher congratulated Ms. Hahn on her re-appointment as Chair on the State Governance and Regulatory Issues Committee.

### **NAB Exam Statistics**

Ms. Hahn reported the following NAB RC/AL exam statistics:

- RC/AL passage rates in 2009 – 66.67%
- RC/AL passage rates in 2010 – 64.29%
- RC/AL passage rates in 2011 – 76%

### **LTC Workforce Survey**

Ms. Hahn shared a copy of the final proposed survey developed and approved by the Long-Term Care Workforce Committee in April 2012. She shared that the aim of the survey is to obtain insight directly from renewing licensees concerning the specific issues identified by the Committee of being of greatest relevance to inform researchers, policy makers, and others on Virginia's LTCA workforce. Ms. Hahn concluded that survey will be launched during the next renewal cycle pending the agency Director's approval.

### **"Acting" Administrators**

Ms. Hahn shared that the board had approved only three applications for "Acting" ALF Administrators since the new law took effect. She added that facilities seem to be doing a good job of notifying the board of administrator changes.

### **Disciplinary Review Committee**

Ms. Hahn stated that no additional comments or changes were made to the Investigative Guideline she handed out for their review during the last board meeting.

## **2012 Calendar**

Ms. Hahn stated that the 2012 board meetings were scheduled for September 11<sup>th</sup> and December 11<sup>th</sup>.

## **NEW BUSINESS**

### **Legislative & Regulatory Reports – Elaine Yeatts**

Ms. Yeatts began her report by stating that the proposed action for a Fee Increase remains at the Secretary's office unsigned and that the proposed action for the Oversight of Acting Assisted Living Facility Administrators in an AIT Program had been signed by the Secretary and is now at the Governor's Office. Ms. Yeatts reminded the members that even after the Governor signs any proposed action, it still needs to go through the public comment period and the rest of the regulatory process which could take up to one year.

Discussion then took place about the current budget situation and possible ways to resolve the issue. It was decided that the first course of action to take would be to respond to the Secretary's unfavorable position on the two tiered fee increase proposal. Ms. Yeatts suggested that the board consider eliminating the 2014 fee increase from the original proposal.

Upon a motion by Mr. Scott and properly seconded by Ms. Hunt, the board voted to adopt the re-proposed amendments to Chapters 20 and 30 and delete the 2014 fee increase. The motion passed unanimously.

### **Periodic Review (attachment #1)**

Ms. Yeatts led the periodic review of 18VAC95-20-10 et seq., Regulations Governing the Practice of Nursing Home Administrators. The Board made a couple of changes and decided not to consider an Inactive License status at this time. Ms. Hahn suggested that the Board consider reviewing the educational requirement for an NHA in Virginia in the future since many states require a minimum Bachelor Degree.

Upon a motion by Ms. Hunt and properly seconded by Mr. Scott, the board voted to approve the changes to 18VAC95-20-10 et seq., Regulations Governing the Practice of Nursing Home Administrators (attachment #2). The motion passed unanimously.

## **BREAK**

The Board took a recess at 11:25 a.m. and reconvened at 11:38 a.m.

### **NAB Criteria for Endorsement (attachment #2)**

Ms. Hahn gave handouts of the NAB Criteria for Endorsement for both NHA and RCAL and explained that this was an effort to smooth the mobility of licensing and that NAB was encouraging State Boards to utilize it. She added that the agreements did not take away the licensing authority from States but rather establishes minimum endorsement requirements for licensure.

Upon a motion by Mr. Scott and properly seconded by Ms. Hunt, the board voted to accept the NAB Criteria for Endorsement for both NHA and RCAL. The motion passed unanimously.

### **Guidance Document for Practicing with an Expired License**

Following discussion, upon a motion by Ms. Hunt and properly seconded by Ms. Fletcher, the board voted to adopt the following Guidance Document regarding the disposition of cases involving practicing on an expired license:

The Board of Long Term Care Administrators delegates to the Executive Director for the Board the authority to offer a confidential consent agreement or a prehearing consent to resolve disciplinary cases in which a Licensee has been found to be practicing with an expired license.

The board adopted the following guidelines for resolution of cases of practicing with an expired license:

Cause	Possible Action
First offense; 90 days or less	Confidential Consent Agreement
First offense; 91 days to one year	Consent Order; Monetary Penalty of \$500
First offense; one to two years	Consent Order; Monetary Penalty of \$1000

The motion passed unanimously.

### **Election of Officers**

Upon a motion by Kathleen Fletcher and properly seconded by Tom Orsini, the board voted the election of Martha Hunt as Board Vice-Chair for the 2012/2013 term. The motion passed unanimously.

Upon a motion by Amanda Gannon and properly seconded by Randy Scott, the board voted the election of Tom Orsini as Board Chair for the 2012/2013 term. The motion passed unanimously.

Ms. Hahn concluded by thanking Randy Scott for all his work during the past year serving as Board Chair.

**ADJOURNMENT**

With all business concluded, the meeting was adjourned at 11:55 a.m.

\_\_\_\_\_  
Thomas J. Orsini, NHA, Vice-Chair

\_\_\_\_\_  
Lisa R. Hahn, Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

ATTACHMENT  
#1

**Part I. General Provisions.**

**18VAC95-20-10. Definitions.**

A. The following words and terms when used in this chapter shall have the definitions ascribed to them in §54.1-3100 of the Code of Virginia:

“Board”

“Nursing home”

“Nursing home administrator”

B. The following words and terms when used in this chapter shall have the following meanings unless the context indicates otherwise:

"Accredited institution" means 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 Virginia Board of Nursing.~~

"A.I.T." means a person enrolled in the administrator-in-training program in nursing home administration in a licensed nursing home.

"Administrator-of-record" means the licensed nursing home administrator designated in charge of the general administration of the facility and identified as such to the facility's licensing agency.

"Approved sponsor" means an individual, business or organization approved by the National Association of Long Term Care Administrator Boards or by an accredited ~~education~~ institution to offer continuing education programs in accordance with this chapter.

"Continuing education" means the educational activities which serve to maintain, develop, or increase the knowledge, skills, performance and competence recognized as relevant to the nursing home administrator's professional responsibilities.

"Full time" means employment of at least 35 hours per week.

"Hour" means ~~60~~50 minutes of participation in a program for obtaining continuing education.

"Internship" means a practicum or course of study as part of a degree or post-degree program designed especially for the preparation of candidates for licensure as nursing home administrators that involves supervision by an accredited college or university of the practical application of previously studied theory.

"National examination" means a test used by the board to determine the competence of candidates for licensure as administered by the National Association of Long Term Care Administrator Boards or any other examination approved by the board.

"Preceptor" means a nursing home administrator currently licensed and registered or recognized by a nursing home administrator licensing board to conduct an administrator-in-training (A.I.T.) program.

~~"State examination" means a test used by the Board of Long Term Care Administrators to determine competency of a candidate relevant to regulations and laws in Virginia governing nursing home administration.~~

## **Part II. Renewals and Reinstatements.**

### **18VAC95-20-175. Continuing education requirements.**

A. In order to renew a nursing home administrator license, an applicant shall attest on his renewal application to completion of 20 hours of approved continuing education for each renewal year.

1. Up to 10 of the 20 hours may be obtained through Internet or self-study courses and up to 10 continuing education hours in excess of the number required may be transferred or credited to the next renewal year.

2. A licensee is exempt from completing continuing education requirements and considered in compliance on the first renewal date following initial licensure.

B. In order for continuing education to be approved by the board, it shall be related to health care administration and shall be approved or offered by the National Association of Long Term Care Administrator Boards (NAB), ~~or by an accredited institution,~~ or a government agency.

C. Documentation of continuing education.

1. The licensee shall retain in his personal files for a period of three renewal years complete documentation of continuing education including evidence of attendance or participation as provided by the approved sponsor for each course taken.

2. Evidence of attendance shall be an original document provided by the approved sponsor and shall include:

- a. Date or dates the course was taken;
- b. Hours of attendance or participation;
- c. Participant's name; and
- d. Signature of an authorized representative of the approved sponsor.

3. If contacted for an audit, the licensee shall forward to the board by the date requested a signed affidavit of completion on forms provided by the board and evidence of attendance or participation as provided by the approved sponsor.

D. The board may grant an extension of up to one year or an exemption for all or part of the continuing education requirements due to circumstances beyond the control of the administrator, such as a certified illness, a temporary disability, mandatory military service, or officially declared disasters.

### **Part III. Requirements for Licensure.**

#### **18VAC95-20-220. Qualifications for initial licensure.**

One of the following sets of qualifications is required for licensure as a nursing home administrator:

1. Degree and practical experience. The applicant shall (i) hold a baccalaureate or higher degree in nursing home administration or a health care administration field from an accredited ~~college or university~~ institution; (ii) have completed not less than a 320-hour internship in a licensed nursing home as part of the degree program under the supervision of a preceptor; and (iii) have received a passing grade on the national examination;

2. Certificate program. The applicant shall (i) hold a baccalaureate or higher degree from an accredited ~~college or university~~ institution; (ii) successfully complete a program with a minimum of 21 semester hours study in nursing home administration or health care administration from an accredited college or university; (iii) successfully complete not less than a 400-hour internship in a licensed nursing home as part of the certificate program under the supervision of a preceptor; and (iv) have received a passing grade on the national examination; or

3. Administrator-in-training program. The applicant shall have (i) successfully completed an A.I.T. program which meets the requirements of Part IV (18VAC95-20-300 et seq.) of this chapter and (ii) received a passing grade on the national examination.

### **Part IV. Administrator-In-Training Program.**

#### **18VAC95-20-300. Administrator-in-training qualifications.**

A. To be approved as an administrator-in-training, a person shall:

1. Have received a passing grade on a total of 60 semester hours of education from an accredited ~~college or university~~ institution;

2. Obtain a preceptor to provide training;

3. Submit the fee prescribed in 18VAC95-20-80;

4. Submit the application provided by the board; and

5. Submit additional documentation as may be necessary to determine eligibility of the applicant and the number of hours required for the A.I.T. program.

B. With the exception of school transcripts, all required parts of the application package shall be submitted at the same time. An incomplete package shall be retained by the board for one year after which time the application shall be destroyed and a new application and fee shall be required.

**18VAC95-20-310. Required hours of training.**

A. The A.I.T. program shall consist of 2,000 hours of continuous training in a facility as prescribed in 18VAC95-20-330 to be completed within 24 months. An extension may be granted by the board on an individual case basis. The board may reduce the required hours for applicants with certain qualifications as prescribed in subsection B and C of this section.

B. An A.I.T. applicant with prior health care work experience may request approval to receive a maximum 1,000 hours of credit toward the total 2,000 hours as follows:

1. Applicant shall have been employed full time for four of the past five consecutive years immediately prior to application as an assistant administrator, ~~or~~ director of nursing in a training facility as prescribed in 18VAC95-20-330, or the licensed assisted living administrator in an assisted living facility;

2. Applicants with experience as a hospital administrator shall have been employed full time for three of the past five years immediately prior to application as a hospital administrator-of-record or an assistant hospital administrator in a hospital setting having responsibilities in all of the following areas:

- a. Regulatory;
- b. Fiscal;
- c. Supervisory;
- d. Personnel; and
- e. Management; or

3. Applicants who hold a license as a registered nurse shall have held an administrative level supervisory position for at least four of the past five consecutive years, in a training facility as prescribed in 18VAC95-20-330.

C. An A.I.T. applicant with the following educational qualifications shall meet these requirements:

1. An applicant with a master's or a baccalaureate degree in health care administration or a comparable field with no internship shall complete 320 hours in an A.I.T. program;

2. An applicant with a master's degree in an unrelated field shall complete 1,000 hours in an A.I.T. program;
  3. An applicant with a baccalaureate degree in an unrelated field shall complete 1,500 hours in an A.I.T. program; or
  4. An applicant with 60 semester hours of education in an accredited college or university shall complete 2,000 hours in an A.I.T. program.
- D. An A.I.T. shall be required to serve weekday, evening, night and weekend shifts to receive training in all areas of nursing home operation.

#### **18VAC95-20-330. Training facilities.**

Training shall be conducted only in:

1. A nursing home licensed by the Virginia Board of Health or by a similar licensing body in another jurisdiction;
2. An institution operated by the Virginia ~~State Mental Health, Mental Retardation and Substance Abuse Services Board~~ Department of Behavioral Health and Development Services in which long-term care is provided;
3. A certified nursing home owned or operated by an agency of any city, county, or the Commonwealth or of the United States government; or
4. A certified nursing home unit located in and operated by a licensed hospital as defined in §32.1-123 of the Code of Virginia, a state-operated hospital, or a hospital licensed in another jurisdiction.

#### **18VAC95-20-390. Training plan.**

Prior to the beginning of the A.I.T. program, the preceptor shall develop and submit for board approval a training plan which shall include and be designed around the specific training needs of the administrator-in-training. The training plan shall include the ~~1996~~ Domains of Practice in the Job Analysis of Nursing Home Administrators approved by the National Association of Long Term Care Administrator Boards (NAB) in 2007 and incorporated by reference into these regulations. An A.I.T. program shall include training in each of the learning areas in the Domains of Practice.

#### **Part V. Refusal, Suspension, Revocation, and Disciplinary Action.**

##### **18VAC95-20-470. Unprofessional conduct.**

The board may refuse to admit a candidate to an examination, refuse to issue or renew a license or approval to any applicant, suspend a license for a stated period of time or indefinitely, reprimand a licensee, place his license on probation with such terms and conditions and for such time as it may designate, impose a monetary penalty, or revoke a license for any of the following causes:

1. Conducting the practice of nursing home administration in such a manner as to constitute a danger to the health, safety, and well-being of the residents, staff, or public;
2. Failure to comply with federal, state, or local laws and regulations governing the operation of a nursing home;
3. Conviction of a felony or any misdemeanor involving abuse, neglect or moral turpitude;
4. ~~Failure to comply with any regulations of the board~~ Violating or cooperating with others in violating any of the provisions of Chapters 1 (§ 54.1-100 et seq.), 24 (§ 54.1-2400 et seq.) and this chapter or regulations of the board; or
5. Inability to practice with skill or safety.

**ATTACHMENT  
#2**



**NAB NHA Criteria for Endorsement**

Licensing Boards/Agencies in long term care shall endorse licensure for all candidates from other jurisdictions that demonstrate experience in long term care having met the following or this jurisdiction's minimum requirements (which may be less than those listed below):

- BA/BS Degree from a college/university accredited body recognized by the United States Department of Education or an accrediting agency recognized or approved by the jurisdiction in which the applicant is seeking licensure.
- Presentment to the Board/Agency of evidence of licensure as a nursing home administrator of record full time for the past two consecutive years in a jurisdiction regulated by a licensing authority.
- Presentment to the Board/Agency of proof of initial licensure, including active NAB scores and proof that such license is in good standing.
- Presentment to the Board/Agency of proof that any other nursing home administrator license granted to the candidate by all other states has not been suspended, revoked or otherwise restricted for any reason (other than non renewal or the failure to obtain the required continuing education credits in any states where the applicant is currently licensed but not engaged in the practice of nursing home administration, nor subject to any discipline or current investigation). Boards/Agencies shall have discretion to assess the magnitude of any such discipline issued relative to their state rules and solely determine the license eligibility. Documentation must be provided directly by the state appointed authority.
- Submission of written application on forms required by applicable laws and regulations and applicable payment to the Board/Agency.
- Successful completion of the applicable state examination or equivalency.
- Boards/Agencies in each jurisdiction may continue to impose individual standards for entry-level requirements and less restrictive standards under law or regulations for interstate endorsement or reciprocity.

### NAB NHA LICENSURE ENDORSEMENT AGREEMENT

Based on mutual consideration, the Virginia Board of Long Term Care Administrators and the National Association of Long-Term Care Administrator Boards (NAB) agree to the following terms:

Virginia Board of Long Term Care Administrators hereby agrees to adopt and support the “NAB NHA Licensure Endorsement Agreement” and the attached Criteria for Endorsement (the “Agreement”). As such, Virginia Board of Long Term Care Administrators will endorse licensure for those candidates seeking licensure as a residential care and assisted living administrator in this jurisdiction that meet the Agreement criteria.

The Virginia Board of Long Term Care Administrators agrees to allow the National Association of Boards of Examiners (“NAB”) to publish this jurisdiction’s participation in the Agreement on the NAB website and through other methods of communication to its various stakeholder audiences.

NAB agrees to formally support and encourage all applicable jurisdictions to accept this Agreement, specifically including the Criteria for Endorsement.

This Agreement shall remain in effect from the date of this Agreement until terminated by either party subject to 90 prior written notice.

This Agreement is entered into, effective this \_\_\_\_\_ (day) of \_\_\_\_\_ (month), \_\_\_\_\_ (year).

**Virginia Board of Long-Term Care Administrators:**

**NAB:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

### NAB RCAL Criteria for Endorsement

Licensing Boards/ Agencies in long term care shall endorse licensure for all candidates from other jurisdictions that demonstrate experience in long term care having met the following or this jurisdiction's minimum requirements (which may be less than those listed below):

- Associate's Degree from a college/ university accredited body recognized by the United States Department of Education or an accrediting agency recognized or approved by the jurisdiction in which the applicant is seeking licensure.
- Presentment to the Board/ Agency of:
  - Evidence of licensure as a residential care/ assisted living administrator (RCAL) of record full time for the past two consecutive years in jurisdiction regulated by a licensing authority;
  - Evidence of initial RCAL administrator licensure that is in good standing, including passing NAB scores; and
  - Evidence that any RCAL administrator license granted to the candidate by any other state has not been suspended, revoked or otherwise restricted for any reason (*other than non-renewal or failure to obtain the required continuing education credits in any state where applicant is currently licensed but not engaged in the practice of RCAL administration, nor subject to any discipline or current investigation*). Boards/ Agencies shall have discretion to assess the magnitude of any such discipline issued relative to their state rules and solely determine the license eligibility. Documentation must be provided directly by the state-appointed authority.
- Submission of written application on forms required by applicable laws/ regulations, including applicable payment to the Board/ Agency.
- Successful completion of applicable state examination or equivalency, if required.
- Board/ Agency may impose individual standards for entry-level requirements and less restrictive standards under law/regulations for interstate endorsement or reciprocity.

**NAB RCAL LICENSURE ENDORSEMENT AGREEMENT**

Based on mutual consideration, the Virginia Board of Long Term Care Administrators and the National Association of Long Term Care Administrator Boards (NAB) agree to the following terms:

Virginia Board of Long Term Care Administrators hereby agrees to adopt and support the "NAB RCAL Licensure Endorsement Agreement" and the attached "Criteria for Endorsement" (the "Agreement"). As such, Virginia Board of Long Term Care Administrators will endorse licensure for those candidates seeking licensure as a residential care and assisted living administrator in this jurisdiction that meet the Agreement criteria.

The Virginia Board of Long Term Care Administrators agrees to allow NAB to publish its jurisdiction's participation in the Agreement on the NAB website and through other methods of communication to its various stakeholder audiences.

NAB agrees to formally support and encourage all applicable jurisdictions to accept this Agreement, specifically including the Criteria for Endorsement.

This Agreement shall remain in effect from the date of this Agreement until terminated by either party subject to 90 prior written notice.

This Agreement is entered into, effective this \_\_\_\_\_ (day) of \_\_\_\_\_ (month), \_\_\_\_\_ (year).

**Virginia Board of Long Term Care Administrators:**

**NAB:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

**UNAPPROVED  
VIRGINIA BOARD OF LONG-TERM CARE ADMINISTRATORS  
TELEPHONIC CONFERENCE  
MEETING MINUTES**

The Virginia Board of Long-Term Care Administrators convened a telephone conference for consideration of a possible summary suspension on Thursday, September 13, 2012, at 10:03 a.m.

**MEMBERS PRESENT VIA TELEPHONE:**

Tom Orsini, NHA, Chair  
Kathy Fletcher, MSN  
Martha Hunt, ALFA  
Randy Scott, NHA, ALFA

Ted LeNeave, NHA  
Amanda Gannon, NHA  
Doug Nevitt, ALFA  
Karen Stanfield, Citizen Member

**MEMBERS ABSENT:**

Gracie Bowers, Citizen Member

**DHP STAFF PRESENT:**

Lisa R. Hahn, Executive Director  
Lynne Helmick, Deputy Executive Director  
Kathy Petersen, Discipline Operations Manager  
Missy Currier, Board Operations Manager  
David Kazzie, Adjudication Specialist, Administrative Proceedings Division

**MEMBERS FROM THE ATTORNEY GENERAL'S OFFICE PRESENT:**

Erin Barrett, Assistant Attorney General, OAG Board Counsel  
Frank Pedrotty, Senior Assistant Attorney General, OAG  
Corie Tillman Wolf, Assistant Attorney General, OAG  
Betty Hudnall, OAG, Nurse Investigator  
David Ridsen, OAG, Nurse Investigator

**MATTER SCHEDULED**

**Respondent: Scott Schuett, ALFA**  
**License No: 1706-000506**  
**Registration No.: 1707-000060**  
**Case Number: 143951 & 145346**

**INTRODUCTION**

Ms. Hahn opened the meeting by thanking everyone for their time and summarized the topic for consideration in today's telephone conference.

**CALLED TO ORDER**

Mr. Orsini called the meeting to order at 10:03 a.m.

**ROLL CALL**

Ms. Kathy Petersen took a roll call and with eight (8) members of the Board participating, a quorum was established. Mr. Orsini noted that due to the urgency of this matter and the inability for all Board

members to assemble in person, we must hold this conference telephonically pursuant to 54.1-2400(13) of the Code of Virginia.

**MEETING**

Ms. Tillman Wolf presented evidence that the continued practice of assisted living facility administration by Scott Schuett, presents a substantial danger to the health, safety and well being of the residents and public.

**CLOSED SESSION**

Upon a motion by Mr. Ted LeNeave, and duly seconded by Ms. Amanda Gannon, Ms. Martha Hunt entered the Board into closed session at 10:42 a.m. pursuant to §2.2-3711.A(27) of the Code of Virginia, for the purpose of deliberation to reach a decision in the matter of Scott Schuett, ALFA. Additionally, she moved that Ms. Hahn, Ms. Helmick, Ms. Petersen, Ms. Currier, Ms. Barrett and Mr. Pedrotti attend the closed meeting because their presence in the closed meeting was deemed necessary and would aid the Committee in its discussions.

**RECONVENE**

Upon a motion by Ms. Hunt and duly seconded by Ms. Kathy Fletcher, the committee re-convened in open session at 10:51 a.m.

Ms. Hunt certified that the matters discussed in the closed session met the requirements of §2.2-3712 of the Code of Virginia.

**ACTION**

Upon a motion by Ms. Hunt to summarily suspend the ALFA license and registration of Mr. Scott Schuett, and duly seconded by Mr. Randy Scott, the motion carried unanimously.

**ADJOURNMENT**

With no further business, the meeting adjourned at 10:50 a.m.

\_\_\_\_\_  
Thomas Orsini, NHA, Chair

\_\_\_\_\_  
Lisa R. Hahn, Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**UNAPPROVED  
VIRGINIA BOARD OF LONG-TERM CARE ADMINISTRATORS  
TELEPHONIC CONFERENCE  
MEETING MINUTES**

The Virginia Board of Long-Term Care Administrators convened a telephone conference for consideration of a possible summary suspension on Thursday, September 13, 2012, at 10:53 a.m.

**MEMBERS PRESENT VIA TELEPHONE:**

Tom Orsini, NHA, Chair  
Kathy Fletcher, MSN  
Martha Hunt, ALFA  
Randy Scott, NHA, ALFA

Ted LeNeave, NHA  
Amanda Gannon, NHA  
Doug Nevitt, ALFA  
Karen Stanfield, Citizen Member

**MEMBERS ABSENT:**

Gracie Bowers, Citizen Member

**DHP STAFF PRESENT:**

Lisa R. Hahn, Executive Director  
Lynne Helmick, Deputy Executive Director  
Kathy Petersen, Discipline Operations Manager  
Missy Currier, Board Operations Manager  
David Kazzie, Adjudication Specialist, Administrative Proceedings Division

**MEMBERS FROM THE ATTORNEY GENERAL'S OFFICE PRESENT:**

Erin Barrett, Assistant Attorney General, OAG Board Counsel  
Frank Pedrotty, Senior Assistant Attorney General, OAG  
Corie Tillman Wolf, Assistant Attorney General, OAG  
Betty Hudnall, OAG, Nurse Investigator  
David Ridsen, OAG, Nurse Investigator

**MATTER SCHEDULED**

**Respondent: Rena Gaddy, ALFA**  
**License No: 1706-000517**  
**Registration No.: 1707-000061**  
**Case Number: 145340**

**INTRODUCTION**

Ms. Hahn opened the meeting by thanking everyone for their time and summarized the topic for consideration in today's telephone conference.

**CALLED TO ORDER**

Mr. Orsini called the meeting to order at 10:53 a.m.

**ROLL CALL**

Ms. Kathy Petersen took a roll call and with eight (8) members of the Board participating, a quorum was established. Mr. Orsini noted that due to the urgency of this matter and the inability for all Board

members to assemble in person, we must hold this conference telephonically pursuant to 54.1-2400(13) of the Code of Virginia.

**MEETING**

Ms. Tillman Wolf presented evidence that the continued practice of assisted living facility administration by Rena Gaddy, presents a substantial danger to the health, safety and well being of the residents and public.

**CLOSED SESSION**

Upon a motion by Ms. Kathy Fletcher, and duly seconded by Mr. Randy Scott, Ms. Martha Hunt entered the Board into closed session at 10:59 a.m. pursuant to §2.2-3711.A(27) of the Code of Virginia, for the purpose of deliberation to reach a decision in the matter of Rena Gaddy, ALFA. Additionally, she moved that Ms. Hahn, Ms. Helmick, Ms. Petersen, Ms. Currier, Ms. Barrett and Mr. Pedrotti attend the closed meeting because their presence in the closed meeting was deemed necessary and would aid the Committee in its discussions.

**RECONVENE**

Upon a motion by Ms. Hunt and duly seconded by Ms. Fletcher, the committee re-convened in open session at 11:05 a.m.

Ms. Hunt certified that the matters discussed in the closed session met the requirements of §2.2-3712 of the Code of Virginia.

**ACTION**

Upon a motion by Mr. Ted LeNeave to summarily suspend the ALFA license and registration of Ms. Rena Gaddy, and duly seconded by Ms. Hunt, the motion carried unanimously.

**ADJOURNMENT**

With no further business, the meeting adjourned at 11:07 a.m.

\_\_\_\_\_  
Thomas Orsini, NHA, Chair

\_\_\_\_\_  
Lisa R. Hahn, Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**UNAPPROVED**  
**VIRGINIA BOARD OF LONG-TERM CARE ADMINISTRATORS**  
**TELEPHONIC CONFERENCE**  
**MEETING MINUTES**

The Virginia Board of Long-Term Care Administrators convened a telephone conference for consideration of a possible summary suspension on Thursday, September 13, 2012, at 11:10 a.m.

**MEMBERS PRESENT VIA TELEPHONE:**

Tom Orsini, NHA, Chair  
Kathy Fletcher, MSN  
Martha Hunt, ALFA  
Randy Scott, NHA, ALFA

Ted LeNeave, NHA  
Amanda Gannon, NHA  
Doug Nevitt, ALFA  
Karen Stanfield, Citizen Member

**MEMBERS ABSENT:**

Gracie Bowers, Citizen Member

**DHP STAFF PRESENT:**

Lisa R. Hahn, Executive Director  
Lynne Helmick, Deputy Executive Director  
Kathy Petersen, Discipline Operations Manager  
Missy Currier, Board Operations Manager  
David Kazzie, Adjudication Specialist, Administrative Proceedings Division

**MEMBERS FROM THE ATTORNEY GENERAL'S OFFICE PRESENT:**

Erin Barrett, Assistant Attorney General, OAG Board Counsel  
Frank Pedrotty, Senior Assistant Attorney General, OAG  
Corie Tillman Wolf, Assistant Attorney General, OAG  
Betty Hudnall, OAG, Nurse Investigator  
David Ridsen, OAG, Nurse Investigator

**MATTER SCHEDULED**

**Respondent: Donna Norvell, ALFA**  
**License No: 1706-000593**  
**Registration No.: 1707-000189**  
**Case Number: 145349**

**INTRODUCTION**

Ms. Hahn opened the meeting by thanking everyone for their time and summarized the topic for consideration in today's telephone conference.

**CALLED TO ORDER**

Mr. Orsini called the meeting to order at 11:10 a.m.

**ROLL CALL**

Ms. Kathy Petersen took a roll call and with eight (8) members of the Board participating, a quorum was established. Mr. Orsini noted that due to the urgency of this matter and the inability for all Board

members to assemble in person, we must hold this conference telephonically pursuant to 54.1-2400(13) of the Code of Virginia.

**MEETING**

Ms. Tillman Wolf presented evidence that the continued practice of assisted living facility administration by Donna Norvell, presents a substantial danger to the health, safety and well being of the residents and public.

**CLOSED SESSION**

Upon a motion by Ms. Amanda Gannon, and duly seconded by Ms. Kathy Fletcher, Ms. Martha Hunt entered the Board into closed session at 11:17 a.m. pursuant to §2.2-3711.A(27) of the Code of Virginia, for the purpose of deliberation to reach a decision in the matter of Donna Norvell, ALFA. Additionally, she moved that Ms. Hahn, Ms. Helmick, Ms. Petersen, Ms. Currier, Ms. Barrett and Mr. Pedrotti attend the closed meeting because their presence in the closed meeting was deemed necessary and would aid the Committee in its discussions.

**RECONVENE**

Upon a motion by Ms. Gannon and duly seconded by Ms. Fletcher, the committee re-convened in open session at 11:25 a.m.

Ms. Hunt certified that the matters discussed in the closed session met the requirements of §2.2-3712 of the Code of Virginia.

**ACTION**

Upon a motion by Mr. Randy Scott to summarily suspend the ALFA license and registration of Ms. Donna Norvell, and duly seconded by Ms. Hunt, the motion carried unanimously.

**ADJOURNMENT**

With no further business, the meeting adjourned at 11:27 a.m.

\_\_\_\_\_  
Thomas Orsini, NHA, Chair

\_\_\_\_\_  
Lisa R. Hahn, Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**MATTER SCHEDULED:** Rena Gaddy, ALFA  
License No.: 1706-000517  
Registration No.: 1707-000061  
Case No.: 145340

**ESTABLISHMENT OF A QUORUM:** With five (5) members of the Board present, a quorum was established.

**DISCUSSION:** Ms. Gaddy appeared before the Board in person in accordance with the Board's Amended Notice of Formal Hearing dated October 24, 2012. Ms. Gaddy was represented by Paul Schmidt, Esq. of Poole Mahoney, PC.

The Board received evidence and sworn testimony from the parties called by the Commonwealth regarding the matters as set forth in the Statement of Particulars.

**CLOSED SESSION:** Upon a motion by Martha Hunt, and duly seconded by Karen Stanfield, the Board voted to convene a closed meeting at 11:34 a.m., pursuant to §2.2-3711.A(27) of the Code of Virginia, for the purpose of deliberation to reach a decision in the matter of Rena Gaddy, ALFA. Additionally, she moved that Ms. Hahn, Ms. Barrett, Ms. Helmick, Ms. Petersen and Ms. Currier attend the closed meeting because their presence in the closed meeting was deemed necessary and would aid the Board in its deliberations.

**RECONVENE:** Upon a motion by Randy Scott, and duly seconded by Ms. Hunt, the Board voted to re-convene at 12:34 p.m. and announced its decision.

**CERTIFICATION:** Ms. Hunt certified that the matters discussed in the preceding closed session met the requirements of §2.2-3712 of the Code, with the Board certifying unanimously.

**DECISION:** Upon a motion by Ms. Hunt, and duly seconded by Mr. Nevitt, the Board made certain Findings of Fact and Conclusions of Law and voted to **REVOKE** the license Ms. Gaddy.

**VOTE:** The vote was unanimous.

**ADJOURNMENT:** The Board adjourned at 12:42 p.m.

*The decision shall be effective upon the entry by the Board of a written Order stating the findings, conclusions, and decisions of this formal hearing panel.*

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Thomas Orsini, NHA, Chair

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Lisa R. Hahn, Executive Director

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Date

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Date

*DRAFT UNAPPROVED*

**VIRGINIA BOARD OF LONG-TERM CARE ADMINISTRATORS  
FORMAL ADMINISTRATIVE HEARING**

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Wednesday, October 31, 2012    Department of Health Professions    Henrico, Virginia  
9960 Mayland Drive, Suite #300

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**CALL TO ORDER:**                      A panel of the Board was called to order at 1:10 p.m.

**MEMBERS PRESENT:**                Tom Orsini, NHA, Chair  
Martha Hunt, ALFA  
Randy Scott, NHA, ALFA  
Doug Nevitt, ALFA  
Karen Hopkins Stanfield, Citizen Member

**MEMBERS ABSENT:**                Ted LeNeave, NHA  
Kathleen Fletcher, Citizen Member  
Amanda Gannon, NHA  
Gracie Bowers, Citizen Member

**BOARD COUNSEL:**                Erin Barrett, Assistant Attorney General

**STAFF PRESENT:**                 Lisa R. Hahn, Executive Director  
Lynne Helmick, Deputy Executive Director  
Kathy Petersen, Discipline Operations Manager  
Missy Currier, Board Operations Manager

**COURT REPORTER:**                Andrea Pegram, Court Reporting Services, LLC

**OTHERS PRESENT:**                Christopher Reho, Certified Court Reporter  
John W. Bane, Esq.  
Mark Norvell  
Theresa Donaldson

**PARTIES ON BEHALF OF  
COMMONWEALTH:**                David Kazzie, Adjudication Specialist

**COMMONWEALTH  
WITNESS:**                         Kelly Ashley, DHP Senior Investigator  
Virginia Goodell, Licensing Inspector, VA Dept. DSS  
Patricia Meyer, Licensing Inspector, VA Dept. DSS

**MATTER SCHEDULED:** Donna Norvell, ALFA  
License No.: 1706-000593  
Registration No.: 1707-000189  
Case No.: 145349

**ESTABLISHMENT OF A QUORUM:** With five (5) members of the Board present, a quorum was established.

**DISCUSSION:** Ms. Norvell appeared before the Board in person in accordance with the Board's Amended Notice of Formal Hearing dated October 24, 2012. Ms. Norvell was not represented by counsel.

The Board received evidence and sworn testimony from the parties called by the Commonwealth regarding the matters as set forth in the Statement of Particulars.

**CLOSED SESSION:** Upon a motion by Martha Hunt, and duly seconded by Randy Scott, the Board voted to convene a closed meeting at 3:19 p.m., pursuant to §2.2-3711.A(27) of the Code of Virginia, for the purpose of deliberation to reach a decision in the matter of Donna Norvell, ALFA. Additionally, she moved that Ms. Hahn, Ms. Barrett, Ms. Helmick, Ms. Petersen and Ms. Currier attend the closed meeting because their presence in the closed meeting was deemed necessary and would aid the Board in its deliberations.

**RECONVENE:** Upon a motion by Doug Nevitt, and duly seconded by Ms. Hunt, the Board voted to re-convene at 3:47 p.m. and announced its decision.

**CERTIFICATION:** Ms. Hunt certified that the matters discussed in the preceding closed session met the requirements of §2.2-3712 of the Code, with the Board certifying unanimously.

**DECISION:** Upon a motion by Ms. Hunt, and duly seconded by Ms. Stanfield, the Board made certain Findings of Fact and Conclusions of Law and voted to **REVOKE** the license Ms. Norvell.

**VOTE:** The vote was unanimous.

**ADJOURNMENT:** The Board adjourned at 3:51 p.m.

*The decision shall be effective upon the entry by the Board of a written Order stating the findings, conclusions, and decisions of this formal hearing panel.*

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Thomas Orsini, NHA, Chair

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Lisa R. Hahn, Executive Director

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Date

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Date

# Tab 2

Virginia Department of Health Professions  
Cash Balance  
As of October 31, 2012

	<u>114- Long Term Care Administrators</u>
<b>Board Cash Balance as of June 30, 2012</b>	\$ (285,901)
<b>YTD FY13 Revenue</b>	20,152
<b>Less: YTD FY12 Direct and In-Direct Expenditures</b>	<u>155,806</u>
<b>Cash Balance as of October 31, 2012</b>	<u><u>(421,555)</u></u>

# Virginia Dept. of Health Professions Revenue and Expenditures Summary

July 1, 2012 through Oct. 31, 2012 - Long-Term Care Administrat

	Jul '12 - Oct 12	Budget	\$ Over Budget	% of Budget
<b>Revenue</b>				
<b>2400 · Fee Revenue</b>				
2401 · Application Fee	16,900.00	27,225.00	-10,325.00	62.08%
2406 · License & Renewal Fee	2,130.00	333,900.00	-331,770.00	0.64%
2407 · Dup. License Certificate Fee	45.00	105.00	-60.00	42.86%
2409 · Board Endorsement - Out	550.00	875.00	-325.00	62.86%
2421 · Monetary Penalty & Late Fees	475.00	4,795.00	-4,320.00	9.91%
2432 · Misc. Fee (Bad Check Fee)	35.00			
<b>Total 2400 · Fee Revenue</b>	<b>20,135.00</b>	<b>366,900.00</b>	<b>-346,765.00</b>	<b>5.49%</b>
<b>3000 · Sales of Prop. &amp; Commodities</b>				
3020 · Misc. Sales-Dishonored Payments	15.00			
<b>Total 3000 · Sales of Prop. &amp; Commodities</b>	<b>15.00</b>			
<b>9000 · Other Revenue</b>				
9084 · Refund- Prior Yr Disb	2.26			
<b>Total 9000 · Other Revenue</b>	<b>2.26</b>			
<b>Total Revenue</b>	<b>20,152.26</b>	<b>366,900.00</b>	<b>-346,747.74</b>	<b>5.49%</b>
<b>Expenditures</b>				
<b>1100 · Personal Services</b>				
<b>1110 · Employee Benefits</b>				
1111 · Employer Retirement Contrib.	2,128.29	6,900.00	-4,771.71	30.85%
1112 · Fed Old-Age Ins- Sal St Emp	1,823.15	6,208.00	-4,384.85	29.37%
1113 · Fed Old-Age Ins- Wage Earners	0.00	0.00	0.00	0.0%
1114 · Group Insurance	293.37	938.00	-644.63	31.28%
1115 · Medical/Hospitalization Ins.	1,902.05	8,108.00	-6,205.95	23.46%
1116 · Retiree Medical/Hospitalizatn	250.99	788.00	-537.01	31.85%
1117 · Long term Disability Ins	124.61	371.00	-246.39	33.59%
<b>Total 1110 · Employee Benefits</b>	<b>6,522.46</b>	<b>23,313.00</b>	<b>-16,790.54</b>	<b>27.98%</b>
<b>1120 · Salaries</b>				
1123 · Salaries, Classified	25,139.02	78,760.00	-53,620.98	31.92%
<b>Total 1120 · Salaries</b>	<b>25,139.02</b>	<b>78,760.00</b>	<b>-53,620.98</b>	<b>31.92%</b>
<b>1130 · Special Payments</b>				
1131 · Bonuses and Incentives	0.00	2,363.00	-2,363.00	0.0%
1138 · Deferred Compnstn Match Pmts	217.50	768.00	-550.50	28.32%
<b>Total 1130 · Special Payments</b>	<b>217.50</b>	<b>3,131.00</b>	<b>-2,913.50</b>	<b>6.95%</b>
<b>1140 · Wages</b>				
1141 · Wages, General	0.00	0.00	0.00	0.0%
<b>Total 1140 · Wages</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>1160 · Terminatn Personal Svce Costs</b>				
1165 · Employee Retirement Contributio	0.00	0.00	0.00	0.0%
<b>Total 1160 · Terminatn Personal Svce Costs</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total 1100 · Personal Services</b>	<b>31,878.98</b>	<b>105,204.00</b>	<b>-73,325.02</b>	<b>30.3%</b>

**Virginia Dept. of Health Professions**  
**Revenue and Expenditures Summary**

July 1, 2012 through Oct. 31, 2012 - Long-Term Care Administrat

	<u>Jul '12 - Oct 12</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>1200 · Contractual Services</b>				
<b>1210 · Communication Services</b>				
1211 · Express Services	0.00	142.00	-142.00	0.0%
1212 · Outbound Freight Services	0.00	0.00	0.00	0.0%
1214 · Postal Services	378.66	1,500.00	-1,121.34	25.24%
1215 · Printing Services	1.85	500.00	-498.15	0.37%
1216 · Telecommunications Svcs (DIT)	444.83	1,020.00	-575.17	43.61%
<b>Total 1210 · Communication Services</b>	<u>825.34</u>	<u>3,162.00</u>	<u>-2,336.66</u>	<u>26.1%</u>
<b>1220 · Employee Development Services</b>				
1221 · Organization Memberships	0.00	1,200.00	-1,200.00	0.0%
1224 · Emp Trning Courses, Wkshp & Cnf	0.00	200.00	-200.00	0.0%
1225 · Employee Tuition Reimbursement	0.00	802.00	-802.00	0.0%
<b>Total 1220 · Employee Development Services</b>	<u>0.00</u>	<u>2,202.00</u>	<u>-2,202.00</u>	<u>0.0%</u>
<b>1230 · Health Services</b>				
1236 · X-ray and Laboratory Services	0.00	110.00	-110.00	0.0%
<b>Total 1230 · Health Services</b>	<u>0.00</u>	<u>110.00</u>	<u>-110.00</u>	<u>0.0%</u>
<b>1240 · Mgmt and Informational Svcs</b>				
1242 · Fiscal Services	33.40	7,990.00	-7,956.60	0.42%
1244 · Management Services	8.04	6.00	2.04	134.0%
1247 · Legal Services	0.00	150.00	-150.00	0.0%
<b>Total 1240 · Mgmt and Informational Svcs</b>	<u>41.44</u>	<u>8,146.00</u>	<u>-8,104.56</u>	<u>0.51%</u>
<b>1250 · Repair and Maintenance Svcs</b>				
1252 · Electrical Rep & Maintenance	0.00	17.00	-17.00	0.0%
<b>Total 1250 · Repair and Maintenance Svcs</b>	<u>0.00</u>	<u>17.00</u>	<u>-17.00</u>	<u>0.0%</u>
<b>1260 · Support Services</b>				
1263 · Clerical Services	0.00	1,027.00	-1,027.00	0.0%
1264 · Food & Dietary Services	156.50	683.00	-526.50	22.91%
1266 · Manual Labor Services	124.91	2,182.00	-2,057.09	5.73%
1267 · Production Services	706.74	2,960.00	-2,253.26	23.88%
1268 · Skilled Services	927.00	4,408.00	-3,481.00	21.03%
<b>Total 1260 · Support Services</b>	<u>1,915.15</u>	<u>11,260.00</u>	<u>-9,344.85</u>	<u>17.01%</u>
<b>1280 · Transportation Services</b>				
1282 · Travel, Personal Vehicle	94.04	4,680.00	-4,585.96	2.01%
1283 · Travel, Public Carriers	-34.65	300.00	-334.65	-11.55%
1285 · Travel, Subsistence & Lodging	0.00	800.00	-800.00	0.0%
1288 · Trvl, Meal Reimb- Not Rprtble	0.00	400.00	-400.00	0.0%
<b>Total 1280 · Transportation Services</b>	<u>59.39</u>	<u>6,180.00</u>	<u>-6,120.61</u>	<u>0.96%</u>
<b>Total 1200 · Contractual Services</b>	<u>2,841.32</u>	<u>31,077.00</u>	<u>-28,235.68</u>	<u>9.14%</u>
<b>1300 · Supplies And Materials</b>				
<b>1310 · Administrative Supplies</b>				
1311 · Apparel Supplies	4.07			
1312 · Office Supplies	73.79	400.00	-326.21	18.45%
1313 · Stationery and Forms	20.46	100.00	-79.54	20.46%

**Virginia Dept. of Health Professions  
Revenue and Expenditures Summary**

July 1, 2012 through Oct. 31, 2012- Long-Term Care Administrat

	<u>Jul '12 - Oct 12</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 1310 · Administrative Supplies	98.32	500.00	-401.68	19.66%
1320 · Energy Supplies				
1323 · Gasoline	0.00			
Total 1320 · Energy Supplies	0.00			
1350 · Repair and Maint. Supplies				
1353 · Electrical Repair and Maint	0.00	2.00	-2.00	0.0%
Total 1350 · Repair and Maint. Supplies	0.00	2.00	-2.00	0.0%
1360 · Residential Supplies				
1362 · Food and Dietary Supplies	0.00	81.00	-81.00	0.0%
1363 · Food Service Supplies	0.62	0.00	0.62	100.0%
Total 1360 · Residential Supplies	0.62	81.00	-80.38	0.77%
1370 · Specific Use Supplies				
1373 · Computer Operating Supplies	4.51			
Total 1370 · Specific Use Supplies	4.51			
Total 1300 · Supplies And Materials	103.45	583.00	-479.55	17.74%
1400 · Transfer Payments				
1410 · Awards, Contrib., and Claims				
1413 · Premiums	0.00	300.00	-300.00	0.0%
1415 · Unemployment Compnsatn Reimb	0.00	100.00	-100.00	0.0%
Total 1410 · Awards, Contrib., and Claims	0.00	400.00	-400.00	0.0%
Total 1400 · Transfer Payments	0.00	400.00	-400.00	0.0%
1500 · Continuous Charges				
1510 · Insurance-Fixed Assets				
1516 · Property Insurance	24.12	0.00	24.12	100.0%
Total 1510 · Insurance-Fixed Assets	24.12	0.00	24.12	100.0%
1530 · Operating Lease Payments				
1535 · Building Rentals	0.00	0.00	0.00	0.0%
1539 · Building Rentals - Non State	2,713.75	10,205.00	-7,491.25	26.59%
Total 1530 · Operating Lease Payments	2,713.75	10,205.00	-7,491.25	26.59%
1550 · Insurance-Operations				
1551 · General Liability Insurance	86.56	0.00	86.56	100.0%
1554 · Surety Bonds	5.11	0.00	5.11	100.0%
Total 1550 · Insurance-Operations	91.67	0.00	91.67	100.0%
Total 1500 · Continuous Charges	2,829.54	10,205.00	-7,375.46	27.73%
2200 · Equipment Expenditures				
2220 · Educational & Cultural Equip				
2224 · Reference Equipment	0.00	36.00	-36.00	0.0%
Total 2220 · Educational & Cultural Equip	0.00	36.00	-36.00	0.0%
2260 · Office Equipment				

**Virginia Dept. of Health Professions  
Revenue and Expenditures Summary**

July 1, 2012 through Oct. 31, 2012 - Long-Term Care Administrat

	<u>Jul '12 - Oct 12</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
2261 · Office Appurtenances	0.00	17.00	-17.00	0.0%
2262 · Office Furniture	0.00	0.00	0.00	0.0%
2264 · Office Machines	0.00	100.00	-100.00	0.0%
<b>Total 2260 · Office Equipment</b>	<b>0.00</b>	<b>117.00</b>	<b>-117.00</b>	<b>0.0%</b>
<b>Total 2200 · Equipment Expenditures</b>	<b>0.00</b>	<b>153.00</b>	<b>-153.00</b>	<b>0.0%</b>
<b>Total Direct Expenditures</b>	<b>37,653.29</b>	<b>147,622.00</b>	<b>-109,968.71</b>	<b>25.51%</b>
<b>9001 · Allocated Expenditures</b>				
9206 · FuneralTCA\PT	27,578.72	78,686.74	-51,108.02	35.05%
9301 · DP Operations & Equipment	24,801.95	118,026.48	-93,224.53	21.01%
9302 · Human Resources	4,650.33	11,444.64	-6,794.31	40.63%
9303 · Finance	6,207.31	19,218.84	-13,011.53	32.3%
9304 · Director's Office	3,647.10	11,093.52	-7,446.42	32.88%
9305 · Enforcement	38,108.18	94,018.92	-55,910.74	40.53%
9306 · Administrative Proceedings	5,208.24	13,880.64	-8,672.40	37.52%
9307 · Impaired Practitioners	58.92	38.16	20.76	154.4%
9308 · Attorney General	3,890.56	4,624.20	-733.64	84.14%
9309 · Board of Health Professions	2,331.54	7,886.88	-5,555.34	29.56%
9311 · Moving Costs	0.00	486.48	-486.48	0.0%
9313 · Emp. Recognition Program	1.44	332.40	-330.96	0.43%
9314 · Conference Center	69.54	315.00	-245.46	22.08%
9315 · Pgm Devipmnt & Impimentn	1,499.71	4,407.48	-2,907.77	34.03%
987900 · Cash Trsfr Out- Appr Act Pt. 3	98.98	1,401.12	-1,302.14	7.06%
<b>Total 9001 · Allocated Expenditures</b>	<b>118,152.52</b>	<b>365,861.50</b>	<b>-247,708.98</b>	<b>32.29%</b>
<b>Total Direct and Allocated Expenditures</b>	<b>155,805.81</b>	<b>513,483.50</b>	<b>-357,677.69</b>	<b>30.34%</b>
<b>Net Cash Surplus\Shortfall</b>	<b>-135,653.55</b>	<b>-146,583.50</b>	<b>10,929.95</b>	<b>92.54%</b>

Virgina Department of Health Professions  
Cash Balance  
As of June 30, 2012

	<u>114- Long Term Care Administrators</u>
<b>Cash Balance as of June 30, 2011</b>	<b>\$ (215,920)</b>
<b>YTD FY12 Revenue</b>	<b>371,057</b>
<b>Prior Period Reimbursement for Healthcare Workforce Expenditures</b>	<b>48</b>
<b>Less: YTD FY12 Direct and In-Direct Expenditures</b>	<b><u>441,085</u></b>
<b>Board Cash Balance as of June 30, 2012</b>	<b><u><u>\$ (285,901)</u></u></b>

**Virginia Dept. of Health Professions  
Revenue and Expenditures Summary**

July 1, 2011 through June 30, 2012

114- Long-Term Care Administrat

	<u>Jul '11 - Jun 12</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Revenue</b>				
<b>2400 · Fee Revenue</b>				
2401 · Application Fee	52,680.00	46,450.00	6,230.00	113.41%
2402 · Examination Fee	0.00			
2406 · License & Renewal Fee	312,615.00	309,000.00	3,615.00	101.17%
2407 · Dup. License Certificate Fee	380.00	75.00	305.00	506.67%
2408 · Board Endorsement - In	0.00			
2409 · Board Endorsement - Out	1,800.00	750.00	1,050.00	240.0%
2421 · Monetary Penalty & Late Fees	3,255.00	955.00	2,300.00	340.84%
2430 · Board Changes Fee	0.00			
2432 · Misc. Fee (Bad Check Fee)	35.00			
<b>Total 2400 · Fee Revenue</b>	<u>370,765.00</u>	<u>357,230.00</u>	<u>13,535.00</u>	<u>103.79%</u>
<b>3000 · Sales of Prop. &amp; Commodities</b>				
3002 · Overpayments	0.00			
3007 · Sales of Goods/Svces to State	0.00			
3020 · Misc. Sales-Dishonored Payments	-200.00			
<b>Total 3000 · Sales of Prop. &amp; Commodities</b>	<u>-200.00</u>			
<b>4000 · Private Donations, Gifts and Gr</b>				
4206 · Reimbursmnt for Other Services	0.00			
<b>Total 4000 · Private Donations, Gifts and Gr</b>	<u>0.00</u>			
<b>7000 · Interest, Divdends and Rents</b>				
7108 · Interest From Other Sources	0.00			
<b>Total 7000 · Interest, Divdends and Rents</b>	<u>0.00</u>			
<b>9000 · Other Revenue</b>				
9060 · Miscellaneous Revenue	0.00			
9084 · Refund- Prior Yr Disb	491.55			
982204 · Cash Trnsfr In- Non-Genl Funds	0.00			
<b>Total 9000 · Other Revenue</b>	<u>491.55</u>			
<b>Total Revenue</b>	<u>371,056.55</u>	<u>357,230.00</u>	<u>13,826.55</u>	<u>103.87%</u>
<b>Expenditures</b>				
<b>1100 · Personal Services</b>				
<b>1110 · Employee Benefits</b>				
1111 · Employer Retirement Contrib.	5,685.55	5,122.47	563.08	110.99%
1112 · Fed Old-Age Ins- Sal St Emp	5,981.83	5,955.46	26.37	100.44%
1113 · Fed Old-Age Ins- Wage Earners	0.00	690.00	-690.00	0.0%
1114 · Group Insurance	828.04	794.06	33.98	104.28%
1115 · Medical/Hospitalization Ins.	7,815.60	7,214.40	601.20	108.33%
1116 · Retiree Medical/Hospitalizatn	803.61	770.71	32.90	104.27%

**Virginia Dept. of Health Professions**  
**Revenue and Expenditures Summary**  
 July 1, 2011 through June 30, 2012

	<b>114- Long-Term Care Administrat</b>			
	<u>Jul '11 - Jun 12</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
1117 · Long term Disability Ins	535.82	513.80	22.02	104.29%
<b>Total 1110 · Employee Benefits</b>	<b>21,650.45</b>	<b>21,060.90</b>	<b>589.55</b>	<b>102.8%</b>
<b>1120 · Salaries</b>				
1122 · Salaries, Appointed Officials	0.00			
1123 · Salaries, Classified	81,180.84	77,849.10	3,331.74	104.28%
1125 · Salaries, Overtime	0.00			
1128 · Salaries, Inf Tchnlgy Employees	0.00			
<b>Total 1120 · Salaries</b>	<b>81,180.84</b>	<b>77,849.10</b>	<b>3,331.74</b>	<b>104.28%</b>
<b>1130 · Special Payments</b>				
1131 · Bonuses and Incentives	0.00	0.00	0.00	0.0%
1138 · Deferred Compnstn Match Pmts	708.00	768.00	-60.00	92.19%
<b>Total 1130 · Special Payments</b>	<b>708.00</b>	<b>768.00</b>	<b>-60.00</b>	<b>92.19%</b>
<b>1140 · Wages</b>				
1141 · Wages, General	0.00	9,011.00	-9,011.00	0.0%
1143 · Wages, Overtime	0.00			
1149 · Wages, Info Tech Employees	0.00			
<b>Total 1140 · Wages</b>	<b>0.00</b>	<b>9,011.00</b>	<b>-9,011.00</b>	<b>0.0%</b>
<b>1150 · Disability Benefits</b>				
1153 · Short-trm Disability Benefits	0.00			
<b>Total 1150 · Disability Benefits</b>	<b>0.00</b>			
<b>1160 · Terminatn Personal Svce Costs</b>				
1162 · Salaries, Annual Leave Balanc	0.00			
1163 · Salaries, Sick Leave Balances	0.00			
1165 · Employee Retirement Contributio	968.34	969.00	-0.66	99.93%
<b>Total 1160 · Terminatn Personal Svce Costs</b>	<b>968.34</b>	<b>969.00</b>	<b>-0.66</b>	<b>99.93%</b>
<b>Total 1100 · Personal Services</b>	<b>104,507.63</b>	<b>109,658.00</b>	<b>-5,150.37</b>	<b>95.3%</b>
<b>1200 · Contractual Services</b>				
<b>1210 · Communication Services</b>				
1211 · Express Services	14.33	25.00	-10.67	57.32%
1212 · Outbound Freight Services	0.00	10.00	-10.00	0.0%
1213 · Messenger Services	0.00			
1214 · Postal Services	2,958.59	1,300.00	1,658.59	227.58%
1215 · Printing Services	0.00	500.00	-500.00	0.0%
1216 · Telecommunications Svcs (DIT)	962.74	115.00	847.74	837.17%
1217 · Telecomm. Svcs (Non-State)	0.00			
1219 · Inbound Freight Services	0.00			
<b>Total 1210 · Communication Services</b>	<b>3,935.66</b>	<b>1,950.00</b>	<b>1,985.66</b>	<b>201.83%</b>

**Virginia Dept. of Health Professions**  
**Revenue and Expenditures Summary**  
 July 1, 2011 through June 30, 2012

	114- Long-Term Care Administrat			
	Jul '11 - Jun 12	Budget	\$ Over Budget	% of Budget
<b>1220 · Employee Development Services</b>				
1221 · Organization Memberships	1,200.00	1,200.00	0.00	100.0%
1222 · Publication Subscriptions	0.00			
1224 · Emp Trning Courses, Wkshp & Cnf	2.11	0.00	2.11	100.0%
1225 · Employee Tuition Reimbursement	315.00	0.00	315.00	100.0%
1226 · Personnel Developmnt Services	0.00			
1227 · Emp Trning- Trns, Ldgng & Meals	0.00			
1228 · Emp IT Training Courses, etc	0.00			
<b>Total 1220 · Employee Development Services</b>	<b>1,517.11</b>	<b>1,200.00</b>	<b>317.11</b>	<b>126.43%</b>
<b>1230 · Health Services</b>				
1236 · X-ray and Laboratory Services	0.00	0.00	0.00	0.0%
<b>Total 1230 · Health Services</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>1240 · Mgmnt and Informational Svcs</b>				
1242 · Fiscal Services	5,337.11	7,990.00	-2,652.89	66.8%
1243 · Attorney Services	0.00			
1244 · Management Services	13.45	0.00	13.45	100.0%
1245 · Personnel Developmnt Services	0.00			
1246 · Public Infrmtnl & Relation Svcs	0.00			
1247 · Legal Services	111.15	0.00	111.15	100.0%
1248 · Media Services	0.00			
1249 · Recruitment Services	0.00			
<b>Total 1240 · Mgmnt and Informational Svcs</b>	<b>5,461.71</b>	<b>7,990.00</b>	<b>-2,528.29</b>	<b>68.36%</b>
<b>1250 · Repair and Maintenance Svcs</b>				
1251 · Custodial Services	0.09			
1252 · Electrical Rep & Maintenance	0.00	0.00	0.00	0.0%
1253 · Equip Repair & Maintenance	13.40			
1256 · Mechanical Rep & Maint Svcs	0.00			
1257 · Plant Rep & Maintenance Svcs	0.00			
1259 · Vehicle Repair & Maintenance	0.00			
<b>Total 1250 · Repair and Maintenance Svcs</b>	<b>13.49</b>	<b>0.00</b>	<b>13.49</b>	<b>100.0%</b>
<b>1260 · Support Services</b>				
1263 · Clerical Services	0.00	0.00	0.00	0.0%
1264 · Food & Dietary Services	530.41	600.00	-69.59	88.4%
1266 · Manual Labor Services	282.03	150.00	132.03	188.02%
1267 · Production Services	2,372.69	3,300.00	-927.31	71.9%
1268 · Skilled Services	2,781.00	2,741.00	40.00	101.46%
<b>Total 1260 · Support Services</b>	<b>5,966.13</b>	<b>6,791.00</b>	<b>-824.87</b>	<b>87.85%</b>
<b>1270 · Technical Services</b>				
1271 · Inf Mgt Dsgn & Dvp Svcs (VITA)	0.00			

**Virginia Dept. of Health Professions**  
**Revenue and Expenditures Summary**

July 1, 2011 through June 30, 2012

	114- Long-Term Care Administrat			
	Jul '11 - Jun 12	Budget	\$ Over Budget	% of Budget
1272 · VITA Infor Tech Intg Costs PSC	0.00			
1274 · Computer Hardware Maint Svcs	0.00			
1275 · Computer Software Maint Svcs	0.00			
1276 · C.Operating Svcs (By VITA)	0.00			
1277 · C. Operating Svcs (S. Agency)	0.00			
1278 · VITA InT Int Cost Goods&Svcs	0.00			
1279 · Computer Software Dvp Svcs	0.00			
<b>Total 1270 · Technical Services</b>	<b>0.00</b>			
<b>1280 · Transportation Services</b>				
1282 · Travel, Personal Vehicle	1,812.54	2,680.00	-867.46	67.63%
1283 · Travel, Public Carriers	176.30	0.00	176.30	100.0%
1284 · Travel, State Vehicles	0.00			
1285 · Travel, Subsistence & Lodging	48.00	800.00	-752.00	6.0%
1286 · Travel, Supplements and Aid	0.00			
1288 · Trvl, Meal Reimb- Not Rprtbl	328.00	400.00	-72.00	82.0%
<b>Total 1280 · Transportation Services</b>	<b>2,364.84</b>	<b>3,880.00</b>	<b>-1,515.16</b>	<b>60.95%</b>
<b>Total 1200 · Contractual Services</b>	<b>19,258.94</b>	<b>21,811.00</b>	<b>-2,552.06</b>	<b>88.3%</b>
<b>1300 · Supplies And Materials</b>				
1309 · Charge Card Purchases	0.00			
1310 · Administrative Supplies				
1311 · Apparel Supplies	3.56			
1312 · Office Supplies	304.83	400.00	-95.17	76.21%
1313 · Stationery and Forms	161.90	100.00	61.90	161.9%
<b>Total 1310 · Administrative Supplies</b>	<b>470.29</b>	<b>500.00</b>	<b>-29.71</b>	<b>94.06%</b>
1320 · Energy Supplies				
1323 · Gasoline	112.85			
<b>Total 1320 · Energy Supplies</b>	<b>112.85</b>			
1330 · Manufctrng and Merch Supplies				
1335 · Packaging and Shipping Suppl	0.00			
<b>Total 1330 · Manufctrng and Merch Supplies</b>	<b>0.00</b>			
1350 · Repair and Maint. Supplies				
1352 · Custodial Rep & Maint Mat'ls	1.64			
1353 · Electrical Repair and Maint	0.00	0.00	0.00	0.0%
<b>Total 1350 · Repair and Maint. Supplies</b>	<b>1.64</b>	<b>0.00</b>	<b>1.64</b>	<b>100.0%</b>
1360 · Residential Supplies				
1361 · Clothing Supplies	0.00			
1362 · Food and Dietary Supplies	0.00	0.00	0.00	0.0%

**Virginia Dept. of Health Professions**  
**Revenue and Expenditures Summary**

July 1, 2011 through June 30, 2012

	114- Long-Term Care Administrat			
	Jul '11 - Jun 12	Budget	\$ Over Budget	% of Budget
1363 · Food Service Supplies	2.10	25.00	-22.90	8.4%
1364 · Laundry and Linen Supplies	0.00			
<b>Total 1360 · Residential Supplies</b>	<b>2.10</b>	<b>25.00</b>	<b>-22.90</b>	<b>8.4%</b>
1370 · Specific Use Supplies				
1371 · Agricultural Supplies	0.00			
1373 · Computer Operating Supplies	6.00			
1374 · Educational Supplies	0.00			
1377 · Photographic Supplies	0.00			
<b>Total 1370 · Specific Use Supplies</b>	<b>6.00</b>			
<b>Total 1300 · Supplies And Materials</b>	<b>592.88</b>	<b>525.00</b>	<b>67.88</b>	<b>112.93%</b>
1400 · Transfer Payments				
1410 · Awards, Contrib., and Claims				
1413 · Premiums	120.00	200.00	-80.00	60.0%
1415 · Unemployment Compnsatn Reimb	0.00	100.00	-100.00	0.0%
1418 · Incentives	0.00			
<b>Total 1410 · Awards, Contrib., and Claims</b>	<b>120.00</b>	<b>300.00</b>	<b>-180.00</b>	<b>40.0%</b>
1420 · Eductnl & Training Assistance				
1421 · Grad Scholrships & Fellowshps	0.00			
1425 · Undergraduate Scholarships	0.00			
1420 · Eductnl & Training Assistance - Other	0.00			
<b>Total 1420 · Eductnl &amp; Training Assistance</b>	<b>0.00</b>			
<b>Total 1400 · Transfer Payments</b>	<b>120.00</b>	<b>300.00</b>	<b>-180.00</b>	<b>40.0%</b>
1500 · Continuous Charges				
1510 · Insurance-Fixed Assets				
1512 · Automobile Liability	0.00			
1516 · Property Insurance	24.12	23.00	1.12	104.87%
1510 · Insurance-Fixed Assets - Other	0.00	0.00	0.00	0.0%
<b>Total 1510 · Insurance-Fixed Assets</b>	<b>24.12</b>	<b>23.00</b>	<b>1.12</b>	<b>104.87%</b>
1530 · Operating Lease Payments				
1534 · Equipment Rentals	0.00	0.00	0.00	0.0%
1535 · Building Rentals	0.00	0.00	0.00	0.0%
1539 · Building Rentals - Non State	11,209.93	11,177.00	32.93	100.3%
<b>Total 1530 · Operating Lease Payments</b>	<b>11,209.93</b>	<b>11,177.00</b>	<b>32.93</b>	<b>100.3%</b>
1540 · Service Charges				
1541 · Agency Service Charges	0.00			
<b>Total 1540 · Service Charges</b>	<b>0.00</b>			

**Virginia Dept. of Health Professions**  
**Revenue and Expenditures Summary**

July 1, 2011 through June 30, 2012

	114- Long-Term Care Administrat			
	<u>Jul '11 - Jun 12</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>1550 · Insurance-Operations</b>				
1551 · General Liability Insurance	86.56	82.00	4.56	105.56%
1554 · Surety Bonds	5.11	5.00	0.11	102.2%
1555 · Workers Compensation	0.00			
<b>Total 1550 · Insurance-Operations</b>	<u>91.67</u>	<u>87.00</u>	<u>4.67</u>	<u>105.37%</u>
<b>Total 1500 · Continuous Charges</b>	11,325.72	11,287.00	38.72	100.34%
<b>2200 · Equipment Expenditures</b>				
2209 · Charge Card Purchases	0.00			
<b>2210 · Computer Equipment</b>				
2216 · Network Components	0.00			
2217 · Other Computer Equipment	5.07			
2218 · Computer Software Purchases	184.00			
<b>Total 2210 · Computer Equipment</b>	<u>189.07</u>			
<b>2220 · Educational &amp; Cultural Equip</b>				
2223 · Exhibit Equipment	0.00			
2224 · Reference Equipment	0.00	0.00	0.00	0.0%
<b>Total 2220 · Educational &amp; Cultural Equip</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>2230 · Electrnc &amp; Photographic Equip</b>				
2231 · Electronic Equipment	0.00			
2232 · Photographic Equipment	0.00			
2233 · Voice & Data Transmissn Equip	0.00			
2238 · Electrnc & Phtgrphc Equip Imprv	0.47			
<b>Total 2230 · Electrnc &amp; Photographic Equip</b>	<u>0.47</u>			
<b>2240 · Medical and Laboratory Equip</b>				
2241 · Medical Laboratory Equipment	0.00			
<b>Total 2240 · Medical and Laboratory Equip</b>	<u>0.00</u>			
<b>2260 · Office Equipment</b>				
2261 · Office Appurtenances	6.40	0.00	6.40	100.0%
2262 · Office Furniture	0.00	50.00	-50.00	0.0%
2263 · Office Incidentals	41.15			
2264 · Office Machines	0.00	55.00	-55.00	0.0%
2268 · Office Equipment Improvements	0.00			
<b>Total 2260 · Office Equipment</b>	<u>47.55</u>	<u>105.00</u>	<u>-57.45</u>	<u>45.29%</u>
<b>2270 · Specific Use Equipment</b>				
2271 · Household Equipment	0.00			
<b>Total 2270 · Specific Use Equipment</b>	<u>0.00</u>			

**Virginia Dept. of Health Professions**  
**Revenue and Expenditures Summary**  
 July 1, 2011 through June 30, 2012

	<b>114- Long-Term Care Administrat</b>			
	<b>Jul '11 - Jun 12</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
Total 2200 · Equipment Expenditures	237.09	105.00	132.09	225.8%
<b>Total Expenditures</b>	<b>136,042.26</b>	<b>143,686.00</b>	<b>-7,643.74</b>	<b>94.68%</b>
9001 · Allocated Expenditures				
9201 · Behavioral Science Exec	0.00			
9202 · Opt\VM\ASLP Exec Dir	0.00			
9204 · Nursing / Nurse Aid	0.00			
9206 · Funeral\LTCA\PT	75,640.91	76,898.98	-1,258.07	98.36%
9301 · DP Operations & Equipment	64,423.52	126,416.64	-61,993.12	50.96%
9302 · Human Resources	11,426.55	11,930.52	-503.97	95.78%
9303 · Finance	18,834.66	20,225.28	-1,390.62	93.12%
9304 · Director's Office	10,304.21	11,147.76	-843.55	92.43%
9305 · Enforcement	83,662.16	139,405.92	-55,743.76	60.01%
9306 · Administrative Proceedings	6,773.60	22,566.12	-15,792.52	30.02%
9307 · Impaired Practitioners	159.14	117.12	42.02	135.88%
9308 · Attorney General	17,370.64	17,517.12	-146.48	99.16%
9309 · Board of Health Professions	6,817.90	8,064.72	-1,246.82	84.54%
9310 · SRTA	0.00			
9311 · Moving Costs	0.00	881.41	-881.41	0.0%
9313 · Emp. Recognition Program	166.58	401.16	-234.58	41.53%
9314 · Conference Center	190.61	688.56	-497.95	27.68%
9315 · Pgm Devlpmnt & Implmntn	4,523.05	4,911.36	-388.31	92.09%
987900 · Cash Trsfr Out- Appr Act Pt. 3	4,749.50	1,464.96	3,284.54	324.21%
<b>Total 9001 · Allocated Expenditures</b>	<b>305,043.03</b>	<b>442,637.63</b>	<b>-137,594.60</b>	<b>68.92%</b>
<b>Total Direct and Allocated Expenditures</b>	<b>441,085.29</b>	<b>586,323.63</b>	<b>-145,238.34</b>	<b>75.23%</b>
<b>Net Cash Surplus\Shortfall</b>	<b>-70,028.74</b>	<b>-229,093.63</b>	<b>159,064.89</b>	<b>30.57%</b>

# ***Open Case Report November 2012***

*12 cases in Investigations*

*16 in Probable Cause*

*2 in APD*

*0 at Informal Stage*

*1 at Formal Stage (scheduled for 12/11/12)*

***31 Total Open Cases***

***21 Cases being monitored for compliance***

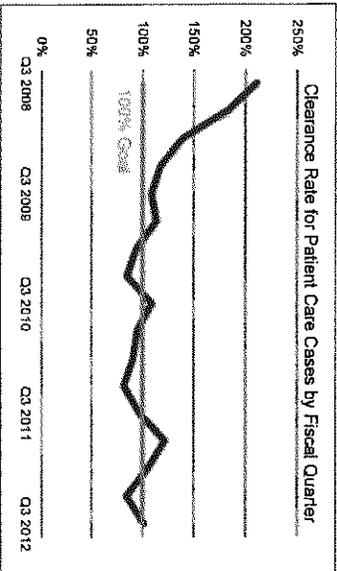
# Virginia Department of Health Professions Patient Care Disciplinary Case Processing Times: Quarterly Performance Measurement, Q3 2008 - Q3 2012

Dianne Reynolds-Cane, M.D.  
Director

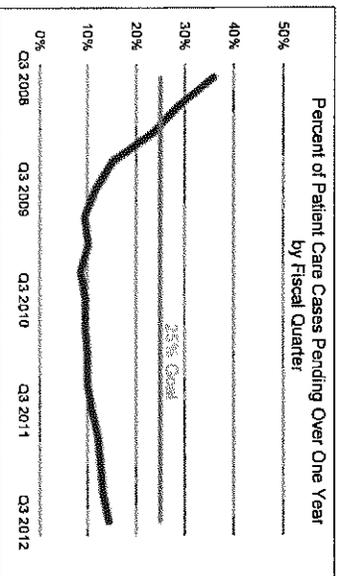
*"To ensure safe and competent patient care by licensing health professionals, enforcing standards of practice, and providing information to health care practitioners and the public."*  
DHP Mission Statement

In order to uphold its mission relating to discipline, DHP continually assesses and reports on performance. Extensive trend information is provided on the DHP website, in biennial reports, and, most recently, on Virginia Performs through Key Performance Measures (KPMs). KPMs offer a concise, balanced, and data-based way to measure disciplinary case processing. These three measures, taken together, enable staff to identify and focus on areas of greatest importance in managing the disciplinary caseload: Clearance Rate, Age of Pending Caseload and Time to Disposition uphold the objectives of the DHP mission statement. The following pages show the KPMs by board, listed in order by caseload volume; volume is defined as the number of cases received during the previous 4 quarters. In addition, readers should be aware that vertical scales on the line charts change, both across boards and measures, in order to accommodate varying degrees of data fluctuation.

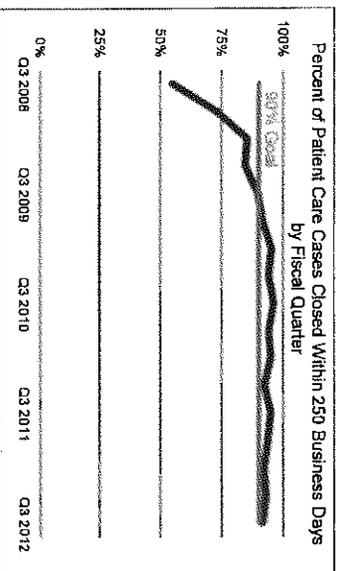
**Clearance Rate** - the number of closed cases as a percentage of the number of received cases. A 100% clearance rate means that the agency is closing the same number of cases as it receives each quarter. DHP's goal is to maintain a 100% clearance rate of allegations of misconduct through the end of FY 2012. The current quarter's clearance rate is 101%, with 985 patient care cases received and 998 closed.



**Age of Pending Caseload** - the percent of open patient care cases over 250 business days old. This measure tracks the backlog of patient care cases older than 250 business days to aid management in providing specific closure targets. The goal is to maintain the percentage of open patient care cases older than 250 business days at no more than 25% through the end of FY 2012. That goal continues to be achieved with the percent of cases pending over 250 business days dropping dramatically from 45% to 15%. For the last quarter shown, there were 1817 patient care cases pending, with 264 pending over 250 business days.



**Time to Disposition** - the percent of patient care cases closed within 250 business days for cases received within the preceding eight quarters. This moving eight-quarter window approach captures the vast majority of cases closed in a given quarter and effectively removes any undue influence of the oldest cases on the measure. The goal is to resolve 90% of patient care cases within 250 business days through the end of FY 2012. That goal continues to be achieved with 92% percent of patient care cases being resolved within 250 business days this past quarter. During the last quarter, there were 986 patient care cases closed, with 904 closed within 250 business days.

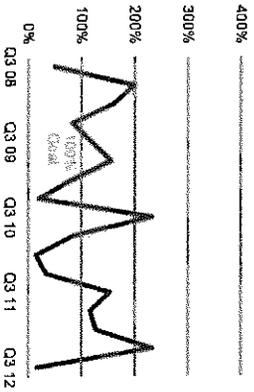


# Virginia Department of Health Professions - Patient Care Disciplinary Case Processing Times, by Board

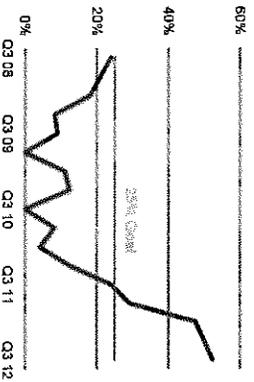
## Clearance Rate

**Psychology** - In Q3 2012, the clearance rate was 177%, the Caseload older than 250 business days was 52% and the percent closed within 250 business days was 100%.

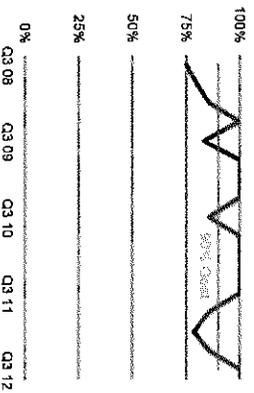
**Q3 2012 Caseloads:**  
 Received=6, Closed=1  
 Pending over 250 days=11  
 Closed within 250 days=1



## Age of Pending Caseload (percent of cases pending over one year)



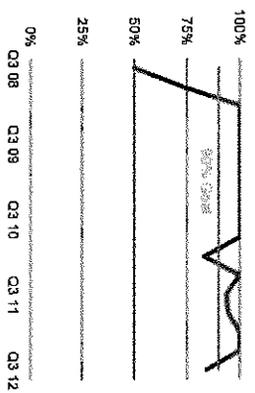
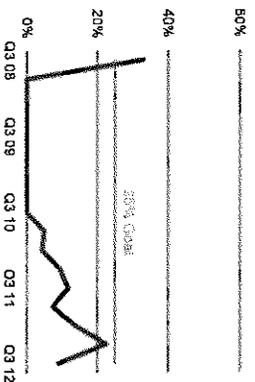
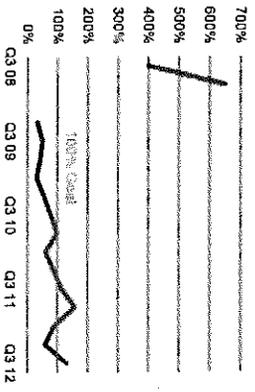
## Percent Closed in 250 Business Days



## Long-Term Care

**Administrators** - In Q3 2012, the clearance rate was 130%, the Pending Caseload older than 250 business days was 9% and the percent closed within 250 business days was 85%.

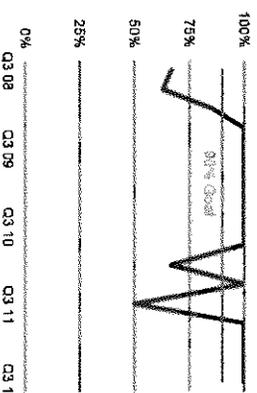
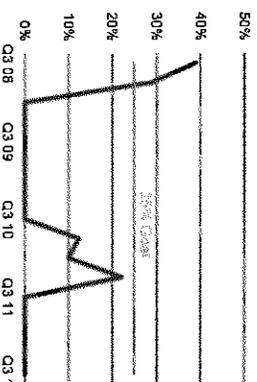
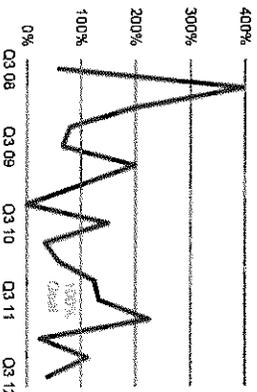
**Q3 2012 Caseloads:**  
 Received=10, Closed=13  
 Pending over 250 days=2  
 Closed within 250 days=11



## Optometry

In Q3 2012, the clearance rate was 38%, the Pending Caseload older than 250 business days was 0% and the percent closed within 250 business days was 100%.

**Q3 2012 Caseloads:**  
 Received=8, Closed=3  
 Pending over 250 days=0  
 Closed within 250 days=3



Note: Vertical scales on line charts change, both across boards and measures, in order to accommodate varying degrees of data fluctuation.

# Virginia Department of Health Professions

Dianne Reynolds-Cane, M.D.

Board Level Patient Care Case Processing Times:

Director

Quarterly Performance Measurement, Q1 2012 - Q1 2013

		Total Cases Closed	Mean Days	Median Days	Percent closed within 120 Days
<b>Social Work</b>	Q1 2012	10	51	20	90%
	Q2 2012	6	76	10	67%
	Q3 2012	14	89	27	71%
	Q4 2012	5	19	13	100%
	Q1 2013	11	48	5	100%
<b>Psychology</b>	Q1 2012	14	99	58	86%
	Q2 2012	7	44	12	86%
	Q3 2012	1	2	2	100%
	Q4 2012	11	72	10	91%
	Q1 2013	12	34	6	92%
<b>Long-Term Care</b>	Q1 2012	9	64	32	89%
	Q2 2012	7	43	31	100%
	Q3 2012	13	90	36	85%
	Q4 2012	3	111	122	100%
	Q1 2013	10	121	112	70%
<b>Optometry</b>	Q1 2012	2	21	21	100%
	Q2 2012	9	312	17	100%
	Q3 2012	3	44	18	100%
	Q4 2012	7	60	28	100%
	Q1 2013	8	49	45	100%
<b>Physical Therapy</b>	Q1 2012	2	72	72	100%
	Q2 2012	4	42	35	100%
	Q3 2012	8	40	31	100%
	Q4 2012	4	96	87	75%
	Q1 2013	5	44	21	100%
<b>Funeral</b>	Q1 2012	10	47	28	100%
	Q2 2012	1	15	15	100%
	Q3 2012	7	110	88	71%
	Q4 2012	1	6	6	100%
	Q1 2013	2	165	165	50%
<b>Audiology</b>	Q1 2012	1	14	14	100%
	Q2 2012	0	N/A	N/A	N/A
	Q3 2012	3	40	25	100%
	Q4 2012	2	120	120	100%
	Q1 2013	1	37	37	100%

# *Long Term Care Administrators*

## *License Count Report*

*November 2012*

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<i>NHA Administrator in Training</i>	<i>55</i>
<i>ALF Administrator in Training</i>	<i>72</i>
<i>“Acting” ALF Administrator in Training</i>	<i>3</i>
<i>Nursing Home Administrator</i>	<i>850</i>
<i>Assisted Living Facility Administrator</i>	<i>614</i>
<i>Nursing Home Preceptor</i>	<i>230</i>
<i>Assisted Living Facility Preceptor</i>	<i>181</i>
<b><i>Total</i></b>	<b><i>2,005</i></b>

**Board of Long Term Care Administrators  
Calendar of Activities  
2013  
All meetings begin at 9:30 a.m.**

<b>March 13<sup>th</sup></b>	Board Meeting	Board Room #2
<b>June 18th</b>	Board Meeting	Board Room #2
<b>September 10th</b>	Board Meeting	Board Room #2
<b>December 10th</b>	Board Meeting	Board Room #2

# Tab 3

Status of Regulatory Actions

Board of Long-Term Care Administrators

(As of November 26, 2012)

**Board of Long-Term Care Administrators**

Chapter	Action / Stage Information
Regulations Governing the Practice of Nursing Home Administrators [18 VAC 95 - 20]	<p><u>Action:</u> Fee increase</p> <p><u>Stage:</u> <b>Re-Proposed</b> - At Secretary's Office for 109 days</p>
Regulations Governing the Practice of Nursing Home Administrators [18 VAC 95 - 20]	<p><u>Action:</u> </p> <p>Periodic review - more flexibility in CE courses and in administrator-in-training qualification</p> <p><u>Stage:</u> Fast-Track - At Governor's Office for 27 days</p>
Regulations Governing the Practice of Assisted Living Facility Administrators [18 VAC 95 - 30]	<p><u>Action:</u> Oversight of acting administrators in an AIT program</p> <p><u>Stage:</u> Proposed - At Governor's Office for 192 days</p>

## Notice of Periodic Review

### Board of Long Term Care

Pursuant to Executive Order 14 (2010) and §§ 2.2-4007.1 and 2.2-4017 of the Code of Virginia, the Board of Long Term Care is conducting a periodic review of:

18VAC95-30	Regulations Governing the Practice of Assisted Living Facility Administrators
------------	---

The review is part of the **Governor's Regulatory Reform Project with the goal of:**

- a. Repealing regulations that are unnecessary or no longer in use;
- b. Reducing unnecessary regulatory burdens on individuals, businesses, and other regulated groups; and
- c. Identifying statutes that require unnecessary or overly burdensome regulations.

Further, the Board is seeking comment on whether this regulation should be terminated, amended, or retained in its current form. Public comment is sought on the review of any issue relating to this regulation, including whether the regulation (i) is necessary for the protection of public health, safety, and welfare or for the economical performance of important governmental functions; (ii) minimizes the economic impact on small businesses in a manner consistent with the stated objectives of applicable law; and (iii) is clearly written and easily understandable.

**The comment period begins December 17, 2012 and ends on January 16, 2013.**

Comments may be submitted online to the Virginia Regulatory Town Hall at:

<http://www.townhall.virginia.gov/L/Forums.cfm>.

Comments may also be sent to Elaine J. Yeatts, Agency Regulatory Coordinator, Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233 or faxed to (804) 527-4434 or emailed to [elaine.yeatts@dhp.virginia.gov](mailto:elaine.yeatts@dhp.virginia.gov).

Following the close of the public comment period, a report of the periodic review will be posted on the Town Hall and published in the Virginia Register of Regulations.

## Workplan and Timeline for Review

	<b>Board of Long Term Care Regulations</b>
<b>10/17/12</b>	Notice of Periodic Review submitted & sent to constituent groups
<b>11/26/12</b>	Internal (staff) review of each regulation and comment to determine whether any can be repealed or amended as part of the regulatory reform initiative
<b>12/11/12</b>	Board consideration of any regulation that can be reformed or repealed by a fast-track process  Board referral to a Board Committee any recommendations for other amendments that will need to go through the full APA process (not to be included in repeal/reform initiative).
<b>1/16/13</b>	Close of comment on Periodic Review for regulations

*Commonwealth of Virginia*



# **REGULATIONS**

## **GOVERNING THE PRACTICE OF ASSISTED LIVING FACILITY ADMINISTRATORS**

**Virginia Board of Long-Term Care  
Administrators**

**Title of Regulations: 18VAC95-30-10 et seq.**

**Statutory Authority: § 54.1-2400 and Chapter 31 of Title 54.1  
of the *Code of Virginia***

**Highlighted changes recommended for Regulatory Reform**

9960 Mayland Drive, Suite 300  
Richmond, VA 23233

Phone: (804) 367-4630  
FAX: (804) 527-4413  
[lrc@dhp.virginia.gov](mailto:lrc@dhp.virginia.gov)

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## Part I. General Provisions.

### 18VAC95-30-10. Definitions.

A. The following words and terms when used in this chapter shall have the definitions ascribed to them in §54.1-3100 of the Code of Virginia:

“Assisted living facility”

“Assisted living facility administrator”

“Board”

B. The following words and terms when used in this chapter shall have the following meanings unless the context indicates otherwise:

“ALF AIT” shall mean an assisted living facility administrator-in-training.

“Domains of practice” means the content areas of tasks, knowledge and skills necessary for administration of a residential care/assisted living facility as approved by the National Association of Long Term Care Administrator Boards.

“NAB” means the National Association of Long Term Care Administrator Boards.

### 18VAC95-30-20. Posting of license.

Each licensee shall post his license in a main entrance or place conspicuous to the public in each facility in which the licensee is administrator-of-record.

### 18VAC95-30-30. Accuracy of information.

A. All changes in the address of record or the public address, if different from the address of record, or the name of a licensee, trainee, or preceptor shall be furnished to the board within 30 days after the change occurs.

B. All notices required by law and by this chapter to be mailed by the board to any licensee shall be validly given when mailed to the latest address of record on file with the board and shall not relieve the licensee, trainee, or preceptor of the obligation to comply.

### 18VAC95-30-40. Required fees.

A. The applicant or licensee shall submit all fees below that apply:

1. ALF AIT program application	\$185
2. Preceptor application	\$50
3. Licensure application	\$200
4. Verification of licensure requests from other states	\$25
5. Assisted living facility administrator license renewal	\$225
6. Preceptor renewal	\$50
7. Penalty for assisted living facility administrator late renewal	\$65

8. Penalty for preceptor late renewal	\$20
9. Assisted living facility administrator reinstatement	\$315
10. Preceptor reinstatement	\$95
11. Duplicate license	\$15
12. Duplicate wall certificates	\$25
13. Returned check	\$35

B. Fees shall not be refunded once submitted.

C. Examination fees are to be paid directly to the service contracted by the board to administer the examination.

**18VAC95-30-50. Practice by a licensed nursing home administrator.**

Pursuant to §54.1-3102 B of the Code of Virginia, a person who holds a license as a nursing home administrator issued by the board may engage in the general administration of an assisted living facility.

**Part II. Renewals and Reinstatements.**

**18VAC95-30-60. Renewal requirements.**

A. A person who desires to renew his license or preceptor registration for the next year shall, not later than the expiration date of March 31 of each year, submit a completed renewal form and fee.

B. The renewal form and fee shall be received no later than the expiration date. Postmarks shall not be considered.

C. An assisted living facility administrator license or preceptor registration not renewed by the expiration date shall be invalid.

**18VAC95-30-70. Continuing education requirements.**

A. In order to renew an assisted living administrator license, an applicant shall attest on his renewal application to completion of 20 hours of approved continuing education for each renewal year.

1. Up to 10 of the 20 hours may be obtained through Internet or self-study courses and up to 10 continuing education hours in excess of the number required may be transferred or credited to the next renewal year.

2. A licensee is exempt from completing continuing education requirements ~~and considered in compliance on~~ for the first renewal date following initial licensure in Virginia.

B. In order for continuing education to be approved by the board, it shall be related to the domains of practice for residential care/assisted living and approved or offered by NAB, an accredited educational institution or a governmental agency.

C. Documentation of continuing education.

1. The licensee shall retain in his personal files for a period of three renewal years complete documentation of continuing education including evidence of attendance or participation as provided by the approved sponsor for each course taken.

2. Evidence of attendance shall be an original document provided by the approved sponsor and shall include:

- a. Date or dates the course was taken;
- b. Hours of attendance or participation;
- c. Participant's name; and
- d. Signature of an authorized representative of the approved sponsor.

3. If contacted for an audit, the licensee shall forward to the board by the date requested a signed affidavit of completion on forms provided by the board and evidence of attendance or participation as provided by the approved sponsor.

D. The board may grant an extension of up to one year or an exemption for all or part of the continuing education requirements due to circumstances beyond the control of the administrator, such as a certified illness, a temporary disability, mandatory military service, or officially declared disasters.

#### **18VAC95-30-80. Late renewal.**

A. A person who fails to renew his license or preceptor registration by the expiration date shall, within one year of the initial expiration date:

1. Submit the renewal notice or request renewal by mail to the board;
2. Submit the applicable renewal fee and penalty fee;
3. Provide evidence as may be necessary to establish eligibility for renewal.

B. The documents required in subsection A of this section shall be received in the board office within one year of the initial expiration date. Postmarks shall not be considered.

#### **18VAC95-30-90. Reinstatement for an assisted living facility administrator license or preceptor registration.**

A. The board may reinstate an assisted living facility administrator license or preceptor registration that was not renewed within one year of the initial expiration date.

B. An applicant for assisted living facility administrator license reinstatement shall apply on a reinstatement form provided by the board, submit the reinstatement fee, and provide one of the following:

1. Evidence of the equivalent of 20 hours of continuing education for each year since the last renewal, not to exceed a total of 60 hours.
2. Evidence of active practice in another state or U.S. jurisdiction or in the U.S. armed services during the period licensure in Virginia was lapsed.
3. Evidence of requalifying for licensure by meeting the requirements prescribed in 18VAC95-30-100 and 18VAC95-30-110.

C. An applicant for preceptor reinstatement shall apply on a reinstatement form provided by the board, submit the reinstatement fee, and meet the current requirements for a preceptor in effect at the time of application for reinstatement.

### Part III. Requirements for Licensure.

#### ~~18VAC95-30-95. Licensure of current administrators. [Repealed].~~

~~A. Until January 2, 2009, any person who has served in one of the following positions for the period of one of the four years immediately preceding application for licensure may be licensed by the board:~~

~~1. A full-time administrator of record in accordance with requirements of 22VAC40-72-200, or an assistant administrator in an assisted living facility, as documented on an application for licensure; or~~

~~2. 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 assisted living facility, as documented on an application for licensure.~~

~~B. Persons who are applying for licensure based on experience as an administrator, as specified in subsection A, shall document a passing grade on the national credentialing examination for administrators of assisted living facilities approved by the board.~~

#### **18VAC95-30-100. Educational and training requirements for initial licensure.**

A. To be qualified for initial licensure as an assisted living facility administrator, an applicant shall hold a high school diploma or general education diploma (GED) and hold one of the following qualifications:

1. Administrator-in-training program.

a. Complete at least 30 semester hours in an accredited college or university in any subject and 640 hours in an ALF AIT as specified in 18VAC95-30-150;

b. Complete an educational program as a licensed practical nurse and hold a current, unrestricted license or multistate licensure privilege and 640 hours in an ALF AIT;

c. Complete an educational program as a registered nurse and hold a current, unrestricted license or multistate licensure privilege and 480 hours in an ALF AIT;

d. Complete at least 30 semester hours in an accredited college or university with courses in the content areas of (i) Client/resident care; (ii) Human resources management; (iii) Financial management; (iv) Physical environment; and (v) Leadership and governance; and 320 hours in an ALF AIT;

e. Hold a master's or a baccalaureate degree in health care related field or a comparable field that meets the requirements of subsection B of 18VAC95-30-100 with no internship or practicum and 320 hours in an ALF AIT program; or

f. Hold a master's or baccalaureate degree in an unrelated field and 480 hours in an ALF AIT program; or

2. Certificate program.

Hold a baccalaureate or higher degree in a field unrelated to health care from an accredited college or university and successfully complete a certificate program with a minimum of 21 semester hours study in a health care related field that meets course content requirements of subsection B of this section from an accredited college or university and successfully complete not less than a 320-hour internship or practicum that addresses the domains of practice as specified in 18VAC95-30-160 in a licensed

assisted living facility as part of the certificate program under the supervision of a preceptor; or

3. Degree and practical experience.

Hold a baccalaureate or higher degree in a health care related field that meets the course content requirements of subsection B of this section from an accredited college or university and have completed not less than a 320-hour internship or practicum that addresses the Domains of Practice as specified in 18VAC95-30-160 in a licensed assisted living facility as part of the degree program under the supervision of a preceptor.

B. To meet the educational requirements for a degree in a health care related field, an applicant must provide a transcript from an accredited college or university that documents successful completion of a minimum of 21 semester hours of coursework concentrated on the administration and management of health care services to include a minimum of six semester hours in the content area set out in subdivision 1 of this subsection, three semester hours in each of the content areas in subdivisions 2 through 5 of this subsection, and three semester hours for an internship or practicum.

1. Resident/client services management;
2. Human resource management;
3. Financial management;
4. Physical environment management;
5. Leadership and governance.

**18VAC95-30-110. Examination requirement for initial licensure.**

To be licensed under 18VAC95-30-95 or 18VAC95-30-100, an applicant shall provide evidence of a passing grade on the national credentialing examination for administrators of assisted living facilities approved by the board.

**18VAC95-30-120. Qualifications for licensure by endorsement or credentials.**

A. If applying from any state or the District of Columbia in which a license, certificate or registration is required to be the administrator of an assisted living facility, an applicant for licensure by endorsement shall hold a current, unrestricted license, certificate or registration from that state or the District of Columbia. If applying from a jurisdiction that does not have such a requirement, an applicant may apply for licensure by credentials, and no evidence of licensure, certification or registration is required.

B. The board may issue a license to any person who:

1. Meets the provisions of subsection A;
2. Has not been the subject of a disciplinary action taken by any jurisdiction in which he was found to be in violation of law or regulation governing practice and which, in the judgment of the board, has not remediated;
3. Meets one of the following conditions:
  - a. Has practiced as the administrator of record in an assisted living facility that provides assisted living care as defined in § 63.2-100 of the Code of Virginia for at least two of the four years immediately preceding application to the board; or

- b. Has education and experience substantially equivalent to qualifications required by this chapter and has provided written evidence of those qualifications at the time of application for licensure; and
4. Has successfully passed a national credentialing examination for administrators of assisted living facilities approved by the board.

**18VAC95-30-130. Application package.**

A. An application for licensure shall be submitted after the applicant completes the qualifications for licensure.

B. An individual seeking licensure as an assisted living facility administrator or registration as a preceptor shall submit:

1. A completed application as provided by the board;
2. Additional documentation as may be required by the board to determine eligibility of the applicant;
3. The applicable fee; and
4. An attestation that he has read and understands and will remain current with the applicable Virginia laws and the regulations relating to assisted living facilities.

C. With the exception of school transcripts, examination scores, and verifications from other state boards, all parts of the application package shall be submitted at the same time. An incomplete package shall be retained by the board for one year, after which time the application shall be destroyed and a new application and fee shall be required.

**Part IV. Administrator-in-Training Program.**

**18VAC95-30-140. Training qualifications.**

A. To be approved as an ALF administrator-in-training, a person shall:

1. Meet the requirements of 18VAC95-30-100 A 1;
2. Obtain a preceptor to provide training;
3. Submit the application provided by the board and the fee prescribed in 18VAC95-30-40; and
4. Submit additional documentation as may be necessary to determine eligibility of the applicant and the number of hours required for the ALF AIT program.

B. With the exception of school transcripts, all required parts of the application package shall be submitted at the same time. An incomplete package shall be retained by the board for one year after which time the application shall be destroyed and a new application and fee shall be required.

**18VAC95-30-150. Required hours of training.**

A. The ALF AIT program shall consist of hours of continuous training as specified in 18VAC95-30-100 A 1 in a facility as prescribed in 18VAC95-30-170 to be completed within 24 months. An extension may be granted by the board on an individual case basis. The board may reduce the required hours for applicants with certain qualifications as prescribed in subsection B of this section.

B. An ALF AIT applicant with prior health care work experience may request approval to receive hours of credit toward the total hours as follows:

1. An applicant who has been employed full time for one of the past four years immediately prior to application as an assistant administrator in a licensed assisted living facility or nursing home or as a hospital administrator shall complete 320 hours in an ALF AIT;
2. An applicant who holds a license or a multistate licensure privilege as a registered nurse and who has held an administrative level supervisory position in nursing for at least one of the past four consecutive years, in a licensed assisted living facility or nursing home shall complete 320 hours in an ALF AIT; or
3. An applicant who holds a license or a multistate licensure privilege as a licensed practical nurse and who has held an administrative level supervisory position in nursing for at least one of the past four consecutive years, in a licensed assisted living facility or nursing home shall complete 480 hours in an ALF AIT.

**18VAC95-30-160. Required content of an ALF administrator-in-training program.**

A. Prior to the beginning of the training program, the preceptor shall develop and submit for board approval a training plan which shall include and be designed around the specific training needs of the administrator-in-training. The training plan shall include the tasks and the knowledge and skills required to complete those tasks as approved by NAB as the domains of practice for residential care/assisted living in effect at the time the training is being provided. An ALF AIT program shall include training in each of the learning areas in the domains of practice.

B. An ALF AIT shall be required to serve weekday, evening, night and weekend shifts and to receive training in all areas of an assisted living facility operation.

**18VAC95-30-170. Training facilities.**

Training in an ALF AIT program or for an internship or practicum shall be conducted only in:

1. An assisted living facility or unit licensed by the Virginia Board of Social Services or by a similar licensing body in another jurisdiction;
2. An assisted living facility owned or operated by an agency of any city, county, or the Commonwealth or of the United States government; or
3. An assisted living unit located in and operated by a licensed hospital as defined in §32.1-123 of the Code of Virginia, a state-operated hospital, or a hospital licensed in another jurisdiction.

**18VAC95-30-180. Preceptors.**

A. Training in an ALF AIT program shall be under the supervision of a preceptor who is registered or recognized by a ~~licensing board~~ similar licensing body in another jurisdiction.

B. To be registered by the board as a preceptor, a person shall:

1. Hold a current, unrestricted Virginia assisted living facility administrator or nursing home administrator license;
2. Be employed full-time as an administrator in a training facility or facilities for a minimum of one of the past four years immediately prior to registration or be a regional administrator with on-site supervisory responsibilities for a training facility or facilities; and

3. Submit an application and fee as prescribed in 18VAC95-30-40. The board may waive such application and fee for a person who is already approved as a preceptor for nursing home licensure.

C. A preceptor shall:

1. Provide direct instruction, planning and evaluation;
2. Be routinely present with the trainee in the training facility; and
3. Continually evaluate the development and experience of the trainee to determine specific areas needed for concentration.

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

#### **18VAC95-30-190. Reporting requirements.**

A. The preceptor shall maintain progress reports on forms prescribed by the board for each month of training.

B. The trainee's 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 program.

#### **18VAC95-30-200. Interruption or termination of program.**

A. If the program is interrupted because the registered preceptor is unable to serve, the trainee shall notify the board within ~~five~~ ten working days and shall obtain a new preceptor who is registered with the board within 60 days.

1. Credit for training shall resume when a new preceptor is obtained and approved by the board.
2. If an alternate training plan is developed, it shall be submitted to the board for approval before the trainee resumes training.

B. If the training program is terminated prior to completion, the trainee and the preceptor shall each submit a written explanation of the causes of program termination to the board within five working days. The preceptor shall also submit all required monthly progress reports completed prior to termination.

### **Part V. Refusal, Suspension, Revocation and Disciplinary Action.**

#### **18VAC95-30-210. Unprofessional conduct.**

The board may refuse to admit a candidate to an examination, refuse to issue or renew a license or approval to any applicant, suspend a license for a stated period of time or indefinitely, reprimand a licensee, place his license on probation with such terms and conditions and for such time as it may designate, impose a monetary penalty, or revoke a license for any of the following causes:

1. Conducting the practice of assisted living administration in such a manner as to constitute a danger to the health, safety, and well-being of the residents, staff, or public;
2. Failure to comply with federal, state, or local laws and regulations governing the operation of an assisted living facility;
3. Conviction of a felony or any misdemeanor involving abuse, neglect or moral turpitude;
4. Failure to comply with any regulations of the board; or

5. Inability to practice with skill or safety.