

Kansas Department for Aging and Disability Services  
**Board of Adult Care Home Administrators**  
**Meeting of June 3, 2016**

The Board of Adult Care Home Administrators met Friday, June 3, 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	Randy Lindner, NAB
Noreen Fenton	Steve Irwin	Barbara Hickert, SLTCO
Timothy Heston	Brenda Dreher	April Holman, KACE
Kevin Bryant		Dawn Veh, KACE
Steve Hatlestad		Stephanie Gfeller, KSU Center on Aging
Robert Meissner		Codi Thurness, KDADS
Sara Sourk		Ryan Grace, Administrator, Santa Marta
		Jenae Winkler
		Michael Mayberry
		Matthew Memmer, Providence Living Ctr
		Phyllis Kelly
		Joye Gfeller, AIT
		Paige McMahon, AIT
		Kayla Cooney, AIT
		Ayo Ajaiyeoba, AIT
		Kathy Walmsley, KACE
		Brett Pu, AIT
		Joe Cassidy, KACE
		Brittini Ochmke, AIT

**1. Call Meeting to Order**

Chair Hoch Altwegg called the meeting of the Board of Adult Care Home Administrators (BACHA) to order at 1:10 p.m.

**2. Randy Lindner, President & CEO, NAB "A New vision of Leadership & Licensure Portability"**

Chair Hoch Altwegg welcomed Randy Lindner to the meeting. Mr. Lindner's presentation to the Board included information about the NAB, history of licensure in the United States, future direction, all of which leads to the proposed Health Services Executive (HSE). The benefits of HSE were discussed as were goals and proposed timelines. The HSE would be voluntary.

Two paths were described which would lead to the HSE: 1) Academic HSE Accredited Program; 2) 1,000 hour AIT plus five years of experience.

There was discussion about the difficulty in moving from the current Kansas required 480 hour AIT experience to a 1,000 hour AIT experience since most are unpaid experiences. NAB has a task force looking at the money issues and has met with CMS once to discuss CMP funds. Current CMS language would not allow for the CMP funds to be used for that purpose but NAB will continue to work with CMS.

NAB is asking three things of each State:

1) Add HSE "licensure by equivalency" to state statutes/rules/policy as meeting licensure qualification for NHA, RCAL and/or HCBS as applicable to the state or establish a new licensure category for the HSE.

- 2) Adopt the NAB Model AIT program as meeting the state's practicum/AIT requirement.
- 3) Adopt the NA Preceptor Training Program as meeting the state's Preceptor training requirement.

BACHA will continue discussion at future board meetings.

3. **Minutes of Meeting 03/04/2016**

Chair Hoch Altwegg called for comments/corrections to the minutes of the March 4, 2016 meeting of the Board.

ACTION: Timothy Heston moved to approve the minutes of the March 4, 2016 meeting as presented. The motion was seconded by Steve Hatlestad and carried.
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4. **CIC Report**

Kevin Bryant reported that there were no new cases so there was no CIC meeting.

5. **Reports**

**A. NAB Test Results**

Brenda Dreher summarized the NAB results for the first quarter of 2016. A total of 18 candidates tested with 14 of those passing for a 78% pass rate.

**B. Temporary License Report**

Ms. Dreher summarized the 2016 temporary license report which covered the period from July 1, 2015 through April 30, 2016. A total of 22 individuals were issued temporary licenses. Of the eight that remain active a total of five are completing their AIT experiences, one is serving in an interim role, and two are acquiring CE hours necessary to reinstate their previous Kansas license.

**C. Renewal Report for 6/30/2016**

Ms. Dreher reported that postcard notices were mailed to the 344 individuals with licenses due to renew by 6/30/2016. To date, just 17% have renewed leaving 83% not renewed. However, historically, a large number of renewals are completed that last two weeks of June. A final renewal report will be provided at the September board meeting.

Ms. Dreher provided a demonstration of the BACHA web page and link to both the paper renewal option and the online renewal system.

Ms. Dreher also provided copies of the survey results completed by those renewing online which includes those that renewed 6/30/2015 as well.

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

Steve Irwin read excerpts from six zero deficiency letters issued to: Brett Nichols, Bethel Home, Montezuma; Robert Richard, The Forum at Overland Park – RHCF; Kelly Thomas, Via Christi Village Georgetown, Inc., Wichita; Jim Huxman, Pine Village, Moundridge; Amy Higgins, Medicalodge Columbus; and Tamara Solari, Victory Hills Senior Living Community, Kansas City.

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

Craig Paschang reported that the revised regulations are ready to go to the Department of Administration, followed by the Office of the Attorney General, then on to the office of the Secretary of State.

8. **Rotation Schedule for Review of BACHA Documents**

Ms. Dreher used an overhead and computer so the board could view the BACHA web page. The documents discussed included the *Disciplinary Process and Guidelines*, the *Preceptor Guidelines*, the *AIT Orientation* and the *Suggested Curriculum*. The consensus of the board was to review each document one time per year. Because there are four documents the board will be reviewing one document at each quarterly meeting.

•The *Disciplinary Process and Guidelines* document will be reviewed at the September meeting. In preparation, Mr. Paschang will review it for statute and regulation references and ask Marty Snyder to review the document as well.

There was also discussion about whether to adopt the document in regulation or consider it a ‘guidance document.’

**ACTION:** Steve Hatlestad moved the *Disciplinary Process and Guidelines* document should be considered a Guidance Document. The motion was seconded by Dr. Heston and carried.

Mr. Paschang noted that an index should be added to the BACHA web page titled Guidance Documents so the *Disciplinary Process and Guidelines* document can reside there. A copy should also be provided to the Office of the Secretary of State. Ms. Dreher will assure the changes are made to the web page.

•The *Suggested Curriculum* document was also discussed. Mr. Paschang provided some options for board consideration –

- 1) Adopt the *Suggested Curriculum* in regulation
- 2) No longer have staff presumptively approve AIT curriculums and perhaps change the document title to “Sample” Curriculum rather than “Suggested” Curriculum.

The consensus of the board was to change the title of the document to Sample Curriculum and that the document would not be adopted by regulation.

•The *Preceptor Guidelines* document will be the second document to be reviewed once the board has a change to review the NAB *Preceptor Training* document.

9. **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.

10. **Next Meeting**

The next meeting is scheduled for September 9, 2016 at 1:00 p.m.

**Adjourn**

The meeting of the Board of Adult Care Home Administrators adjourned at 3:45 p.m.

