Board of Nursing Home Administrators
Minutes
October 26, 2018

DRAFT

Time: 9:00 a.m.

Location: Department of Health
Town Center 2, Room 158
101 Israel Road SE
Tumwater, WA 98501

Board Members Present: Keith Fauerso, NHA, Chair
Ann Zell, NHA, Vice-Chair
Carl Christensen, Ph.D., RN
Mary Kangas, RN
Angela Cerna, NHA
Marlita Basada, RN
Diana Miller, Public Member

Staff Present: Kendra Pitzler, Program Manager
Brandon Williams, Program Associate
Davis Hylkema, Program Support
Gail Yu, Assistant Attorney General
Sara Kirschenman, Supervising Staff Attorney
Anita Nath, Staff Attorney

Guests: Laura Hoffman
Open Session:

1. **Opening – Keith Fauerso, Chair**
   A. Call to Order – *Mr. Fauerso, Chair, called the meeting to order at 9:11 a.m.*
   B. Introductions – *Board members, staff and guests introduced themselves.*
   C. Order of Agenda – *No changes to the agenda were requested.*
   D. Correspondence – *No correspondence was introduced.*
   E. Announcements – *Kendra Pitzler, Program Manager, announced Executive Director, Blake Maresh’ has been promoted to the new position of Deputy Director of HSQA. Board members indicated that they would like to let Mr. Maresh know that they have appreciated his leadership and his work with this board.*
   F. Other – *No other issues were presented.*

2. **Consent Agenda – Keith Fauerso, Chair**
   A. Approval of *October 26, 2018 agenda*
   B. Approval of *July 27, 2018 minutes*

   **MOTION:** The motion was made to accept the consent agenda as presented. The motion was seconded and approved.

3. **Discussion of Items Removed from the Consent Agenda**
   *No items were removed from the consent agenda.*

4. **Nursing Home Administrator Program Statistics**
   A. **Credentialing Statistics/Updates**
      Ms. Pitzler presented data relating to issuance of nursing home administrator licenses. The current active status counts, as of October 26, 2018, are 433 licensed Nursing Home Administrators (NHA) and 18 Administrators in Training (AIT). The count in pending status is 41 NHAs and 18 AITs. Applications received over the past six months (April through September) are 28 for NHA and 14 for AIT approval. Credentials expiring over the same period are 41 NHAs and 9 AITs.

      As of the fourth quarter of the current fiscal year, 100% of completed license applications were issued within 14 days. A chart showing license holders by age revealed 72% of all licensed NHAs are between 35 and 64; 15% are older and 14% are younger.

   B. **Disciplinary Statistics – Kendra Pitzler**
      The overall number of disciplinary cases was down from the previous report. Over the past three months (July 18 through October 15, 2018) a total of 24 reports reviewed, 8 were opened for investigation and 16 were closed without investigation. Twenty seven cases from investigations were reviewed with 14 being closed, 9 continued for further review, and 4 identified to be revisited.
5. **Program Manager Report – Kendra Pitzler**
   - Online Licensing and Information Collection (OLIC) project – The Department of Health completed its OLIC project implementing new online applications for 58 health care professions. Workforce demographic surveys were also implemented for 47 different credentials as part of the project. Online applications have transitioned to the Office of Customer Service Operations, and the workforce survey has transitioned to the Office of Health Professions for administration.

   - Engrossed House Bill 2750 Assisted Living Facilities Quality – The work group established by the bill had their first meeting on October 12, 2018. Meeting minutes will be posted on the DSHS website. Their initial report to the Legislature is due by September 1, 2019, and a final report with recommendations by September 1, 2020.

   - Rulemaking has begun in relation to HB 2750 which requires a “tiered sanction grid that considers the extent of harm from the deficiency and the regularity of the occurrence of the deficiency when imposing civil fines.” This requires amendments to existing sections and the addition of two new sections.

   - Board Member Recruitment – Applications have been received and interviews performed in September for the open nursing home administrator position. A report packet is moving through department reviews and will be sent to the Governor’s office for continued review and then final appointment by the Governor. It is anticipated that an appointment will be made by the first of the year.

   - DSHS Survey Reports – The process remains that when the board opens a complaint survey reports and a plan of correction are requested from DSHS at the same time. This way only the board member needs to initially review them before presenting to the board. Having to obtain the reports through a public disclosure request remains an issue.

6. **Board Budget – Kendra Pitzler, Program Manager**
   The board reviewed the 2019 Biennial-to-Date July 1, 2017 through September 30, 2018 Budget Report. Ms. Pitzler provided a report of the monthly revenue and expenses over that period of time. Income from fees trend down through January and February. Revenue and expenses maintain a close balance overall.

7. **Nursing Home Administration Rules – Brandon Williams, Program Associate**
   The board opened and approved draft rules to add an additional route for licensure for administrators who obtain the National Association of Long Term Care Administrator Boards’ Health Service Executive classification. The board also approved other changes. Mr. Williams updated the board on the progress of the rules package; and the board reviewed proposed changes. Items covered included:
   - WAC 246-843-010 General definitions –
     - A definition of “board” was added clarifying its reference to the Washington State Board of Nursing Home Administrators.
     - A definition for the “Department of Health” or “DOH” was added to distinguish it from the word “department” in reference to nursing home organizational structures.
     - Under “On-site, full-time administrator” the word “rural” was eliminated in favor of identifying facility size by the number of nursing home beds. The order of listed facility size was also corrected.
• WAC 246-843-130 Continuing education –
  o “Cultural competency training” was added as (3) (c) (vii). It was determined that no additional language was necessary.

The suggestion was made to create a rule to address concerns of preceptors’ quality of performance. It was determined to add, under WAC 246-843-095 Preceptors for administrator-in-training program:
• Under subsection (2) Duties of the preceptor, “(c) The preceptor shall provide learning opportunities that support the AIT’s preparation to succeed on the licensure exam and competently assume the responsibilities of a nursing home administrator.”
• A subsection (4) to read, “The board may periodically review and evaluate the quality of AIT programs and preceptor performance.”

8. **New Administrator Training – Kendra Pitzler, Program Manager**

All new nursing home administrators are required to take training within six months of licensure. After a reorganization within the Department of Health in 2008, it is unclear how many of the new administrators took this class as required. The board requested staff to determine which licensees have not taken this class and give them a time-frame in which to complete it. Ms. Pitzler updated the board.

All of the licensees identified as not having taken the required training have been contacted and most have now met the requirement. Further action was taken on the very few who still have not taken the training.

Meanwhile, through the two year time frame of that project, the compliance of new administrators had not been tracked. Twenty nine new administrators have not taken the training. Emails have been sent on September 25 requesting documentation of having completed the training by April 1, 2019. To those who were licensed three to six months prior to September 25, an email was sent with a reminder to complete the required training.

The board agreed to a proposal for reminder notices, including a request to respond, to be issued to new administrators at time of licensure. A second reminder sent to those who will have not complied between six and seven months after licensure. If no response by ninth month of licensure, a file will be sent to complain intake, and from there to case management.

9. **2019 Board Representative for Legislative Conference Calls – Kendra Pitzler, Program Manager**

Ms. Diana Miller volunteered to represent the board during the Meet-Me conference calls with the Department of Health for the 2019 legislative session. Ms. Cerna and Dr. Christensen will serve as backup representatives.

10. **Meeting Updates.**

A. **2018 National Association of Long Term Care Administrator Boards (NAB) Meetings – Kendra Pitzler, Program Manager – DISCUSSION/ACTION.**

Ms. Pitzler announced that she has agreed to continue to serve on the NAB State Governance and Regulatory Issues Committee. In addition, Dr. Van Son has been asked and has agreed to serve on the NAB Education Committee.
The board provided input to questions that NAB had issued in preparation for discussion at its November meeting in Tucson, AZ. To their questions on top challenges facing the board, the board identified:

- The quantity of regulatory changes, especially in regard to skilled nursing.
- Cost and budgeting related to licensing.
- Addressing the variation of qualifications on practitioners coming in from other states.
- The quantity of complaints. The board would like to see a report that compares the number in other states.

The board reviewed NAB’s proposed Fiscal Year 2019 budget, its Statement Regarding Professional Behavior, and proposed changes to bylaws and policy.

B. Nursing Care Quality Assurance Commission (NCQAC) Long-Term Care Workshops –Kendra Pitzler, Program Manager

Ms. Pitzler updated the board on the NCQAC long-term care workshop meetings that have taken place between July and October, 2018. She provided the meeting packet from its September 28, 2018 Session #6 meeting that included a draft of their most recently published recommendations.

11. Sub-Committee Reports

A. AIT Sub-Committee Report – Keith Fauerso, Chair, Annie Zell, Nursing Home Administrator, and Carl Christensen, PhD, RN.

With the goal of making AIT visits consistent for the AIT and everyone involved, the sub-committee drafted some guiding documents. The board reviewed the following documents:

- What to expect at your AIT site visit. Provided to the AIT prior to a visit.
- AIT Site Visit – Next Steps - AIT. Given to the AIT at the site visit.
- Guidelines for NHA board member AIT site visits. A tool for the board member performing the site visit.
- AIT Site Visit – Next Steps – Board. A resource document for the board member to help anticipate AIT’s questions.

The sub-committee also drafted a document outlining, in a checklist format, License Requirements intended to be helpful for all applicants including AITs. It will be suggested to the Credentialing office to adopt this over what is currently used. The current document being used has not been updated since 2008.

Additional language providing contact information was added to the current Approval Letter that is sent to an applicant approved to participate in an AIT program. Directions on accessing the NAB candidate handbook and examination references were also added.

In the effort of recognizing the service of the preceptor, a certificate of appreciation was drafted along with an accompanying cover letter. The certificate includes a table identifying the time frame of CE accomplishments.
B. Public Speaking Sub-Committee Report – Angela Cerna, Nursing Home Administrator, Catherine Van Son, PhD, RN and Gail Yu, AAG.
The sub-committee has been working on a new Power Point presentation. It is designed to be use in its entirety, or as specific topic modules. The draft should be ready for review at the next meeting.

C. Newsletter Sub-Committee Report – Kendra Pitzler, Program Manager.
The Newsletter Sub-Committee has not met recently. No report was given.

12. Review of State Requirements for Endorsement – Kendra Pitzler, Program Manager
The board agreed at the last meeting that it is time to review other state’s rules to determine what states have licensure requirements substantially equivalent to Washington State. In preparation Ms. Pitzler had compiled list of all the states with their laws and rules website addresses, and the date each was last updated, as available. States that have made rules changes after 2012 will be reviewed. States that are currently making changes will be reviewed after their rules have been set. Board members were assigned states to review and provided a review sheet. Reports will be made at a future meeting for determination of substantial equivalency by the full board.

13. Adjournment 12:06 p.m

Kendra Pitzler, Program Manager
Board of Nursing Home Administrators

Keith Fauerso, NHA, Chair
Board of Nursing Home Administrators

The next meeting of the Board of Nursing Home Administrators is scheduled for Friday, January 25, 2019 in Tumwater, WA