

Agency Purpose

The Minnesota Board of Examiners for Nursing home Administrators was established in 1970 and operates through M.S. 144A.19 – 144A.28 and Minn. Rules 6400. The board is charged with the responsibility to act as the official licensure agency for nursing home administrators. It was originally created by federal mandate and currently exists to protect the public’s interest through the regulation of nursing home administrators in the state of Minnesota. Regulation is accomplished through licensure examination and professional development as well as by the investigation of complaints.

The mission of the board is to promote the public’s interest in quality care and effective services for residents of nursing facilities by ensuring that licensed administrators are qualified to perform their administrative duties.

The Board of Examiners for Nursing Home Administrators has an additional budgetary responsibility serving as the fiscal agent for the *Administrative Services Unit*. The mission of the Administrative Services Unit (ASU) is:

- ◆ To provide centralized administrative services to 15 health-related licensing boards, the Emergency Medical Services Regulatory Board (EMSRB) and Board of Barber and Cosmetologist, in the areas of budgeting, fiscal analysis, human resources, transaction processing, purchasing and printing services, operations analysis, contracts, information technology and research and policy analysis.
- ◆ To provide high quality services by having individually trained staff focused on global administrative tasks focusing on cooperative ventures and
- ◆ To assist in the establishment of a consortium of boards to cooperate on matters of common interest.

Core Functions

The board accomplishes its mission by:

- ◆ setting and administering educational and examination standards for initial and continuing licensure;
- ◆ responding to inquiries, complaints and reports from the public and other health care regulators regarding licensure and conduct of applicants, permit holders, licensees and unlicensed practitioners;
- ◆ pursuing educational or disciplinary action with licensees as deemed necessary based upon results of investigations conducted; and
- ◆ providing information and education about licensure requirements and procedures and standards of practice to the public and other interested audiences.

Operations

- ◆ The board is comprised of nine individuals appointed by the governor, of which four are licensed administrators. The Minnesota Department of Health (MDH) and Department of Human Services (DHS) have appointed representatives who serve ex-officio. The board provides information relating to the practice of administration in long-term care facilities by informing the public of appropriate services and expected professional standards of nursing home administrators.
- ◆ The board’s Education Committee reviews the domain of knowledge and skills required for contemporary administration and sets educational and examination standards reviewing 50 applicants and administering 35 state examinations per year.
- ◆ The Standards of Practice Committee annually reviews 100-125 public and agency complaints regarding administrators. Public education is provided to consumers of long term health care.

At A Glance

Minnesota Licensed Nursing Home Administrator Statistics

(As of June 30, 2008)

Credentialing

Total Licensed:	840
% of 1 st time Minnesota candidates’ scores above national standard	79%
Current Average Age of new LNHA	35.4
Current Average Age of LNHA	49.4

Education:

New licensees:	42
Acting Permits issued	12
Minnesota Accredited Colleges in Health Care Adm.	7

Complaint Review

Total Complaints reviewed	108
Total complaints resolved	105
Percentage of Complaints resolved in <3 months	91%

- ◆ There are seven Minnesota approved Long-Term Care Administration academic programs. Students seeking career information are provided assistance from the board.
- ◆ The board assists 385 licensed skill nursing facilities in achieving federal compliance of employing a licensed nursing home administrator.

Key Goals

In 2008, The Board of Examiners for Nursing Home Administrators met and identified four key goals to work towards in this biennium: The four over-arching global goals relate to:

- ◆ #1: Goals towards addressing Assisted Living Administrators Credentialing
- ◆ #2: Goals directed towards initial academic training and practicum/field experience
- ◆ #3: Goals directed toward improving experienced administrators' continued competency
- ◆ #4: Goals directed toward board effectiveness of daily operations

Significant detail for each goal is provided on the board's website.

Key Measures

- ◆ Currently the board renewed 82.5% of its licensees in 2007 and 83.7% in FY08 using online electronic service; a stretch goal of 85% will be pursued in the biennium.
- ◆ The processing of a license will occur within two working days of the receipt of all licensing requirements.
- ◆ New Licensees evaluation of the application process will remain in the 4.0 to 5.0 range (5.0 scale) during the biennium. Improvement will take place with an electronic version and a continued satisfaction ranking of 4.0-5.0 rating.
- ◆ New Online Services – collaborating with other health-licensing boards for improved online services, with the additional online services of licensure applications, continuing education sponsors, and continuing education approval process added within this biennium. Goal will be to initially have 33% of all applicants apply online.

Budget

Total direct and indirect expenditures for FY 2008-09 were estimated to be \$1.576 million, which includes 8.60 FTE employees. Direct expenditures include salaries, rent and other operating expenditures. The board receives a direct appropriation for these costs. Indirect expenditures include costs of services received by the Attorney General's Office, Health Professionals Services Program, Office of Mental Health Program and the Administrative Services Unit. The board is responsible for collecting sufficient revenue to cover both direct and indirect expenditures.

The Board of Examiners for Nursing Home Administrators (BENHA) is estimated to collect \$389,000 in FY 2008-09, which is deposited as non-dedicated revenue into the state government special revenue fund. Revenue is collected from fees charged to applicants, licensees, and sponsors of continuing education programs. An estimated \$127,000 will be collected as dedicated revenue and deposited into the special revenue fund.

The Administrative Services Unit generates no revenue. Funds are appropriated to BENHA from the state government special revenue fund. The 15 health-related licensing boards, EMSRB, and Barbers and Cosmetologists share the cost of this activity. ASU is funded by receipts from all boards through a formula designed to approximate the share of ASU services used by each board. The boards collect revenue through fees charged to licensees, applicants, and other users and deposit them into the state government special revenue fund to cover the expenses of ASU. EMSRB pays for their services through an interagency agreement.

Contact

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The website at: <http://www.benha.state.mn.us> gives visitors easy access to useful information about nursing home administrators. Types of information available through the website include; regulatory news and updates, rules and Minnesota statues, public notices and forms.

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<i>Dollars in Thousands</i>					
	Current		Forecast Base		Biennium
	FY2008	FY2009	FY2010	FY2011	2010-11
<u>Direct Appropriations by Fund</u>					
State Government Spec Revenue					
Current Appropriation	733	912	912	912	1,824
Forecast Base	733	912	912	912	1,824
Change		0	0	0	0
% Biennial Change from 2008-09					10.9%
<u>Expenditures by Fund</u>					
Carry Forward					
State Government Spec Revenue	21	28	0	0	0
Direct Appropriations					
State Government Spec Revenue	640	755	712	712	1,424
Open Appropriations					
State Government Spec Revenue	12	15	15	14	29
Statutory Appropriations					
State Government Spec Revenue	1	1	1	1	2
Miscellaneous Special Revenue	240	270	184	218	402
Total	914	1,069	912	945	1,857
<u>Expenditures by Category</u>					
Total Compensation	645	701	549	588	1,137
Other Operating Expenses	269	368	363	357	720
Total	914	1,069	912	945	1,857
<u>Expenditures by Program</u>					
Nursing Home Admin, Board Of	914	1,069	912	945	1,857
Total	914	1,069	912	945	1,857
Full-Time Equivalents (FTE)	8.4	9.1	6.6	7.0	

NURSING HOME ADMIN BOARD

Agency Revenue Summary

Dollars in Thousands

	Actual FY2008	Budgeted FY2009	Current Law		Biennium 2010-11
			FY2010	FY2011	
<u>Non Dedicated Revenue:</u>					
Departmental Earnings:					
State Government Spec Revenue	196	191	198	198	396
Total Non-Dedicated Receipts	196	191	198	198	396
<u>Dedicated Receipts:</u>					
Departmental Earnings:					
State Government Spec Revenue	1	1	1	1	2
Other Revenues:					
Miscellaneous Special Revenue	0	260	184	218	402
Total Dedicated Receipts	1	261	185	219	404
Agency Total Revenue	197	452	383	417	800