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<http://mn.gov/health-licensing-boards/nursing-home/>

AT A GLANCE

- The Board's main function is licensing Nursing Home Administrators.
- It also serves as the fiscal agent for the Administrative Services Unit (ASU)

PURPOSE

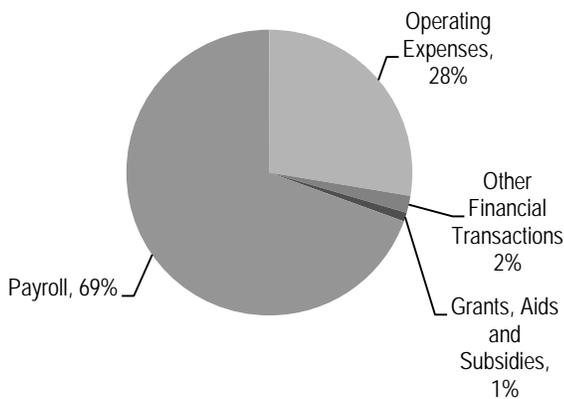
BENHA: The Minnesota Board of Examiners for Nursing home Administrators (BENHA) was established in 1970 under Minnesota Statutes 144A.19 – 144A.28 and Minnesota Rules 6400. The board is charged with the responsibility to act as the official licensure agency for nursing home administrators.

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

- Provide centralized administrative services to 15 health-related licensing boards, and three boards funded out of the General Fund -- the Emergency Medical Services Regulatory Board (EMSRB), Board of Barbers, and Board of Cosmetology. The services provided include budgeting, fiscal analysis, human resources, payment transaction processing, purchasing and printing services, operations analysis, contracts, information technology, audit controls, research and policy analysis.
- Provide high quality services by having individually trained subject matter experts focused on specific administrative tasks
- Assist in the establishment of a consortium of boards to cooperate on matters of common interest
- Register individuals and organizations in the Volunteer Health Care Provider Program

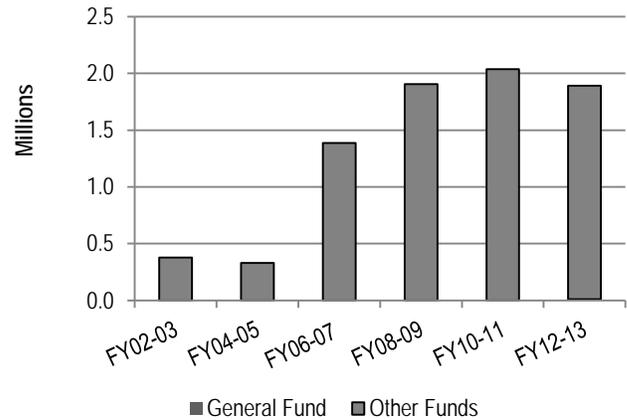
BUDGET

**Spending by Category
FY 13 Actual**



Source: BPAS

Historical Spending



Footnote: FY02-05 ASU expenses reported under Pharmacy Board
FY 2013 ASU received \$10,000 general funds for emergency response study

Source: Consolidated Fund Statement

The Board is entirely fee supported and receives no General Fund dollars to provide services. Fees collected to cover direct and indirect expenditures are deposited as non-dedicated revenue into the State Government Special Revenue Fund (SGSRF). The Board is granted authority to use these funds by the Minnesota Legislature to pay for expenses. The board has not had a fee increase since 1995.

STRATEGIES

BENHA: The eleven governor-appointed citizens serving on the Minnesota Board of Examiners for Nursing Home Administrators (BENHA) take serious the obligation to ensure that leaders of elder care campuses are sufficiently trained and held accountable for their actions without imposing unintended barriers or restrictions. The licensure of Nursing Home Administrators is a federal

requirement impacting Medicare and Medicaid funding for facilities. BENHA is currently partnering with other state agencies to review credentialing for the long term care continuum, if legislatively requested.

Currently, the board is engaged in a four year strategic planning process. The four global goals relate to:

- Assisted Living Administrators Credentialing
- Academic training and practicum / field experience
- Experienced administrators' continued competency
- Board effectiveness of daily operations

ASU: The Administrative Services Unit (ASU) is a model for providing efficient and accountable government services. This model uses key subject matter experts within the business office to facilitate state driven procedures while allowing practice specific experts within each board to focus on public safety and board specific practices. Other states have created similar models for the operations of their health licensing boards.

The ASU also operates the Volunteer Health Care Provider Program, which was created to allow liability insurance coverage for health care professionals providing care in community-based clinic settings. This program has grown significantly and eliminates a critical expense for many volunteering practitioners.

The authorizing Minnesota statute is Chapter 144A.19-38 (<https://www.revisor.mn.gov/statutes/?id=144A&view=chapter#stat.144A.19>)

The Board operates pursuant to Minnesota Rules 6400.5000 (<https://www.revisor.leg.state.mn.us/rules?id=6400.5000>)

Program: Nursing Home Administrators, Board of

Activity: Nursing Home Administrators, Board of

<http://mn.gov/health-licensing-boards/nursing-home/>

AT A GLANCE

Credentialing

- 853 Licensed Nursing Home Administrators (LNHA)
- 91,000 Minnesotans reside along the long term care continuum
- 60 New licensees
- 14 acting permits issued
- 10 Minnesota Accredited Centers of LTC Education
- 71 state jurisprudence exams
- 244 continuing education reviews and approvals
- 61 complaints received

Source: Annual QI Report for June, 30, 2014

PURPOSE & CONTEXT

The Minnesota Board of Examiners for Nursing Home Administrators (BENHA) was established in 1970 under Minnesota Statutes 144A.19 – 144A.28 and Minnesota Rules 6400. The board, which was originally created by federal mandate, ensures that nursing home administrators have the education and skills necessary to provide strong, safe communities for Minnesota's elders. We carry out this mission through regulation of the practice, education and licensure of practitioners, and investigation of complaints.

The BENHA has an additional budgetary responsibility as the fiscal agent for the Administrative Services Unit (ASU). The main purpose of the ASU is:

- To provide centralized administrative services to 15 health-related licensing boards, and three boards funded out of the general fund -- the Emergency Medical Services Regulatory Board (EMSRB), Board of Barbers, and Board of Cosmetology. The areas of administrative support oversight includes budgeting, fiscal analysis, human resources, payment transaction processing, purchasing and printing services, operations analysis, contracts, information technology, audit controls, research and policy analysis.
- In its twentieth year, the ASU model has proven effective at using subject matter experts and a centralized business model to promote efficient and accountable government services.

SERVICES PROVIDED

The BENHA is required to set the standard for Nursing Home Administrator licensure in order for the state to receive Center of Medicare and Medicaid Service funds per federal guidelines. We accomplish this by:

- Maintaining educational standards for prospective and existing licensees
- Licensing qualified individuals so that Minnesotans seeking nursing home care will be able to identify those working in the field with skills necessary to provide services in compliance with Minnesota Statutes and Rules.
- Implementing disciplinary and compliance actions when licensees do not perform at a contemporary standard of practice.
- Educating the public on health-related professions, practitioners, and standards.
- Working with ten (10) approved colleges with Long Term Care Administration programs.

Currently, Minnesota has 853 licensed administrators that oversee the care provided to nearly 40,000 Minnesotans. Resident safety is the primary focus working with all stakeholders. Research is very active at this time as it relates to leadership of long term care supports and services and its relationship to customer satisfaction. The board is nationally engaged in reviewing best practices to ensure resident safety in all Minnesota senior care environments including the Assisted Living Administrator.

BENHA initiated their four year strategic plan in 2012. New goals and strategies were outlined for the next four years primarily in the areas of long term care supports and services credentialing, revising practicum and field experience guidelines, and coordination with other state agencies. Among the discussion points are performance measurements as only one state in the nation tracks state board performance at this time. The board receives an annual statistical review in October of each year. This data is used to identify new initiatives or areas of concern. The board engages in many stakeholder groups to ensure administrative involvement in problem resolution.

RESULTS

<i>Type of Measure</i>	<i>Name of Measure</i>	<i>Previous</i>	<i>Current</i>	<i>Dates</i>
Quantity	Percent of license renewals completed online	92%	94%	FY 2012 & FY 2013
Quantity	Percent of initial license applications submitted online	0%	44%	FY 2012 & FY 2013
Quality	Percent of initial license applications approved within 48 hours of final submission	98%	98%	FY 2012 & FY 2013

The authorizing Minnesota statute is Chapter 144A.19-38 (<https://www.revisor.mn.gov/statutes/?id=144A&view=chapter#stat.144A.19>). The Board is also governed by provisions found in various other Minnesota Statutes, including chapters 214, 13 and 16.

The Board operates pursuant to Minnesota Rules 6400.5000 (<https://www.revisor.leg.state.mn.us/rules?id=6400.5000>).

Program: Administrative Services Unit (ASU)

Activity: Administrative Services Unit (ASU)

<http://mn.gov/health-licensing-boards/asu/>

AT A GLANCE

FY 2013: July 1, 2012 – June 30, 2013

- Serves 18 health and non-health related licensing boards
- Serves 170 state employees
- Serves 172 appointed board members
- Registered 15 Volunteer Health Care Provider facilities
- Registered 73 Volunteer Health Care Provider volunteers
- Processed over 990 purchase orders
- Processed over 7,500 vendor payments
- Processed over 6,700 revenue deposits

PURPOSE & CONTEXT

The mission of the Administrative Services Unit (ASU) is to:

- Provide centralized administrative services to 15 health-related licensing boards and three non-health related licensing boards – the Emergency Medical Services Regulatory Board (EMSRB), Board of Barber, and Board of Cosmetology. The services provided include budgeting, fiscal analysis, human resources, payment transaction processing, purchasing and printing services, operations analysis, contracts, information technology, research and policy analysis.

- Provide high quality services by having individually trained staff focused on specific administrative tasks.
- Assist in the establishment of a consortium of boards to cooperate on matters of common interest.
- Register individuals and organizations for the Volunteer Health Care Provider Program (VHCPP)

SERVICES PROVIDED

In 1995 the Health Licensing Boards voluntarily and informally created the ASU to increase efficiencies among the Boards in performing their duties. The ASU was formalized in statute in 2011 (Minnesota Statutes Chapter 214.107).

The ASU is required to perform administrative, financial, and management functions common to all the boards using procedures that streamline services, reduce expenditures, target the use of state resources, and meet the mission of public protection. Specifically, the ASU processes payroll; pays invoices; records receipts; performs purchasing, contracting and grant functions; maintains fixed assets; prepares annual and biennial budgets, annual spending plans and fiscal notes; compiles financial reports; administers building leases; and performs human resource functions and labor relations.

ASU was recognized nationally for occupational governance by the PEW commission.

The ASU is funded by all the independent boards and consists of 7.6 FTE staff members who perform shared administrative and business services for all the boards. ASU also coordinates the Voluntary Health Care Provider Program (which provides malpractice coverage for physicians, physician assistants, dentists, dental hygienists, and nurses serving in a voluntary capacity at a charitable organization). ASU's annual budget is determined by the Executive Directors Forum. Oversight of ASU is assigned on a rotating basis to one of the health-related boards. The current ASU oversight board is the Minnesota Board of Examiners for Nursing Home Administrators. ASU is managed by the Executive Directors Forum's Management Committee.

Monthly meetings are held of the Executive Director's Forum. The HLB's governance structure consists of an elected Chair, Vice-Chair who serves as chair of the Management Committee, Policy Committee and IT Working Group. Each Committee is comprised of one small, medium and large board member. An Office Manager also serves on the Management Committee.

Responsibilities of the Management Committee include:

- Administering shared conference rooms and shared equipment, such as copiers
- Coordinating the boards' computer collaboration efforts
- Developing recommended policies and procedures for all boards, and reviewing best practices
- Oversight of the Administrative Services Unit

Responsibilities of the Policy Committee include:

- Making recommendations to the Executive Directors Forum on issues relating to public policy.
- Reviewing legislative proposals
- Making recommendations on legislative initiatives affecting all the boards
- Undertaking efforts to make investigative data more readily available to share among health boards

Responsibilities of the Information Technology Workgroup include:

- Expanding the use of electronic communications in the provision of HLB services. The Information Technology Workgroup is responsible for coordination of HLB IT projects and implementation of technological improvements. Minnesota Electronic Government Services has been recognized at the national level for efficient health licensing process.

RESULTS

<i>Type of Measure</i>	<i>Name of Measure</i>	<i>Previous</i>	<i>Current</i>	<i>Dates</i>
Quantity	Number of Registered VHCPP Facilities	13	15	2012 & 2013
Quantity	Number of Registered VHCPP Clinics	59	73	2012 & 2013

The authorizing Minnesota statute for Administrative Services Unit is Chapter 214.107

<https://www.revisor.mn.gov/statutes/?id=214.107&view=chapter#stat.214.107>

The authorizing Minnesota statute for Volunteer Health Care Provider Program is Chapter 214.40

<https://www.revisor.mn.gov/statutes/?id=214.40&view=chapter#stat.214.40>