

Kansas Department for Aging and Disability Services
Board of Adult Care Home Administrators
Meeting of December 9, 2016

The Board of Adult Care Home Administrators met Friday, December 9, 2016 at 1:00 p.m. at the Rasmussen College, 620 SW Governor's View, Topeka, Kansas.

<u>Members Present</u>	<u>Staff Present</u>	<u>Others Present</u>
Amy Hoch Altwegg	Craig Paschang	April Holman, KACE
Noreen Fenton	Steve Irwin	Teresa Keating, KACE
Timothy Heston	Brenda Dreher	Jill McCoy, KACE AIT
Kevin Bryant		Tristian Wurtz, KACE AIT
Steve Hatlestad		Patience Nunoo, KACE AIT
Robert Meissner		Jackie Catron, KACE AIT
Sara Sourk		Angie Phillips, KACE AIT
		Wanda Wilson, KACE AIT
		Monty Busby, KACE Preceptor
		Phyllis Kelly, Public
		Matthew Memmer, KACE AIT
		Tabetha Rincon

1. **Call Meeting to Order**

Amy Hoch Altwegg, Chair, called the meeting of the Board of Adult Care Home Administrators (BACHA) to order at 1:07 p.m.

2. **Minutes of Meeting 06/03/2016**

Chair Hoch Altwegg called for comments/corrections to the minutes of the September 9, 2016 meeting of the Board.

ACTION: Steve Hatlestad moved to approve the minutes of the September 9, 2016 meeting as presented. The motion was seconded by Dr. Meissner and carried.

3. **CIC Report**

Kevin Bryant, CIC Chair, reported that the CIC reviewed three outstanding cases. Two are pending criminal investigations. In both of those cases the CIC will wait for the outcome of the criminal investigations before proceeding further. The CIC recommended a Letter of Reprimand in the third case.

4. **Possible Reinstatement Application for Previously suspended License**

Ms. Dreher reported that she had been contacted by an individual who had a license suspension and was asking what they needed to do to reinstate the license.

Ms. Dreher responded to the request advising that the suspension began April 1, 2016 through September 30, 2016 and included copies of the Order. The Order also required that during that time the individual complete and submit proof of attending ten hours of ethics training with an emphasis on proper scope of licensed professional practice. At the end of that term, an application for reinstatement could be made, including reinstatement fees, for review and consideration of a reinstatement order by the Board. The individual was advised that the next meeting of the Board of Adult Care Home Administrators is scheduled for Friday, December 3, 2016 so the reinstatement request and materials should be submitted prior to that date. To date, no other contact has been made by the individual.

5. **Update re: Email Usage**

Ms. Dreher reported that due to costs involved in providing email addresses, the Kansas Department for Aging and Disability Services was looking for alternative ideas to provide emails that would protect the Board members' personal email accounts. The State Information Technology system subscribes through Microsoft which requires a monthly fee for each account.

After discussion the consensus of the Board was to:

- a) Provide one group email for the main Board
- b) Provide a second group email for CIC member usage

If messages from a) or b) above are forwarded to a personal email account then there would be no need for a request through the Kansas Open Records Act to involve personal email accounts. Staff will follow up with the KDADS Information Technology staff.

6. **Reports**

A. NAB Test Results

Brenda Dreher summarized the NAB results for the third quarter of 2016. A total of 19 candidates tested with 13 of those passing for a 68% pass rate.

B. Temporary License Report

Ms. Dreher summarized the temporary license report which covered the period from July 1, 2015 through November 30, 2016. A total of 14 individuals were issued temporary licenses. Of the six that remain active a total of two are completing their AIT experiences and four are serving interim roles.

7. **Letters of Exemplary Performance and Zero Deficiency Letters**

Steve Irwin read excerpts from five zero deficiency letters issued to: Noreen Stonehocker, Clearwater Village, Clearwater; Michael Rajewski, Sterling Presbyterian Manor, Sterling; Ray Frigon, Country Place Senior Living of Clay Center; Sharon Will, Parkwood Village, Pratt and Kristi Kuck, Phillips County Retirement Center ALF, Phillipsburg.

8. **NAB AIT and Preceptor Training Modules**

Chair Hoch Altwegg led discussion about new NAB materials available at the NAB website. Chair Hoch Altwegg noted that there are challenges in putting together nationwide training materials because every State has their own training requirement. Some States have difficulty finding preceptors, some don't, some require training, some don't so NAB, with assistance from the American College of Health Care Administrators, developed "Best Practices" guidelines.

There are three new tools:

- a) ***The National AIT Program Manual*** (interactive, designed to guide both the preceptor and the AIT through the internship experience. The goal of the manual is to provide the AIT with a solid foundation, encourage state licensing board to adopt the manual for the AIT programs and establish a consistent AIT experience for future leaders.) **While this program is free to use, charging a fee for use of the course material as a stand-alone program is prohibited.

b) **The Preceptor Online Module Course** (online training program for preceptors divided into four modules of education. Preceptor can earn NAB approved CE for completion of the modules and the subsequent post-test. Each module will be worth 1.25 NAB-Approved CEs.)

Module 1-focus on structure of AIT/Practicum and role of preceptor. Module 2-focus on fostering a culture of learning. Module 3-focus on developing the AIT from a novice to an emerging leader and Module 4-moves beyond the Domains of Practice and explore other resources to the AIT as the relationship moves toward mentoring.

c) **The Career Development Toolkit** (created by long-term care and human resource professionals to help aspiring administrators secure an internship and ultimately become successful leaders.)

The board discussed several possibilities –

- Endorsement of **The National AIT Program Manual**. This could be accomplished by providing a link from the BACHA website, adding the link under the 'Guidance Documents' section.
- Updating the existing 'preceptor list' to include identification of those preceptors that complete the preceptor training.
- Outcomes to encourage participation include – Free, acquisition of CE hours for completing training in addition to the 15 CE hours already awarded for serving as preceptors.

It was noted that NAB has a free CE tracking tool.

9. **Status Update – Revision to K.A.R. 28-38-18(a) regarding 'good cause'**

Mr. Paschang reported that the revised regulations are ready to go back to the Department of Administration. However, he has not sent them to allow time for BACHA to discuss whether anything from the new NAB modules would be adopted. BACHA is not 'adopting' anything from NAB so the revised regulations can be submitted to the Department of Administration.

10. **Status Update - Disciplinary Process & Guidelines Document**

Mr. Paschang noted that he and Assistant A.G., Marty Snyder, will work together to prepare a redline version for Board review.

11. **Public Comment**

April Holman, KACE, thanked the Board for allowing the AIT students to attend and asked each AIT to introduce themselves to the Board.

Phyllis Kelly inquired about what other States require preceptor training and whether BACHA would begin to require preceptor training. Mr. Paschang noted that current Kansas statutes would not allow BACHA to require preceptor training.

10. **Next Meeting**

The Board set tentative meeting dates for 2017. They are: March 10, June 2, September 15 and December 8 all to begin at 1:00 p.m.

Adjourn

The meeting of the Board of Adult Care Home Administrators adjourned at 2:33 p.m.

