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**Call to Order** – *Marj Pantone, ALFA, Board Vice Chair and Panel Chair*

- Welcome and Introductions
  - Emergency Egress Procedures
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**Approval of Agenda**

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**Approval of Minutes**

- Regulatory Advisory Panel – April 26, 2019
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**Public Comment**

*The Board will receive public comment at this time. The Board will not receive comment on any pending regulation process for which a public comment period has closed or any pending or closed complaint or disciplinary matter.*

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**Charge of Regulatory Advisory Panel** – *Marj Pantone, ALFA, Panel Chair*

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**Discussion**

- **Review of April 26, 2019 RAP Meeting** – *Corie Tillman Wolf, JD, Executive Director*
  - **Report from Vision 2025 Summit and NAB Updates** – *Randy Lindner, President and CEO, National Association of Boards of Long Term Care Administrators*
  - **Review of Current Administrator-In-Training Requirements** – *Marj Pantone, ALFA, Panel Chair*
    - Educational Pathways to Qualification
    - Experience Pathways to Qualification
    - Training Program Hours and Credit
  - **Perspective of Recent AITs** – *Alexa van Aartrijk and Charles Flynn, ALFA, NHA AIT*
  - **Insights from Current Preceptors on the Training Process** – *J. Randolph Scott, ALFA, NHA, and Judy Raymond, ALFA, NHA*
  - **Comparison of Hours to Other Jurisdictions** – *Corie Tillman Wolf, JD, Executive Director*
  - **Panel Discussion of Recommendations to Full Board** – *Marj Pantone, ALFA, Panel Chair*
  - **Recommendations Regarding Pending Petitions for Rule-making (Simmons)** – *Elaine Yeatts, Senior Policy Analyst*
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**Wrap Up and Next Steps**

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**Meeting Adjournment**

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### **Agenda Packet Materials:**

1. Approval of Minutes
  - RAP Meeting Minutes from April 26, 2019
2. Report from Vision 2025 Summit and NAB Updates
  - Vision 2025 Agenda
3. Review of Current AIT Requirements
  - AIT Matrix - ALFA
  - AIT Reporting Documents
    - Proposed NHA and ALFA AIT Program Training Plan/Domains of Practice
    - Monthly Report for NHA and ALFA AIT
    - NHA and ALFA Documentation of Completion Form
4. Petitions for Rulemaking (Simmons)

This information is in **DRAFT** form and is subject to change. The official agenda and packet will be approved by the public body at the meeting and will be available to the public pursuant to Virginia Code Section 2.2-3707(F).

# Approval of Minutes

The Virginia Board of Long-Term Care Administrators convened for a Regulatory Advisory Panel meeting on Friday, April 26, 2019 at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, 2<sup>nd</sup> Floor, Board Room #2, Henrico, Virginia.

**BOARD MEMBERS PRESENT:**

Marj Pantone, ALFA, Panel Chair  
Martha Hunt, ALFA  
Basil Acey, Citizen Member

**OTHER PANELISTS PARTICIPATING:**

Rebekah Allen, JD, Office of Licensure and Certification, Virginia Department of Health  
Charles O. Flynn, ALFA, NHA AIT, Friendship Retirement Community  
Judy Hackler, Virginia Assisted Living Association  
Lisa Hahn, Virginia Department of Health Professions  
Ashley Jackson, NHA, Bay Lake Independent Living, Assisted Living and Memory Care  
Sharon Lindsay, Department of Social Services  
Dana Parsons, LeadingAge Virginia  
April Payne, NHA, Virginia Health Care Association/Virginia Center for Assisted Living  
Jennifer Pryor, MA, MS, ALFA, Virginia Commonwealth University, Department of Gerontology  
J. Randolph Scott, NHA, ALFA, St. Mary's Woods  
Alexa Van Aartrijk, ALF AIT, Virginia Commonwealth University  
Paul Wade, Office of Licensure and Certification, Virginia Department of Health

**DHP STAFF PRESENT FOR ALL OR PART OF THE MEETING:**

Erin Barrett, Assistant Attorney General, Board Counsel  
Elizabeth Carter, PhD, Virginia Workforce Data Center  
Sarah Georgen, Licensing and Operations Manager  
Lynne Helmick, Deputy Director  
Corie Tillman Wolf, Executive Director  
Elaine Yeatts, Sr. Policy Analyst

**OTHER GUESTS PRESENT**

Maribeth Bersani, Argentum  
Missy Currier, Department of Social Services  
W. Scott Johnson, Esq., Hancock Daniel Johnson PC  
Randy Lindner, National Association of Long-Term Care Administrator Boards  
Elizabeth Wilkins, Manorhouse Management, Inc.  
Paul Williams, Argentum

## **CALL TO ORDER**

Ms. Pantone called the meeting to order at 9:03 a.m. and asked the Board members, panel members and staff to introduce themselves.

Ms. Tillman Wolf then read the emergency egress instructions.

## **ORDERING OF THE AGENDA**

Ms. Pantone requested proposed changes to the ordering of the agenda. Hearing none, she proceeded with the meeting.

## **PUBLIC COMMENT**

There was no public comment.

## **CHARGE OF THE RAP**

Ms. Pantone stated that the Regulatory Advisory Panel (RAP) was convened pursuant to 18VAC95-11-70 of the Board's Regulations related to Public Participation. The RAP was convened to provide professional specialization or technical assistance when the agency determines that such expertise is necessary to address a specific regulatory issue or action or when individuals indicate an interest in working with the agency on a specific regulatory issue or action.

Ms. Pantone stated that the RAP was convened for exactly those purposes - to convene stakeholders and other individuals interested in this issue to provide input and technical assistance to the Board regarding the Board's regulation of Administrators-in-Training who are training for licensure as Nursing Home and Assisted Living Facility Administrators.

Ms. Pantone stated that the meeting was to set the stage or build the foundation for the discussion and ultimate recommendations by looking at some of the available data and to answer some initial questions about AITs and the Administrator workforce:

- Who is in and who is coming into the administrator workforce? Who is leaving the workforce?
- Who is entering the pipeline to become an administrator? Who are the AITs and who are the preceptors? What issues have arisen regarding licensure?
- Where are the administrators and AITs working? What facility-based issues exist according to the available data, and what issues are related to the administrators?
- What issues do providers in the field experience? With AITs? With Preceptors? Who do the providers want in the pipeline?
- Finally, how does Virginia compare nationally? Are these issues the same as those experienced elsewhere? What can we learn from the national trends? What resources are out there?

Ms. Pantone asked the panel members to think about the following questions for additional discussion toward the end of the meeting:

- What are we doing well?
- What information are we missing?
- What is the ultimate goal?
- What recommendations are there for the Board? (Do these recommendations fit with the mission of the Board - to ensure safe and competent patient care by licensing administrators, enforcing standards of practice, and providing information to health care practitioners and the public?)
- What opportunities exist for other stakeholders?

## **DISCUSSION**

### *Overview of Workforce Data Trends for Administrators*

Ms. Pantone welcomed Dr. Carter, Executive Director of the Healthcare Workforce Data Center. Dr. Carter provided a presentation related to Virginia's Long-Term Care Administrator Workforce, highlighting data and trends from the 2018 Workforce Reports for Assisted Living and Nursing Home Administrators.

### *Overview of Administrator Licensure and Discipline Data from the Board of Long-Term Care Administrators*

Ms. Pantone welcomed Ms. Tillman Wolf, Executive Director of the Board. Ms. Tillman Wolf provided a presentation of Administrator Licensure and Discipline Data from the Board of Long-Term Care Administrators. Ms. Tillman Wolf discussed the available data regarding the licensing and discipline of administrators, including trends in license count, examination scores, case types, and sanctions imposed.

### *Overview of Facility Data for Assisted Living Facilities*

Ms. Pantone welcomed Ms. Lindsay from the Virginia Department of Social Services. Ms. Lindsay and Ms. Currier provided an overview of facility data and information for assisted living facilities. Ms. Lindsay briefly reviewed the different types of licenses that are issued, the number and types of violations identified during inspections, and the number and location of facilities within the Commonwealth.

### *Overview of Facility Data for Nursing Facilities*

Ms. Pantone welcomed Mr. Wade from the Office of Licensure and Certification, Virginia Department of Health. Mr. Wade provided an overview of facility data for nursing facilities. He briefly reviewed information regarding the violations identified by the teams throughout the Commonwealth that conduct surveys. He noted that the types and numbers of violations relating specifically administrators were noted in the agenda packet and reviewed the documentation with the panel.

## **BREAK**

The Panel took a break at 10:15 a.m. The Panel reconvened at 10:26 a.m.

*The Provider Perspective in Virginia – Administrator Trends and Data*

Ms. Pantone welcomed Ms. Hackler from the Virginia Assisted Living Association. Ms. Hackler spoke about the need for alternate pathways for licensure to ensure a consistent workforce, and the need to review the Voluntary Preceptor Directory as trainees were finding it difficult to secure a Preceptor. She stated that additional information had been provided in the agenda packet for the panel's review.

Ms. Pantone welcomed Ms. Payne from the Virginia Health Care Association/Virginia Center for Assisted Living. Ms. Payne noted several areas of concern including staff retention, incentivizing staff to stay in the workforce, staff stability, and attraction to the profession.

Ms. Pantone welcomed Ms. Parsons from LeadingAge Virginia. Ms. Parsons stated that the panel should assess the requirements for Administrators-in-Training (AITs) and the process to make it more relevant. She noted that LeadingAge Virginia was working on a task force with a local ECPI program. She noted that LeadingAge Virginia created a workforce cabinet to review solutions for workforce, and a leadership academy to train leaders in the field. She also stated that there are several LeadingAge programs in place of interest to the panel, including the Center for Workforce Solutions, National Emerging Leaders Summit, and Economic Impact Study.

*The National Landscape for Administrators in Long-Term Care*

Ms. Pantone welcomed Mr. Lindner from the National Association of Boards of Long-Term Care Administrators (NAB). Mr. Lindner provided a presentation on Leadership in Senior Living and Health Services. Mr. Lindner discussed efforts at the national level to promote leadership and academic programming in long term care through the Vision 20/25 Summit to be convened in Chicago in June, 2019, as well as the efforts of NAB to promote academic accreditation, licensure portability, training resources for AITs and preceptors, and validated examinations. Mr. Lindner discussed information gathered through a number of studies related to successful AIT training and examination performance. He further provided information on the NAB Health Services Executive (HSE) credential, continuing education registry, and study resources.

**PANEL DISCUSSION**

Ms. Pantone asked the panel to focus on the questions asked at the beginning of the meeting to start the overall discussion about AITs. Ms. Hackler proposed discussion on how many nursing home administrators were over assisted living facility administrators. Mr. Flynn stated that the NAB study guide was helpful for trainees.

**NEXT STEPS**

Ms. Pantone announced the next steps, including reviewing the requirements for becoming an AIT and the path to licensure, as well as the structure and requirements of the program itself. She stated that the panel will also develop the specific recommendations to the Board based upon discussion from the panel and discussion about the AIT experience.

Ms. Pantone said that the panel will hear from recent AITs and get their perspective about what they learned, how they learned, and whether their training translated into preparation for examination and licensure.

Ms. Pantone stated that the panel will also hear from preceptors and their insights into the training process and their relationship with their AITs.

She requested that the panel members begin thinking about the questions discussed as they relate to the requirements for AIT registration and training:

- What are we doing well?
- What information are we missing?
- What is the ultimate goal?
- What recommendations are there for the Board? *(Do these recommendations fit with the mission of the Board?)*
- What opportunities exist for other stakeholders?

**NEXT MEETING**

Ms. Tillman Wolf announced that she would follow up with participants regarding the resources referenced during the meeting. Ms. Pantone announced that the next panel meeting would convene in late June/early July pending availability of panel members.

**ADJOURNMENT**

With all business concluded, the meeting adjourned at 11:47 a.m.

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Marj Pantone, ALFA, Panel Chair

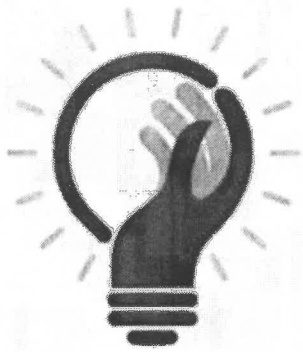
\_\_\_\_\_  
Corie Tillman Wolf, J.D., Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# Report from Vision 2025 Summit and NAB Updates



# VISION 2025:

## University and Senior Housing and Care Symposium

June 19-20, 2019 · Chicago, IL

Ziegler Conference Room

One North Wacker Drive

### Symposium Schedule

#### Day One | Wednesday June 19<sup>th</sup>

- 11:00 – 11:05      Welcome  
Dan Hermann, President & CEO, Ziegler
- 11:05 – 11:15      Introductory Remarks  
Steve Chies, St. Joseph's College of Maine and Ed Kenny, Board Chairman, LCS
- 11:15 – 12:00      The Current Gaps, Landscape of the Field, and Progress  
Doug Olson
- 12:00 – 12:30      Lunch
- 12:15 – 12:30      Opening Remarks  
Bob Kramer, Strategic Advisor, NIC
- 12:45 – 1:30        Keynote Message: "A Call to Action"  
Freeman Hrabowski, III, President, University of Maryland – Baltimore County
- 1:45 – 2:45        Challenges and Opportunities for University Academic Programs  
Moderator: Jennifer Johs-Artisensi, Professor and Director, UW-Eau Claire Health Care Administration program.  
Panelists: Dean Brewer Doran, UW-Eau Claire; Dean Dana Bradley, University of Maryland – Baltimore County; Keith Knapp, Chair, Bellarmine University; and Nancy Swanger, Associate Dean and Director, Washington State University.
- 2:45 – 3:30        Academic Challenges and Opportunities Table Discussion
- 3:30 – 3:45        Break
- 3:45 – 4:45        The Business Case for Expanding University Programs  
Moderator: Chris Mason, AHCA/NCAL Board  
Panelists: Morei Lingle, Chief Administrative Officer, RD Merrill Company; Mike Schanke, President and Owner, Oakridge Gardens; and Loren Shook, President/Chairman of the Board, Silverado
- 4:45 – 5:30        Partnership Opportunities Table Discussion
- 6:00 – 7:30        Networking Social

## Day Two | Thursday June 20<sup>th</sup>

7:00 – 7:30	Breakfast
7:30 – 8:45	Endorsing Organizations/Association Panel Moderator: Steve Chies, Program Director, St. Joseph’s College of Maine Panelists: Randy Lindner, President and CEO, NAB; Brent Weil, Director of Workforce Development, Argentum; Susan Hildebrandt, Vice President of Workforce Initiatives, LeadingAge; Bill McGinley, President and CEO, ACHCA; Chuck Harry, VP, NIC; Lindsay Schwartz, President of Workforce and Quality Improvement, AHCA/NCAL; David Schless, CEO, ASHA.
8:45 – 9:15	Discussion of Previous Day and Panel Daniel Schwartz, COO, Active day; Dr. Robert Burke, Professor Emeritus, The George Washington University; and Doug Olson, Professor, UW-Eau Claire.
9:15- 9:30	Break
9:30 – 10:30	Panel of Emerging Leaders from Across the Continuum Moderator: Kevin Hansen, Assistant Professor, UW-Eau Claire and Director of NELS. Panelists: Christy Kramer, Director, LeadingAge DC; Emily Rickman, Administrator, Courts of Huntley; Zane Bennett, Executive Director, LCS/Plantation Village
10:30 – 11:15	Prioritization of Key Strategies Dr. Robyn Stone, Executive Director, LeadingAge Center for Applied Research and Ed Kenny, Board Chairman, LCS
11:15 – 12:00	Necessary Actions Steps and Framework Fred Benjamin, President, Lexington Health Network and Steve Chies, St. Joseph’s College of Maine
12:00 – 12:30	Lunch
12:30 – 1:30	Closing Remarks Ed Kenny, Steve Chies, and Doug Olson

# Review of Current Administrator-in- Training Requirements



## PROPOSED AIT PROGRAM TRAINING PLAN DOMAINS OF PRACTICE

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

For more information and resources for completing this training form, please visit <https://www.nabweb.org/ait/-preceptor-manuals>.

FULL NAME OF AIT	
EMAIL ADDRESS OF AIT	
NAME OF TRAINING SITE	PHONE NUMBER OF TRAINING SITE
TRAINING SITE ADDRESS	
FULL NAME OF PRECEPTOR	PHONE NUMBER OF PRECEPTOR
EMAIL ADDRESS OF PRECEPTOR	
NUMBER OF HOURS REQUIRED TO COMPLETE THE PROGRAM:	

Code	Subject Category	Hours Proposed	Hours Completed
<b>10.00</b>	<b>Domain 1. Customer Care, Supports, and Services</b>		
10.01	Establish care recipient service policies and procedures that comply with applicable federal and state laws, rules, and regulations.		
10.02	Ensure plans of care are evidence-based, established, implemented, updated, and monitored based on care recipient preferences and assessed needs.		
10.03	Ensure the planning, development, implementation/execution, monitoring, and evaluation of admission/move in process, including preadmission/pre-move in information, to promote a quality experience for care recipients.		

Code	Subject Category	Hours Proposed	Hours Completed
10.04	Ensure the planning, development, implementation/execution, monitoring, and evaluation of discharge/move out process to promote a quality experience for care recipients.		
10.05	Ensure the planning, development, implementation/execution, monitoring, and evaluation of programs to meet care recipients' psychosocial needs and preferences.		
10.06	Ensure the planning, development, implementation/execution, monitoring, and evaluation of care recipients' activities/recreation to meet social needs and preferences.		
10.07	Ensure the planning, development, implementation/execution, monitoring, and evaluation of a health information management program to meet documentation requirements in compliance with federal and state regulations.		
10.08	Ensure the planning, development, implementation/execution, monitoring, and evaluation of medication management that supports the needs of the care recipient.		
10.09	Ensure the planning, development, implementation/execution, monitoring, and evaluation of a rehabilitation program to maximize optimal level of functioning and independence for care recipients.		
10.10	Ensure the planning, development, implementation/execution, monitoring, and evaluation of systems for coordination and oversight of contracted services.		
10.11	Ensure the planning, development, implementation/execution, monitoring, and evaluation of policies and procedures for responses to care recipient specific incidents, accidents, and/or emergencies.		
10.12	Ensure the planning, development, implementation/execution, monitoring, and evaluation of housekeeping and laundry services for care recipients.		
10.13	Ensure the planning, development, implementation/execution, monitoring, and evaluation of education intended for care recipients and their support networks.		
10.14	Ensure the planning, development, implementation/execution, monitoring, and evaluation of nutritional needs and preferences of care recipients.		
10.15	Ensure the planning, development, implementation/execution, monitoring, and evaluation of dining experience that meets the needs and preferences of care recipients.		
10.16	Ensure care recipients' rights and individuality within all aspects of care.		
10.17	Integrate support network's perspectives to maximize care recipients' quality of life and care.		
10.18	Ensure transportation options are available for care recipients.		
10.19	Ensure the provision of a customer service culture that leads to a quality experience for care recipients.		
<b>20.00</b>	<b>Domain 2. Human Resources</b>		
20.01	Ensure that human resource management policies and programs comply with federal and state rules and regulations.		

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

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



Code	Subject Category	Hours Proposed	Hours Completed
50.03	Develop, implement, monitor, and evaluate policies and procedures that comply with directives of governing body.		
50.04	Develop, communicate, and champion the service provider's mission, vision, and values to stakeholders.		
50.05	Develop, implement, and evaluate the strategic plan with governing body's endorsement.		
50.06	Promote and monitor satisfaction of the care recipients and their support networks.		
50.07	Identify, foster, and maintain positive relationships with key stakeholders.		
50.08	Educate stakeholders on services provided, regulatory requirements, and standards of care.		
50.09	Solicit information from appropriate stakeholders for use in decision making.		
50.11	Develop and implement an intervention(s) or risk management program(s) to minimize or eliminate exposure.		
50.12	Identify and respond to areas of potential legal liability.		
50.13	Implement, monitor, and evaluate information management and technology systems to support service providers' operations.		
50.14	Develop, implement, and monitor comprehensive sales, marketing, and public relations strategies.		
50.15	Ensure that written agreements between the care recipient and the service providers protect the rights and responsibilities of both parties.		
50.16	Develop, implement, and evaluate the organization's quality assurance and performance improvement programs.		
50.17	Lead organizational change initiatives.		
50.18	Facilitate effective internal and external communication strategies.		
50.19	Promote professional development of all team members.		
<b>TOTAL HOURS PROPOSED AND COMPLETED</b>			

By affixing our signatures below, as the above-named trainee (AIT) and preceptor, we agree to follow the standards and guidelines set forth by the Board and to submit such periodic and special reports as the Board may require during the training period.

We have read and understand the Regulations Governing the Practice of Assisted Living Facility Administrators or the Regulations Governing the Practice of Nursing Home Administrators, as applicable, and agree that the hours of training will be conducted as required by the Regulations.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



## MONTHLY REPORT OF NURSING HOME ADMINISTRATOR-IN-TRAINING

**INSTRUCTIONS**

The Preceptor and Administrator-in-Training (AIT) are to record training **each month and complete the monthly report**. The Preceptor and the AIT may either submit the reports monthly to the Board office, or you may submit all of the monthly reports (1 report per month) with the Documentation of Completion form once the training has been completed. All monthly reports and forms are to be signed by the Preceptor and AIT.

FULL NAME OF NHA AIT

EMAIL ADDRESS OF NHA AIT

NAME OF TRAINING FACILITY

PHONE NUMBER OF TRAINING FACILITY

FULL NAME OF PRECEPTOR

PHONE NUMBER OF PRECEPTOR

EMAIL ADDRESS OF PRECEPTOR

**1. LIST ASSIGNMENTS AND DEPARTMENTS WITH TIME SPENT IN EACH:**

Use additional paper if needed. (Example: laundry service – 8 hours: participated in laundry sanitation and developed a process for clothing identification.)

2. SUMMARY OF LEARNING EXPERIENCES:

3. STATEMENT OF PROBLEM(S) THAT AROSE DURING THE TRAINING, ANALYSIS AND INSIGHTS GAINED:

Describe a problem or problems that arose during the training, your role in resolving problem(s), and what insights you gained during the process. (Examples include problems at the facility; issues with AIT training; difficulties encountered in the performance of AIT duties)

4. VISITS OUTSIDE THE FACILITY, EDUCATIONAL CONFERENCES, IN-SERVICE EDUCATION ATTENDED AND TIME:

**MONTHLY HOURS.** Enter the month and dates and document the number of hours of training received and shift(s) worked for that day.

TRAINING DATES COVERED BY THIS REPORT						
FROM			TO			
MM	DD	YYYY	MM	DD	YYYY	
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						<b>TOTAL HOURS</b>

**AFFIDAVIT OF APPLICANT**

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

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

\_\_\_\_\_  
Date

**AFFIDAVIT OF PRECEPTOR**

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

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

\_\_\_\_\_  
Date



## MONTHLY REPORT OF ASSISTED LIVING FACILITY ADMINISTRATOR-IN-TRAINING

**INSTRUCTIONS**

- Submit to the Board of Long-Term Care Administrators Board along with the Certificate of Completion.
- The Administrator-in-Training (AIT) and the Preceptor must sign the monthly training progress report.

FULL NAME OF ALF AIT

EMAIL ADDRESS OF ALF AIT

FULL NAME OF PRECEPTOR

PHONE NUMBER OF PRECEPTOR

EMAIL ADDRESS OF PRECEPTOR

NAME OF TRAINING FACILITY

PHONE NUMBER OF TRAINING FACILITY

**1. LIST ASSIGNMENTS AND DEPARTMENTS WITH TIME SPENT IN EACH:**

Use additional paper if needed. (Example: laundry service – 8 hours: participated in laundry sanitation and developed a process for clothing identification.)

2. SUMMARY OF LEARNING EXPERIENCES:

3. STATEMENT OF PROBLEM(S) THAT AROSE DURING THE TRAINING, ANALYSIS AND INSIGHTS GAINED:

Describe a problem or problems that arose during the training, your role in resolving problem(s), and what insights you gained during the process. (Examples include problems at the facility; issues with AIT training; difficulties encountered in the performance of AIT duties)

4. FOR ACTING ADMINISTRATORS-IN-TRAINING: Please describe your weekly face-to-face instruction and review with your preceptor for this month.

5. VISITS OUTSIDE THE FACILITY, EDUCATIONAL CONFERENCES, IN-SERVICE EDUCATION ATTENDED AND TIME:

**MONTHLY HOURS.** Enter the month and dates and document the number of hours of training received and shift(s) worked for that day.

TRAINING DATES COVERED BY THIS REPORT						
FROM			TO			
MM	DD	YYYY	MM	DD	YYYY	
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					<b>TOTAL HOURS</b>	

**AFFIDAVIT OF APPLICANT**

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

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

\_\_\_\_\_  
Date

**AFFIDAVIT OF PRECEPTOR**

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

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

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

\_\_\_\_\_  
Date





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

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

(804) 367-4595 (Tel)  
(804) 527-4413 (Fax)  
Email:  
[lrc@dhp.virginia.gov](mailto:lrc@dhp.virginia.gov)

## NURSING HOME ADMINISTRATOR-IN-TRAINING DOCUMENTATION OF COMPLETION FORM

### INSTRUCTIONS

This form is to be completed by the Preceptor and the Administrator-in-Training (AIT) once training has concluded.

The Preceptor and the AIT are to record training each month by completing individual monthly reports. The Preceptor and the AIT may either submit the reports monthly to the Board office, or may submit all of the monthly reports with this form once training has been completed. All reports and forms are to be signed by the Preceptor and the AIT and submitted to the Board within 30 days following the completion of the AIT program.

FULL NAME OF NHA AIT

EMAIL ADDRESS OF NHA AIT

FULL NAME OF PRECEPTOR

EMAIL ADDRESS OF PRECEPTOR

### DATES OF AIT PROGRAM

FROM

TO

\_\_\_\_\_

MM

\_\_\_\_\_

DD

\_\_\_\_\_

YYYY

\_\_\_\_\_

MM

\_\_\_\_\_

DD

\_\_\_\_\_

YYYY

NAME OF TRAINING FACILITY

PHONE NUMBER

TOTAL NUMBER OF HOURS COMPLETED

### **PRECEPTOR EVALUATION**

1. Please evaluate the above-named Administrator-in-Training's abilities. Use a separate sheet, if necessary.

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

Yes

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

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

<b>Code</b>	<b>Subject Category</b>	<b>Hours Proposed</b>	<b>Hours Completed</b>
10.14	Ensure the planning, development, implementation/execution, monitoring, and evaluation of nutritional needs and preferences of care recipients.		
10.15	Ensure the planning, development, implementation/execution, monitoring, and evaluation of dining experience that meets the needs and preferences of care recipients.		
10.16	Ensure care recipients' rights and individuality within all aspects of care.		
10.17	Integrate support network's perspectives to maximize care recipients' quality of life and care.		
10.18	Ensure transportation options are available for care recipients.		
10.19	Ensure the provision of a customer service culture that leads to a quality experience for care recipients.		
<b>20.00</b>	<b>Domain 2. Human Resources</b>		
20.01	Ensure that human resource management policies and programs comply with federal and state rules and regulations.		
20.02	Establish the planning, development, implementation, monitoring, and evaluation of recruitment, selection, and retention practices.		
20.03	Establish the planning, development, implementation, monitoring, and evaluation of employee training and development programs.		
20.04	Establish the planning, development, implementation, monitoring, and evaluation of employee evaluation programs.		
20.05	Establish the planning, development, implementation, monitoring, and evaluation of compensation and benefit programs.		
20.06	Establish the planning, development, implementation, monitoring, and evaluation of employee health and safety programs.		
20.07	Establish the planning, development, implementation, monitoring, and evaluation of employee satisfaction and organizational culture.		
20.08	Establish the planning, development, implementation, monitoring, and evaluation of employee disciplinary policies and procedures.		
20.09	Establish the planning, development, implementation, monitoring, and evaluation of employee grievance policies and procedures.		
20.10	Establish the planning, development, implementation, monitoring, and evaluation of leadership development programs.		
20.11	Promote a safe work environment (such as safety training and employee risk management).		
20.12	Promote a positive work environment (using techniques such as conflict resolution, diversity training, staff recognition programs).		
20.13	Facilitate effective written, oral, and electronic communication among management and employees.		
20.14	Ensure employee records and documentation systems are developed and maintained.		

Code	Subject Category	Hours Proposed	Hours Completed
20.15	Establish a culture that encourages employees to embrace care recipients' rights.		
<b>30.00</b>	<b>Domain 3. Finance</b>		
30.01	Ensure that financial management policies, procedures, and practices comply with applicable federal and state rules and regulations.		
30.02	Develop, implement, and evaluate the service provider's budget.		
30.03	Oversee the billing and collections process and monitor the accuracy of charges and timely collection of accounts.		
30.04	Negotiate, interpret, and implement contractual agreements to optimize financial viability.		
30.05	Develop, implement, monitor, and evaluate financial policies and procedures that comply with Generally Accepted Accounting Principles (GAAP).		
30.06	Monitor and evaluate the integrity of financial reporting systems and audit programs.		
30.07	Establish safeguards for the protection of the service provider's assets (such as insurance coverage, risk management).		
30.08	Monitor and comply with financing obligations (such as debt service, mortgage covenants).		
30.09	Develop, implement, monitor, and evaluate systems to improve financial performance.		
30.10	Manage and adjust expenses with fluctuations in census/occupancy/care recipient levels (such as staffing ratios).		
30.11	Monitor and address changes in the industry that may affect financial viability.		
<b>40.00</b>	<b>Domain 4. Environment</b>		
40.01	Ensure that physical environment policies and practices comply with applicable federal, state, and local laws, rules, and regulations.		
40.02	Ensure the planning, development, implementation, monitoring, and evaluation of a safe and secure environment.		
40.03	Ensure the planning, development, implementation, monitoring, and evaluation of infection control and sanitation.		
40.04	Ensure the planning, development, implementation, monitoring, and evaluation of emergency and disaster preparedness program, including linkage to outside emergency agencies.		
40.05	Ensure the planning, development, implementation, monitoring, and evaluation of environmental services, housekeeping and laundry.		
40.06	Ensure the planning, development, implementation, monitoring, and evaluation of maintenance services for property, plant and all equipment, including preventative maintenance.		
40.07	Ensure the planning, development, implementation, monitoring, and evaluation of appropriate HIPAA compliant technology infrastructure.		
40.08	Establish, maintain, and monitor a physical environment that provides clean, safe, and secure home-like surroundings for care recipients, staff, and visitors.		

<b>Code</b>	<b>Subject Category</b>	<b>Hours Proposed</b>	<b>Hours Completed</b>
40.09	Identify opportunities to enhance the physical environment to meet changing market demands.		
04.10	Establish, maintain, and monitor an environment that promotes choice, comfort, and dignity for care recipients.		
40.11	Assess care recipients' environment for safety, security, and accessibility and make recommendation for referral or modification.		
<b>50.00</b>	<b>Domain 5. Management and Leadership</b>		
50.01	Ensure compliance with applicable federal and state laws, rules, and regulations.		
50.02	Promote ethical practice throughout the organization.		
50.03	Develop, implement, monitor, and evaluate policies and procedures that comply with directives of governing body.		
50.04	Develop, communicate, and champion the service provider's mission, vision, and values to stakeholders.		
50.05	Develop, implement, and evaluate the strategic plan with governing body's endorsement.		
50.06	Promote and monitor satisfaction of the care recipients and their support networks.		
50.07	Identify, foster, and maintain positive relationships with key stakeholders.		
50.08	Educate stakeholders on services provided, regulatory requirements, and standards of care.		
50.09	Solicit information from appropriate stakeholders for use in decision making.		
50.11	Develop and implement an intervention(s) or risk management program(s) to minimize or eliminate exposure.		
50.12	Identify and respond to areas of potential legal liability.		
50.13	Implement, monitor, and evaluate information management and technology systems to support service providers' operations.		
50.14	Develop, implement, and monitor comprehensive sales, marketing, and public relations strategies.		
50.15	Ensure that written agreements between the care recipient and the service providers protect the rights and responsibilities of both parties.		
50.16	Develop, implement, and evaluate the organization's quality assurance and performance improvement programs.		
50.17	Lead organizational change initiatives.		
50.18	Facilitate effective internal and external communication strategies.		
50.19	Promote professional development of all team members.		
<b>TOTAL HOURS PROPOSED AND COMPLETED</b>			

**AFFIDAVIT OF APPLICANT**

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

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

\_\_\_\_\_  
Date

**AFFIDAVIT OF PRECEPTOR**

I hereby certify that this report is true and accurate and the information as indicated in the departments/areas listed was under personal supervision in the practice of nursing home administration. I hereby certify that I provided direct instruction, planning and evaluation; was routinely present with the trainee in the training facility as appropriate to the experience and training of the AIT and the needs of the residents in the facility; and I continually evaluated the development and experience of the trainee to determine specific areas needed for concentration (taken from Regulation 18VAC95-30-340. Supervision of trainees.). I understand that any false statements or misleading information provided herein shall be sufficient grounds for the denial, suspension, revocation, or discipline by the Board of my registration as a preceptor or of my license as an administrator.

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

\_\_\_\_\_  
Date



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

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

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 Email:  
[lrc@dhp.virginia.gov](mailto:lrc@dhp.virginia.gov)

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

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

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

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

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

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



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

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

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

**AFFIDAVIT OF APPLICANT**

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

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

\_\_\_\_\_  
Date

**AFFIDAVIT OF PRECEPTOR**

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

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

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

\_\_\_\_\_  
Date

Recommendations  
Regarding Pending  
Petitions for  
Rule-making  
(Simmons)

## Request for Comment on Petition for Rulemaking

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

Regulatory Coordinator: Elaine J. Yeatts  
(804)367-4688  
elaine.yeatts@dhp.virginia.gov

Agency Contact: Corie Tillman Wolf  
Executive Director  
(804)367-4595  
corie.wolf@dhp.virginia.gov

Contact Address: Department of Health Professions  
9960 Mayland Drive  
Suite 300  
Richmond, VA 23233-1463

Chapter Affected:

18 vac 95 - Regulations Governing the Practice of Assisted Living Facility  
30: Administrators

Statutory Authority: State: 54.1-2400 and 54.1-3102

Date Petition Received 05/10/2019

Petitioner Bertha Simmons

### **Petitioner's Request**

1) Allow an administrator-in-training who is an acting Administrator to count more than 40 hours per week on the monthly report for training. 2) Allow some of the credit hours in an administrator-in-training program in assisted living to also count for training for nursing home licensure.

#### Agency Plan

In accordance with Virginia law, the petition was filed with the Register of Regulations and posted on the Virginia Regulatory Townhall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov). Comment will be requested from interested parties until July 9, 2019. The petition and copies of all comment will be considered by the Board of Long-Term Care Administrators at its meeting scheduled for September 12, 2019. After considering the request and reviewing the comments, the Board will decision whether to initiate rule-making or deny petition and retain the current requirements.

Publication Date 06/10/2019 *(comment period will also begin on this date)*

Comment End Date 07/09/2019



# COMMONWEALTH OF VIRGINIA

## Board of Long-Term Care Administrators

9960 Mayland Drive, Suite 300  
Richmond, Virginia 23233-1463

(804) 367-4595 (Tel)  
(804) 527-4413 (Fax)

### Petition for Rule-making

The Code of Virginia (§ 2.2-4007) and the Public Participation Guidelines of this board require a person who wishes to petition the board to develop a new regulation or amend an existing regulation to provide certain information. Within 14 days of receiving a valid petition, the board will notify the petitioner and send a notice to the Register of Regulations identifying the petitioner, the nature of the request and the plan for responding to the petition. Following publication of the petition in the Register, a 21-day comment period will begin to allow written comment on the petition. Within 90 days after the comment period, the board will issue a written decision on the petition.

<b>Please provide the information requested below. (Print or Type)</b>		
Petitioner's full name (Last, First, Middle initial, Suffix,)		
Bertha Simmons		
Street Address		Area Code and Telephone Number
8500 Saddle Court		703-915-2233
City	State	Zip Code
Manassas	Virginia	20110
Email Address (optional)	Fax (optional)	
simmonsbc@comcast.net		
<b>Respond to the following questions:</b>		
1. What regulation are you petitioning the board to amend? Please state the title of the regulation and the section/sections you want the board to consider amending.		
<b>18VAC95-30-190. Reporting requirements</b>		
2. Please summarize the substance of the change you are requesting and state the rationale or purpose for the new or amended rule.		
As a former Board member (2005-2011), I think there were some factors that we did not consider in writing the regulations for the ALF AIT program.		
ALF Acting Administrator AITs have to be in the facility 40 hours a week. Other ALF AITs can do part-time AIT assignments. Since Acting Administrators are actually running the facility, most of the time they are working over 40 hours. We only count up to 40 hours of training on the monthly AIT report. I am suggesting to increase the amount of hours to be counted on the monthly report to allow over 40 hours when the Acting Administrator is working those hours in any of the Domains.		
3. State the legal authority of the board to take the action requested. In general, the legal authority for the adoption of regulations by the board is found in § 54.1-2400 of the Code of Virginia. If there is <u>other</u> legal authority for promulgation of a regulation, please provide that Code reference.		
<b>§ 54.1-3101. The Board of Long-Term Care Administrators is established as a policy board, within the meaning of § 2.2-2100</b>		
Signature: <i>Bertha Simmons</i>		Date: <i>2/17/19</i>
Bertha Simmons, LNHA, LALFA, LSW, Licensed Preceptor, Certified Mediator		

July 2002



# COMMONWEALTH OF VIRGINIA

## Board of Long-Term Care Administrators

9960 Mayland Drive, Suite 300  
Richmond, Virginia 23233-1463

(804) 367-4595 (Tel)  
(804) 527-4413 (Fax)

### Petition for Rule-making

The Code of Virginia (§ 2.2-4007) and the Public Participation Guidelines of this board require a person who wishes to petition the board to develop a new regulation or amend an existing regulation to provide certain information. Within 14 days of receiving a valid petition, the board will notify the petitioner and send a notice to the Register of Regulations identifying the petitioner, the nature of the request and the plan for responding to the petition. Following publication of the petition in the Register, a 21-day comment period will begin to allow written comment on the petition. Within 90 days after the comment period, the board will issue a written decision on the petition.

Please provide the information requested below. (Print or Type)

Petitioner's full name (Last, First, Middle initial, Suffix,)

Bertha Simmons

Street Address

8500 Saddle Court

City

Manassas

Email Address (optional)

simmonsbc@comcast.net

Area Code and Telephone Number

703-915-2233

State

Virginia

Zip Code

20110

Fax (optional)

### Respond to the following questions:

1. What regulation are you petitioning the board to amend? Please state the title of the regulation and the section/sections you want the board to consider amending.

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

2. Please summarize the substance of the change you are requesting and state the rationale or purpose for the new or amended rule.

Having a required NAB exam for ALF Administrators has changed the way we train AITs in ALF. The NAB exam for Assisted Living has many questions that are for nursing home. So Preceptors have to prepare the ALF AIT for terminology and situations that are for NHFs too. Some AITs in ALF plan to go on to become Nursing Home Administrators. It seems some credit from their ALF AIT program should be counted toward a Nursing Home Administrator AIT program. Domains of Practice are almost the same for both. So I am asking for consideration of some credit hours to be considered toward an AIT Nursing Home program if the candidate has completed an AIT in Assisted Living.

3. State the legal authority of the board to take the action requested. In general, the legal authority for the adoption of regulations by the board is found in § 54.1-2400 of the Code of Virginia. If there is other legal authority for promulgation of a regulation, please provide that Code reference.

**§ 54.1-3101. The Board of Long-Term Care Administrators is established as a policy board, within the meaning of § 2.2-2100**

Signature:

*Bertha Simmons*

Date:

2/14/19

Bertha Simmons, LNHA, LALFA, LSW, Licensed Preceptor, Certified Mediator

July 2002