

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

Regulatory Advisory Panel

July 19, 2019

The Virginia Board of Long-Term Care Administrators convened for a Regulatory Advisory Panel meeting on Friday, July 19, 2019 at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, 2nd Floor, Board Room #4, Henrico, Virginia.

BOARD MEMBERS PRESENT:

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

OTHER PANELISTS PARTICIPATING:

Rebekah Allen, JD, Office of Licensure and Certification, Virginia Department of Health
Tara Davis-Ragland, MSA, NHA, Department of Social Services
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
Randy Lindner, National Association of Long-Term Care Administrator Boards
Dana Parsons, LeadingAge Virginia
Jennifer Pryor, MA, MS, ALFA, Virginia Commonwealth University, Department of Gerontology
Judy Raymond, NHA
J. Randolph Scott, NHA, ALFA
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
Trasean Boatwright, Licensing Specialist
Elizabeth Carter, PhD, Virginia Workforce Data Center
Sarah Georgen, Licensing and Operations Manager
Kelley Palmatier, Deputy Director
Corie Tillman Wolf, Executive Director
Elaine Yeatts, Sr. Policy Analyst

OTHER GUESTS PRESENT

Ed Corbeil, Commonwealth Senior Living
Amy Feather, The Kensington Falls Church
Kathy Petersen, Department of Social Services

CALL TO ORDER

Ms. Pantone called the meeting to order at 1:06 p.m. Ms. Pantone welcomed back the participants of the Regulatory Advisory Panel and asked all panel members to introduce themselves.

Ms. Pantone reminded those in attendance in the public to sign in and indicate if they will provide public comment.

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.

APPROVAL OF MINUTES

Ms. Pantone requested if any panel members had any amendments or proposed changes to the draft April 26, 2019 Regulatory Advisory Panel meeting minutes for consideration by the full Board. Hearing none, she proceeded with the meeting.

PUBLIC COMMENT

Ms. Feather provided public comment (Attachment A).

Mr. Corbeil provided public comment (Attachment B).

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.

DISCUSSION

Review of April 26, 2019 Regulatory Advisory Panel meeting – Corie E. Tillman Wolf

Ms. Pantone asked Ms. Tillman Wolf to provide an overview of the April 26, 2019 meeting.

Ms. Tillman Wolf directed participants to information in the meeting packets, including an update from the HealthCare Workforce Data Center regarding the number of licensees who hold multiple license and updated population statistics from the University of Virginia. She further identified a working draft of initial issues and discussion from the last meeting to assist panel members in framing their discussion and considerations for the Board.

Report from the Vision 2025 Summit and NAB Updates – Randy Lindner, President and CEO, National Association of Long-Term Care Administrator Boards (NAB)

Mr. Lindner provided a report on the recent Vision 2025 Summit held in Chicago in June 2019.

Mr. Lindner stated that representatives from colleges and universities, providers and associations, and business partners attended the summit to provide insights regarding opportunities to improve partnerships between long-term care facilities and academia, and the challenges encountered in the development of academic programs. He stated that the goal is to have 25 long-term care college/university programs approved with 1,000 individuals graduating by the year 2025.

Mr. Lindner stated that the summit highlighted several issues for individuals entering the long-term care administration field. A number of preliminary recommendations were made such as increasing access to paid internships and AIT training through provider investments and partnerships with academic programs; reducing confusion related to terms associated with long-term care and rebranding the profession through common terminology and messaging; investing in programs and looking at available grant opportunities; designing multiple career paths for individuals with different levels of experience within the long-term care area; creating a comprehensive core curriculum; and enhancing collaboration of stakeholders to increase exposure of students to long-term care as a profession.

Mr. Lindner discussed workforce issues and stated that the summit participants suggested a supply/demand study. The NAB foundation would be working on such a study in partnership with a university and the Commonwealth of Virginia's Healthcare Workforce Data Center.

Mr. Lindner provided updated information related to the Nursing Home Administrator (NHA) line of service exam scores in Virginia. He noted that Virginia test takers had the weakest performance in the Domain of Practice for Finance, followed by Human Resource Management and Environmental Management.

Review of Current Administrator-in-Training Requirements – Marj Pantone

Ms. Pantone reviewed the current AIT requirements, including the educational and experience pathways to qualification and the training program hours and credit.

Perspective of Recent AITs – Alexa van Aartrijk and Charles Flynn, ALFA, NHA AIT

Ms. van Aartrijk provided the perspective of her recent AIT experience. She stated that she found it difficult to find a preceptor willing to provide training. She noted difficulty beginning the program in determining where to start with her training program and how to gauge the initial training needed. Ms. van Aartrijk stated that her preceptor had difficulty beginning the process as well, so she began working with other directors in the training facility to learn more about the role of an administrator. She stated that she was fortunate to have

her internship as part of her degree program, as she would have faced difficulties if she were required to do an unpaid AIT program out of the school setting. She stated that she had a great experience with her preceptor. She used the NAB AIT Manual and found the tasks in the manual helpful. A weekly journal with some specific guided questions would have been helpful to her in knowing what to ask her preceptor.

Mr. Flynn provided the perspective of his recent AIT experiences in assisted living and nursing home administration. For his ALFA AIT, he stated that he was able to identify a preceptor that did not charge him for training. He stated that he and his preceptor met weekly to review training and had daily phone calls throughout his experience. For his NHA AIT, he trained in two different buildings, which was helpful in providing different perspectives. A facility survey was conducted at the end of his training hours, which proved to be helpful in his training. He found the NAB AIT Manual to be helpful in providing a roadmap for his NHA AIT. He stated that he used the NAB online study guide and completed practice examinations. He encouraged AITs to use the AIT manual, and to use the resources listed. He suggested that the ALFA AITs have a preceptor specifically trained as an ALFA to ensure that training is consistent.

Insights from Current Preceptors on the Training Process – Judy Raymond, NHA, and J. Randolph Scott, NHA, ALFA

Ms. Raymond provided the perspective of the preceptor on the training process. She stated that she receives several inquiries per month to be a preceptor from in-state and out-of-state AITs. She stated that her facility has developed policies, job descriptions and outlines to assist during the training program. She stressed the importance of using the NAB materials and allowing the AIT to experience every department within the facility. She did not provide any recommendations on the process, stating that it was easy to become a preceptor and encourages more licensed individuals to become preceptors. She inquired if the Board would review the regulations to allow additional AITs to train in larger facilities. She stated that she attended a five-day continuing education program in Pennsylvania, with three days focused on the federal regulations. She recommended that a program be developed in Virginia through professional organizations to better prepare individuals for the examination.

Mr. Scott provided the perspective of the preceptor on the training process. He stated that he receives several inquiries per month to be a preceptor. He stated that he frequently uses the NAB materials throughout the training program and recommended that the Board consider allowing continuing education credit to be a preceptor. He stated that his facility has a peer review process to audit other facilities, which also serves as a helpful training tool for AITs to conduct the audits.

Comparison of Hours to Other Jurisdictions – Corie E. Tillman Wolf

Ms. Tillman Wolf provided a comparison of hours from other jurisdictions for the panel's review.

BREAK

The Panel took a break at 2:24 p.m. The Panel reconvened at 2:40 p.m.

Panel Discussion of Recommendations to Full Board

The panel discussed recommendations to the full Board (Attachment C).

Recommendations Regarding Pending Petitions for Rule-making (Simmons)

Ms. Yeatts provided a summary of the Petitions for Rule-making that were submitted to the Board for consideration. She noted that the comment period had ended for the petitions, but that it would be helpful for the panel to review the petitions for consideration by the full Board.

NEXT STEPS

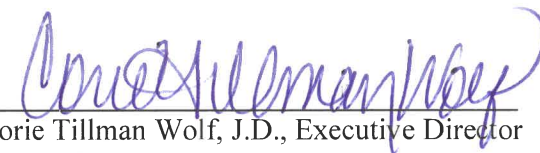
Ms. Pantone announced that the information provided was sufficient to provide to the full Board for consideration. She stated that another Regulatory Advisory Panel meeting would not be necessary. She thanked the participants for their time to ensure that the process continued to be a successful program for up and coming Administrators.

ADJOURNMENT

With all business concluded, the meeting adjourned at 4:05 p.m.



Marj Pantone, ALFA, Panel Chair



Corie Tillman Wolf, J.D., Executive Director

9/27/19

Date

September 30, 2019

Date

**Regulatory Advisory Panel – Administrators-in-Training
Considerations for the Board of Long-Term Care Administrators**

Area	Concern	Proposed Action Items for Consideration
Workforce Development	How to interest individuals in administration as a career	DHP’s Healthcare Workforce Data Center to continue to disseminate Occupational Roadmap to community colleges, schools, and will reach out to the Virginia Healthcare Workforce Authority to share resources Provider associations to share Occupational Roadmap on their websites Provider associations to build relationships with schools to increase exposure to administration as a career
	Development of academic programs as pipeline for building career administrators	NAB and National provider associations to continue to collaborate with academic programs to implement recommendations of Vision 2025 Summit, including recommendations to encourage investment in administration as a profession and career path; to encourage investment in/funding for/support of AIT training programs; to develop a common branding, terminology, and messaging for the profession; to study the supply/demand of administrators through NAB foundation and academic program; to establish a comprehensive core curriculum of study in long-term care administration
	Building leadership talent through education and investment, including investment in AIT training	NAB and National provider associations to collaborate to promote leadership training, as well as financial support of/investment in AIT programs and internships
Preceptor Development and Engagement	Preceptor Directory – updates and utilization	Board to encourage currently-listed preceptors to (1) update current information and (2) encourage additional preceptors to include information together with any restrictions they may have on their ability to oversee training (e.g. internal only) Board to collaborate with provider associations to continue to “get the word out” about the availability of voluntary resource Board to collaborate with provider associations to look at resources for matching preceptors and AITs
	Increasing engagement of/availability of preceptors in the AIT training process	Board to consider change to regulations to permit preceptors to earn CE credit for supervising an AIT program Board to collaborate with provider organizations and stakeholders to provide resources and additional training to preceptors Board and provider associations to encourage use of NAB preceptor training modules beyond requirements related to initial registration/reinstatement
	Ensuring active involvement of preceptors in the training process	Board to consider adequate training and oversight of AIT by preceptors when preceptor may not be on-site by reviewing minimum amount of face-to-face time for all AITs (not just Acting AITs) Board to consider on-site requirements for preceptors

Area	Concern	Proposed Action Items for Consideration
AIT – Pathways to Registration – Education and Experience	<p>Additional pathway for ALFA AIT based upon experience and/or other relevant educational requirements</p>	<p>Board to consider change to regulations to add another pathway to registration for AIT training based upon experience in the long-term care setting (example of at least 2-3 years in managerial or supervisory role within long-term care setting), combined with 80-hour training requirement as prerequisite (NAB provides third party certification of 80 hour program based upon NAB curriculum standards and Domains of Practice); 80 hour program through provider association (not-for-profit) or academic program for implementation of 80-hour training program</p>
	<p>Current requirement for 30 hours of education “in any subject” as basis for approval of applicant to begin ALFA AIT</p>	<p>Board to consider change to regulations to strengthen current minimum educational pathway to create link between 30 hours of coursework with coursework related to business and/or health services similar to requirement for residential-only administrators of record per DSS regulations (22VAC40-73-140)</p>
Acting AITs	<p>Review provisions related to Acting AITs for consistency with DSS regulations</p>	<p>Board and DSS to collaborate to ensure consistency of regulations and processes related to acting AITs serving as Acting Administrators of record</p>
AIT Training Facility Requirements	<p>Clarifications regarding training facility where AIT conducted to promote comprehensive training and public safety</p>	<p>Board to consider changes to regulations related to training facility requirements</p> <p>Consider whether there should be a minimum size or bed capacity at the training facility, or in the alternative, consider whether a percentage of training hours must be conducted at a comprehensive care facility</p> <p>Clarify that training for AL must occur at assisted living facility licensed by DSS that is not a residential-only AL facility</p> <p>Consider provision that Acting AIT cannot be conducted at applicant’s own new/conditionally licensed facility</p>
AIT Reporting Requirements	<p>Improve reporting process for AITs</p>	<p>Board to conduct ongoing review of reports for content to ensure reports accurately capture training experience and learning of AIT</p> <p>Board to consider adoption of guidance document to use NAB training manual as basis for training</p> <p>Board to increase awareness among AITs and preceptors of expectations related to reporting process</p>
AIT Preparation and Training	<p>Preparation for AITs for the examinations required for licensure</p> <p>Improve/increase mental health and dementia/Alzheimer’s training for AITs and Administrators</p>	<p>Board to collaborate with provider associations and stakeholders regarding review course based upon NAB standard for 80-hour course; consider course hours to count as credit toward AIT training hours</p> <p>Board to consider incorporation of additional training related to mental health and dementia/Alzheimer’s related needs of residents</p> <p>Board to collaborate with provider organizations, DSS, and other stakeholders related to implementing additional mental health training for administrators</p>