Table of Contents

2014-15 Governors Budget - Nursing Home Administrators, Board of Examiners for

Agency Profile - Nursing Home Administrators, Board of Examiners for 1

Current, Base and Governor's Recommended Expenditures 4

Sources and Uses 5

All Funds FTE by Program 6

Revenues Summary 7

Nursing Home Administrators, Board of Examiners for

http://www.benha.state.mn.us and http://www.asu.state.mn.us **Small Agency Profile**

The Minnesota Board of Examiners for Nursing Home Administrators is an independent State agency, and as one of the Health Regulatory Boards, has responsibility as the administering Board for the Administrative Services Program (ASU). Both the Board of Examiners for Nursing Home Administrators and ASU are profiled below. Additional detailed information about both the Board of NHA and ASU may be found in the December 2011 report to the Sunset Advisory Commission (http://www.commissions.leg.state.mn.us/sunset/reports/BENHAReport_2011.pdf).

Mission:

The mission of the Board of Examiners for Nursing Home Administrators 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 mission of Minnesota Health-Related Licensing Boards, Administrative Services Unit (ASU) is to provide business services to each of the Health-Related Licensing Boards, individually, and as a collaborative, in an efficient, cost-effective manner, in which services are delivered accurately, promptly, and in accordance with State law, policies, and procedures.

Statewide Outcome(s):

Nursing Home Administrators, Board of Examiners for supports the following statewide outcome(s).

People in Minnesota are safe.

Administrative Services Unit supports the following statewide outcome:

Efficient and accountable government services

Context:

Nursing Home Administrators, Board of Examiners for (BENHA) strategies and values include:

Currently, Minnesota has 856 licensed administrators which 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 residential based care and the positive effect of customer satisfaction. The board is nationally engaged in reviewing best practices to assure resident safety in all Minnesota senior care environments.

BENHA completed the four year strategic plan in 2012 and met in July, 2012, to initiate new goals and objectives for the next four years. Among the discussion points are performance measurements as only one state in the nation tracks state board measurements at this time. The board receives an annual statistical review in October of each year. From the data, we review new initiatives or focus areas of concern dependent on the tracking of the data. The board is engaged in many stakeholder groups to assure administrative involvement in problem resolution.

Administrative Services Unit

ASU addresses the important need that governmental business services be provided in as effective and cost-efficient a manner as possible, thus safeguarding the use of public funds. Priorities are providing expert business services to State Health-Related Licensing Boards; this ultimately provides better service to the State at large and to the general public that depends upon accountable and standard procedures. ASU is funded through shared services agreements with the Boards; the Boards are supported by license fees paid by licensees, and are not funded through the state general fund.

Strategies:

Nursing Home Administrators, Board of Examiners for

- The quarterly board meetings are attended by eleven board members with other stakeholders in attendance. The agenda reflects quality improvement activities with key statistics tracked and shared with the attendees. Each October an extensive key statistics review is completed. Board discussion leads to action steps and directives to staff which are listed in the minutes of each board meeting. Those minutes are posted on the website.
- The Executive Committee of the board is comprised of licensed administrators who assure the business aspects of the licensure process are efficient, and public members, who assure public involvement and that board actions are meant for public safety. The board has provider associations who regularly participate. Key issues are identified, investigated and resolved within the public board structure. This is a board that seeks a return on investment and does not collect data that will be improperly utilized, however believes that a future best practice will encourage other states to participate in a comparable dashboard or similar model for comparison purposes.

The Board regulates its profession by:

- Setting and enforcing educational requirements and examination standards for licensure and administering a continuing education program to update and improve the knowledge and competency of licensed administrators; and
- Investigating complaints of substandard care or other alleged violations of statutes and rules and providing information and consultation and/or mandating compliance with regulations, holding educational and disciplinary conferences and taking legal action to suspend or revoke the licenses of administrators who fail to meet standards.
- Ensuring that educational standards for prospective licensees and continuing education for licensees are maintained.
- Licensing qualified individuals so that Minnesotans seeking to use their services 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

Administrative Services Unit

ASU maximizes its effectiveness through providing excellent service in each of its business areas, and through experienced, highly-trained staff. ASU works closely with staff of all the Boards, maintains openness in its activities, and accrues credibility through accurately handling its areas of responsibility. Statewide, it offers an example of a collaborative initiative that can maximize limited budgets. Key partners are the Boards, and other State agencies, including Minnesota Management and Budget (MMB), Department of Health, and the Department of Administration.

Results:

Nursing Home Administrators, Board of Examiners for

The regular review of the four year Strategic Plan assures the thoughtful progress of moving the board forward with contemporary practices. The board is also very involved at a national level in leadership positions that are promoting a national model to review performance trends. The Strategic Plan offers directives to the four committees of the board to pursue working plan tasks and objectives. The board has completed large scale surveys of licensees and other stakeholders in the past. The boards' most recent self-review indicated a high level of active engagement, directed decision making and overall determination to be a highly effective board.

Performance Measures	Previous	Current	Trend
Average days an applicant has submitted all required information to the date the initial license is granted	10 days	10 days	Stable
Average days that a complaint remains open	180 days	180 days	Stable

Performance Measures Notes:

The board will review other performance measures as the national board(s) investigates comparable data. If state directives are received, data and focus will be included in the board agenda.

Board quantitative and qualitative performance outcomes are identified in great detail in the following recent Board of Examiners for Nursing Home Administrators reports and documents, available at the Board's website http://www.benha.state.mn.us and 2008 - 2010 Biennial Report at

http://www.asu.state.mn.us/Portals/0/Biennial%20Report%202008-2010.pdf.

Initial license data: previous is 2010, current is 2012.

Complaint data: previous is 2010, current is 2012.

Source is Small Boards Licensing Database.

Administrative Services Unit
ASU ensures that staff follows appropriate State processes, which are subject to State audit. Its existence permits maximum security of sensitive business data and operations. It provides services to all boards at a substantial cost saving that allows the Boards to not hire redundant staff and keeps the cost and need to hire additional staff at the Boards lower than it would otherwise be. Through consolidated services, expertise on financial, budgetary, purchasing, contracting, and human resources matters is housed in a central location.

ASU is designed and functions as a "main business office" for the Boards, resulting in standardization of procedures and compliance with State procedures.

Additionally, other state agencies can have a single point of contact in regards to distribution of information, reporting, or data requests, a benefit which contributes to the improving the efficiency of other state agencies. At the same time, ASU staff - through staff development, training, and receiving updates from other State entities - are able to stay current with requirements, and longevity leads to increased proficiency, quality, and quantity of production.

Nursing Home Administrators, Board of Examino
Current, Base and Governor's Recommended Expenditures
(Dollars in Thousands, Biennial Totals)

	General Funds	Other State Funds	Federal Funds	All Funds
Current Biennium Expenditures (FY 2012-13)	$10	$4,746		$4,756
Current Law Expenditures (FY 2014-15)	$20	$3,136		$3,156
Governor's Recommended Expenditures (FY2014-15)	$20	$3,136		$3,156
$ Change from FY 2014-15 Current Law to Governor's Rec	$0	$0		$0
% Change from FY 2014-15 Current Law to Governor's Rec	0%	0%		0%

Nursing Home Administrators, Board of Examino
Sources and Uses
(Dollars in Thousands)

	Biennium FY14-FY15			
	General Funds	Other State Funds	Federal Funds	Total Funds
BALANCE FORWARD IN		$865		$865
REVENUE		$402		$402
APPROPRIATION	$20	$2,469		$2,489
SOURCES OF FUNDS	**$20**	**$3,736**		**$3,756**
BALANCE FORWARD OUT		$600		$600
EXPENDITURES	$20	$3,136		$3,156
PAYROLL EXPENSE	$2	$1,077		$1,079
OPERATING EXPENSES	$18	$2,059		$2,077
USES OF FUNDS	**$20**	**$3,736**		**$3,756**

Nursing Home Administrators, Board of Examino
All Funds FTE by Program

Program	Current FY 2013	Forecast Base FY 2015	Governor's Recommendation FY 2015
Program: Nursing Home Admin, Board Of	8.9	6.7	6.7
Nursing Home Administrators, Board of Examino	8.9	6.7	6.7

Nursing Home Administrators, Board of Examino
Revenue Summary
(Dollars in Thousands)

		Biennium FY14-15			
		General Fund	Other State Funds	Federal Funds	All Funds
Non Dedicated	DEPARTMENTAL EARNINGS		391		391
	ALL OTHER		0		0
	Subtotal		391		391
Dedicated	DEPARTMENTAL EARNINGS		2		2
	ALL OTHER		400		400
	Subtotal		402		402
	Total		**793**		**793**