



HEALTH LICENSING OFFICE

Kate Brown, Governor

Oregon
Health
Authority

700 Summer St NE, Suite 320
Salem, OR 97301-1287
Phone: (503)378-8667
Fax: (503)585-9114
<http://www.oregon.gov/OHA/HLO>

WHO: Health Licensing Office
Nursing Home Administrators Board

WHEN: 9:30 a.m. on May 19, 2016

WHERE: Health Licensing Office
Rhoades Conference Room
700 Summer St NE, Suite 320
Salem, Oregon

What is the purpose of the meeting?

The purpose of the meeting is to conduct board business. PA working lunch may be served for board members and designated staff in attendance. A copy of the agenda is printed with this notice. Please visit <http://www.oregon.gov/OHA/HLO> for current meeting information.

May the public attend the meeting?

Members of the public and interested parties are invited to attend all board/council meetings. All audience members are asked to sign in on the attendance roster before the meeting. Public and interested parties' feedback will be heard during that part of the meeting.

May the public attend a teleconference meeting?

Members of the public and interested parties may attend a teleconference board meeting **in person** at the Health Licensing Office at 700 Summer St. NE, Suite 320, Salem, OR. All audience members are asked to sign in on the attendance roster before the meeting. Public and interested parties' feedback will be heard during that part of the meeting.

What if the board/council enters into executive session?

Prior to entering into executive session the board/council chairperson will announce the nature of and the authority for holding executive session, at which time all audience members are asked to leave the room with the exception of news media and designated staff. Executive session would be held according to ORS 192.660.

No final actions or final decisions will be made in executive session. The board/council will return to open session before taking any final action or making any final decisions.

Who do I contact if I have questions or need special accommodations?

The meeting location is accessible to persons with disabilities. A request for accommodations for persons with disabilities should be made at least 48 hours before the meeting. For questions or requests contact a board specialist at (503) 373-2049.

Items for Board Action

Approval of Agenda



Health Licensing Office
Nursing Home Administrators Board



9:30 a.m., May 19, 2016
700 Summer St. NE, Suite 320
Salem, Oregon

Call to order

1. Items for board action

- ◆ Approval of agenda
- ◆ Approval of minutes from Nov. 5, 2015
- ◆ Approval of 2016 chair and vice chair
- ◆ Melodie King and Linda Kirschbaum's preceptor training curriculum approval

2. Reports

- ◆ Director report
- ◆ Licensing and fiscal statistical reports
- ◆ Regulatory report
- ◆ Policy – exam information discussion

3. Executive session - Pursuant to ORS 192.660(2)(f) for the purpose of considering information or records exempt from public inspection. (Investigation cases) Case numbers 14-7657, 15-7866, 16-8146, and 16-8136

4. Items for board action II- case numbers 14-7657, 15-7866, 16-8146, and 16-8136

5. Public/interested parties' feedback

6. Other board business

Agenda is subject to change.

For the most up to date information go to www.oregon.gov/OHA/HLO

Approval of Minutes



Health Licensing Office
Nursing Home Administrators Board



Nov. 5, 2015
700 Summer St. NE, Suite 320
Salem, Oregon

MINUTES

MEMBERS PRESENT

Matthew Storm, chair (via teleconference)
Nicole Burnham, vice chair
Nicolle King Deering
David Anderson
Christine Prather

MEMBERS ABSENT

Misty Lohn
Jennifer Woolley

GUESTS PRESENT

None

STAFF PRESENT

Sylvie Donaldson, interim director and fiscal services and
licensing manager
Bob Bothwell, regulatory operations manager
Heather Vogelsong, assistant attorney general, Oregon
Department of Justice
Anne Thompson, policy analyst
Sarah Kelber, communications coordinator
Maria Gutierrez, board specialist
Nathan Goldberg, investigator

Call to order

Nicole Burnham called the meeting of the Nursing Home Administrators Board to order at 9:09 a.m.
Roll was called.

Sylvie Donaldson, interim director and fiscal services and licensing manager, introduced the staff and Board members introduced themselves.

Items for board action

◆ **Approval of revised agenda**

Nicolle King Deering made a motion, with a second by David Anderson, to approve the revised agenda.
Motion passed.

◆ **Approval of minutes**

Matthew Storm made a motion, with a second by Nicolle King Deering, to approve the minutes for Sept. 28, 2014. Motion passed.

◆ **Approval of 2016 meeting dates**

Nicolle King Deering made a motion, with a second by David Anderson, to approve the amended 2016 meeting dates of Feb. 25 and Sept. 29. Motion passed.

Reports

◆ **Director report**

Donaldson told the Board about Director Holly Mercer leaving HLO and being named interim director. She also described the move to the Public Health Division and said that it has very little impact on how HLO and its boards and programs do business. She explained that the new digital minutes program, Granicus, was being tested, and when implemented would provide a full audio recording of meetings. The program will save staff time, and will require board members to remember to say their name before speaking so listeners can follow along. She also said that HLO has requested to move to another location, one that will have more testing stations and a bigger waiting room for customers, more parking and a bigger board room. She also said that HLO is getting a website redesign, and Sarah Kelber, communications coordinator, told the Board that she put out a request to associations, chairs and vice chairs for new photos for the site. Kelber said that the new site may be available early in 2016. Burnham said a photo of an administrator speaking with a resident would be good, but the resident's family would have to give permission.

◆ **Licensing and fiscal statistical reports**

Donaldson presented a statistical overview of licensing, license trends and age and gender diversity in licensees. She said that by the end of the last biennium, June 30, 2015, that HLO issued 32 new administrator-in-training authorizations and 700 renewals. The licensing-trend graphic was not included, so Donaldson said she would make sure it was included in the statistics packet at the next meeting. Burnham was surprised by the passing rates on the Oregon laws and rules exam and asked when the rewritten test went into effect. She said she was surprised by the passing rate, because she was worried that the test might have been too hard. Donaldson said she could find out from staff and let the Board know.

The Board's finances are healthy, but Donaldson said the cost allocation for shared services from Public Health has not been received yet, so that will affect the bottom line.

◆ **Regulatory report**

Bob Bothwell, regulatory operations manager, said in the 2011-13 biennium that 25 complaints were received by HLO and all are closed. In the 2013-15 biennium, 23 complaints were received by the office and 11 were closed. In the current biennium, three complaints were received; all are closed.

Public/interested parties' feedback

None.

Executive session – legal advice

The Nursing Home Administrators Board entered executive session pursuant to ORS 192.660(2)(f) at 9:39 a.m. for the purpose of considering information or records exempt from public inspection.

Executive session concluded and the board reconvened regular session at 10:08 a.m. No decisions were made and no votes were taken in executive session. The Board took a break and reconvened at 10:22 a.m.

Executive session – investigation cases

The Nursing Home Administrators Board entered executive session pursuant to ORS 192.660(2)(f) at 10:22 a.m. for the purpose of considering information or records exempt from public inspection.

Executive session concluded and the board reconvened regular session at 10:55 a.m. No decisions were made and no votes were taken in executive session.

It was proposed in case 15-7843 that the licensee be issued a \$500 civil penalty, stayed if no laws and rules are broken in three years. Matthew Storm made the motion, with a second by Nicolle King Deering. Motion passed.

It was proposed in case 15-7884 that the case be closed unsubstantiated. Matthew Storm made the motion, with a second by Nicolle King Deering. Motion passed.

Other board business

Donaldson said that the licensing trend line will be on the next fiscal report.

Burnham asked for more data on those who take the Oregon laws and rules test – how many times they had taken in and more about the scores to see if the test needed to be adjusted.

Deering asked if the Board of Pharmacy had been contacted about helping find a new Board member. Thompson said they had been contacted and that the information from the governor’s office for Board candidates will be emailed to Board members.

Burnham asked if the Board could go back to having administrators in training come in for an interview with the Board. Donaldson said HLO got away from the practice as there is nothing in statute that requires it and so licensing cannot be affected by the interviews.

The meeting adjourned at 11:13 a.m.

Minutes prepared by: Anne Thompson, policy analyst

**2016 Chair
and Vice Chair**



Chair and vice chair – 2016

BACKGROUND AND DISCUSSION

Matthew Storm has served as chair for the Nursing Home Administrators Board (Board), and Nicole Burnham has served as vice chair during 2015.

ISSUE

The Board must nominate and elect a chair and vice chair for 2016.

Role of the chair in meetings

- Officially call the meeting to order.
- Keep order and impose any necessary restrictions for the efficient and orderly conduct of the meeting.
- Direct the “flow” of the meeting and to ensure the meeting is conducted in a professional manner.

Some key points regarding meeting protocol include:

- Board members wishing to speak must wait to be addressed by the chair.
 - Once addressed by the chair, the board member must state their last name for the record before speaking.
 - The chair guides members through the motion-making process.
 - If public comment is being accepted by the Board, audience members must wait to be addressed by the chair and state their full name and affiliation to the Board.
- Officially enter/exit executive session.
 - Officially adjourn the meeting.

Role of the chair outside of meetings

- Collaborate with the director regarding the Board budget. The director may contact the chair to discuss the Board budget regarding revenue, expenditures and possible fee changes.
- Assist in generating meeting agendas. The board specialist or analyst may contact the chair to discuss the agenda for an upcoming meeting. The chair may be asked to comment on topics to be discussed and the format or order in which the topics should be presented at the meeting.

Role of the vice chair

The vice chair must assume the responsibilities of the chair if there is an absence or if the chair is no longer a member of the Board.

BOARD ACTION

The Board nominates and elects:

Chair:

Vice chair:

Curriculum Approval

HEALTH LICENSING OFFICE
Nursing Home Administrators Board (NHAB)

Issue

The Oregon Health Care Association (OHCA) has submitted updated curriculums for nursing facility preceptor training. OHCA has been conducting a NHAB-approved preceptor training course for nursing facility administrators since 2006 and is updating materials to keep paced with changes in the industry.

Recommendation

Vote to adopt the proposed preceptor training course.

11740 SW 68th Parkway Ste. 250
Portland, OR 97223
Office: (503) 726-5260 • www.ohca.com

January 11th, 2016

Oregon Nursing Home Administrator's Board
700 Summer St NE Suite 320
Salem, OR 97301

Dear Nursing Home Administrator's Board:

The Oregon Health Care Association (OHCA) is pleased to submit, for your consideration, the following updated curriculums for nursing facility preceptor training. OHCA has been conducting a NHAB approved preceptor training course for nursing facility administrators since 2006. We would like to update our curriculum to reflect the ever changing training needs of nursing home administrators and offer more opportunities for training.

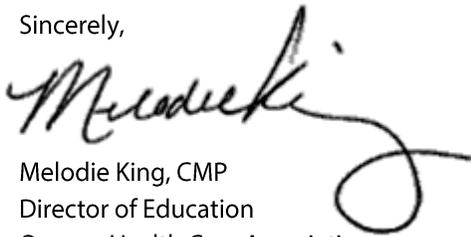
Over the last 13 year that OHCA has been conducting the nursing facility preceptor training, we have found the educational and training needs of our participants to be changing. Nursing facility administrators wishing to become preceptors, usually have an urgent need to complete the training and are not able to wait until the next scheduled training. The use of technology through webinars and recorded on-demand webinars allow the preceptor candidates to complete the training in a timely manner to fit their scheduling needs.

We would like to submit for your consideration, the following curriculums:

1. New Preceptors (Page 2-3): A 3-hour in person OR live webinar for new nursing facility preceptors. These are nursing home administrators who have been licensed nursing facility administrators for at least 3-years and are not currently listed on the OHLA Preceptor Registry. This training is intended to meet: 853-030-0030(3)(c)
2. Experienced Preceptors (Page 4): A 90 minute live and recorded webinar for experienced nursing facility preceptors. These are nursing home administrators who are currently listed on the OHLA Preceptor Registry and need to update their training requirements per 853-030-0030(4)(b).

Thank you very much for your consideration. If you have any questions or would like further information, please feel free to contact me at the information below.

Sincerely,



Melodie King, CMP
Director of Education
Oregon Health Care Association
mking@ohca.com • (503) 726-5227

Proposed Preceptor Training Agenda

- For NEW Nursing Home Preceptor Candidates who are currently NOT on the Preceptor Database with OHLA and need to meet the training requirements under 853-030-0030(3)(c)
- 3.0 Credit Hours
- Participants will have a choice of in-person classroom training OR Live Webinar
- Participants will be asked to complete Pre-Reading assignments of OAR Chapter 853, Division 020-060 and documents available on the NHAB website (AIT Training Packet and Examination information).

- I. Overview of NHAB & Oregon Health Licensing Agency **9:00am – 9:20am**
 - a. Role of the Board & OHLA in the AIT Process
 - b. Preceptor Certification Requirements

- II. Strong Leadership and Successful AITs **9:20am – 10:00am**
 - a. American Health Care Association (AHCA) Leadership Excellence
 - b. Behavior Based Interviewing
 - c. Compatibility of AIT & Preceptor

- III. The AIT Program Curriculum **10:00am – 11:15am**
 - a. OHLA requirements & processes
 - b. Five Domains of Practice
 - i. How do you teach adults this information?
 - ii. How do you give positive/constructive feedback
 - iii. How to take AITs personal & work history into account with specific hour requirements by OHLA
 - iv. Compensation
 - v. Ongoing Communication (Performance Evaluations, Problem Solving)
 - c. Model AIT Programs/Adult learning principles & practices
 - d. Draft an AIT curriculum for fictitious AIT Candidate

- IV. The Role of the Preceptor after AIT Program completion **11:15am – 11:45am**
 - a. The next step: exams & applications

- V. Questions/Answers, Adjournment **11:45am - Noon**

Proposed Preceptor Training Agenda – Experienced Preceptors

- For experienced Nursing Home Preceptor Candidates who are currently on the Preceptor Database with OHLA, who need to meet the Preceptor training requirements under 853-030-0030(4)(b).
- 1.5 Credit Hours
- Live webinar OR Recorded Webinar
- Participants will be asked to review OAR Chapter 853, Division 020-060 and documents available on the NHAB website (AIT Training Packet and Examination information) prior to the start of the webinar.

- | | | |
|------|--|--------------------------|
| I. | Overview of NHAB & Oregon Health Licensing Agency | 9:00am – 9:20am |
| | a. OHLA requirements & in the AIT Process | |
| | b. Preceptor Certification Requirements | |
| II. | The AIT Program Curriculum | 9:20am – 9:50am |
| | a. OHLA requirements & processes | |
| | b. Five Domains of Practice | |
| III. | The Role of the Preceptor after AIT Program completion | 9:50am – 10:15am |
| | a. The next step: exams & applications | |
| IV. | Questions/Answers, Adjournment | 10:15am – 10:30am |

Director's Report

Memorandum

To: Sylvie Donaldson, HLO Interim Director

From: Larry Peck, HLO CE Qualifications Analyst

Date: February 17, 2016

Subject: 2016 Continuing Education Attestation Audit

STATUS:

Total Active License Base: 346

Auditing 10% of Base: 35

Required Response Time: 30 days from receipt of audit notice

Projected Completion Date: May 31, 2016

AUDIT PLAN:

The HLO will conduct the audit by means of a computer generated report using the following criteria:

- 10% of the total License base;
- Licensees with a first license date that is prior to January 31, 2014; and
- Active Licenses that have renewed between the dates of January 15, 2015 and December 31, 2015.

This establishes the audit in accordance with the current rule requirements of 20 hours of CE every year.

Memorandum

To: Sylvie Donaldson, HLO Interim Director

From: Larry Peck, HLO CE Qualifications Analyst

Date: 5/10/2016

Subject: Continuing Education Attestation Audit Progress Report

STATUS:

As of the date of this report the disposition of the 35 CE audit files are as follows:

24 files in compliance with audit and closed;

Seven files outstanding waiting for response to request for additional information; and

Four files referred to Regulatory Operations Division for follow up.

The target date for completion of the audit is June 15.

Licensing and Fiscal Statistical Reports

Health Licensing Office

Nursing Home Administrators Board

Licensing Division Statistics as of May 9, 2016

2015 - 2017 Biennium

Quarter	New Administrators In Training	Permanent Licenses Issued	Renewals Processed
1st	3	8	88
2nd	3	7	76
3rd	4	10	66
4th	2	4	26
5th	-	-	-
6th	-	-	-
7th	-	-	-
8th	-	-	-
Total	12	29	256

Health Licensing Office

Nursing Home Administrators Board

Examination Statistics as of May 9, 2016

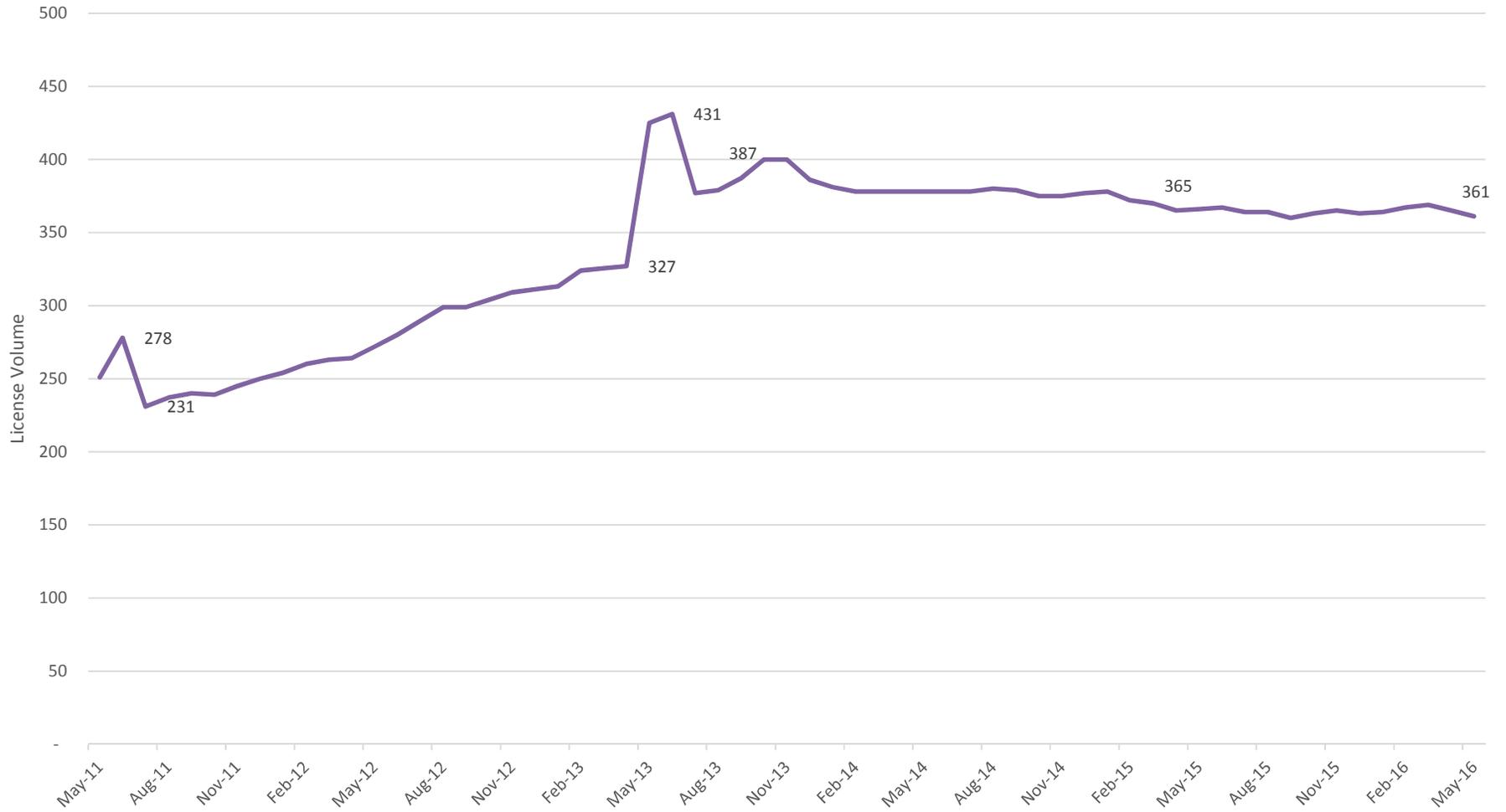
2015 - 2017 Biennium

Quarter	National Examination			State Examination		
	Passed	Failed	% Passed	Passed	Failed	% Passed
1st	2	2	50%	3	1	75%
2nd	-	2	0%	1	2	33%
3rd	2	4	33%	7	-	100%
4th	1	1	50%	1	1	50%
5th	-	-		-	-	
6th	-	-		-	-	
7th	-	-		-	-	
8th	-	-		-	-	
Total	5	9	36%	12	4	75%

Nursing Home Administrators Board

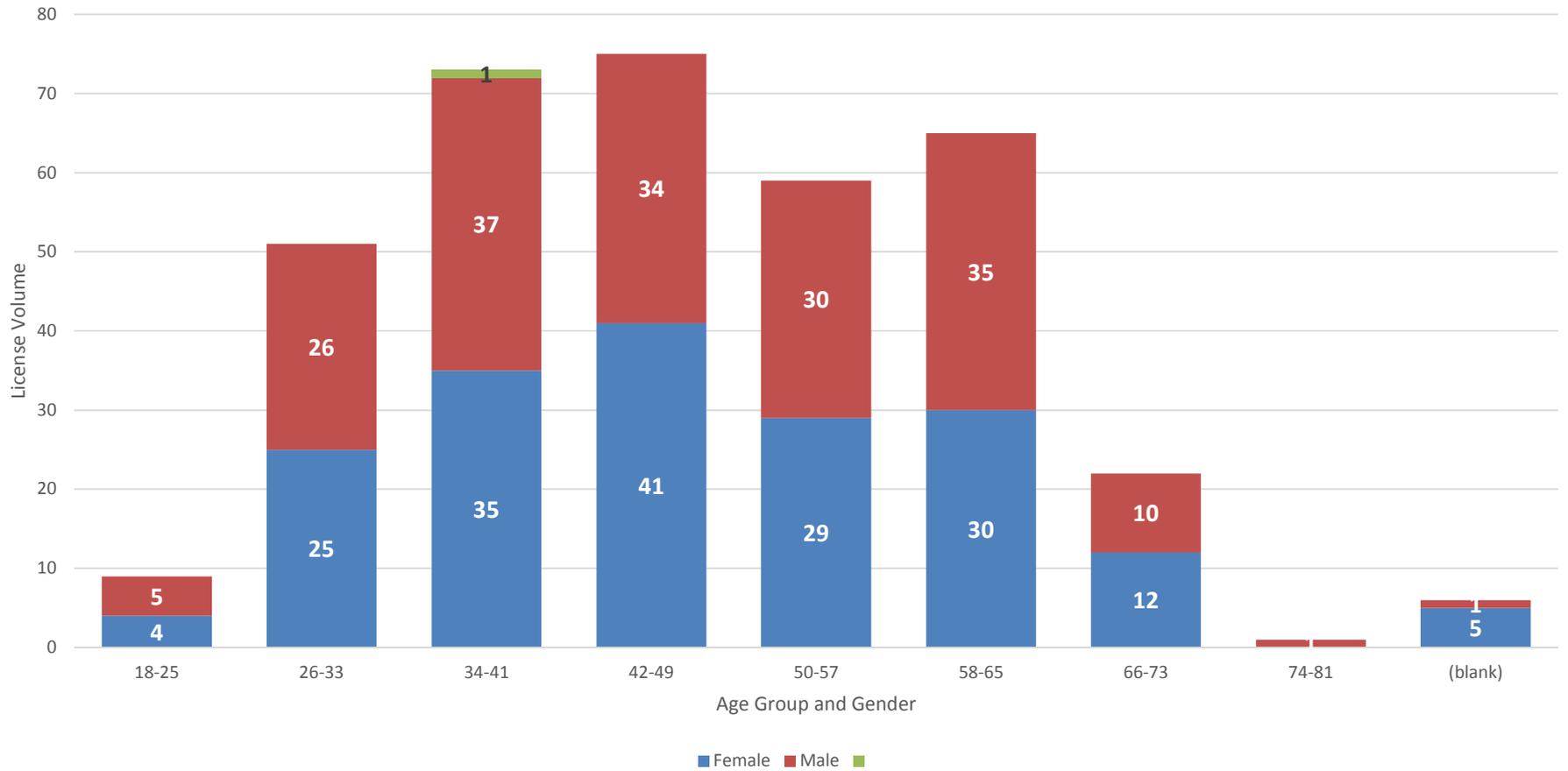
Active License Trend
May 2011 - May 2016

-1.4% change in growth over 1 year
+43.8% change in growth over 5 years



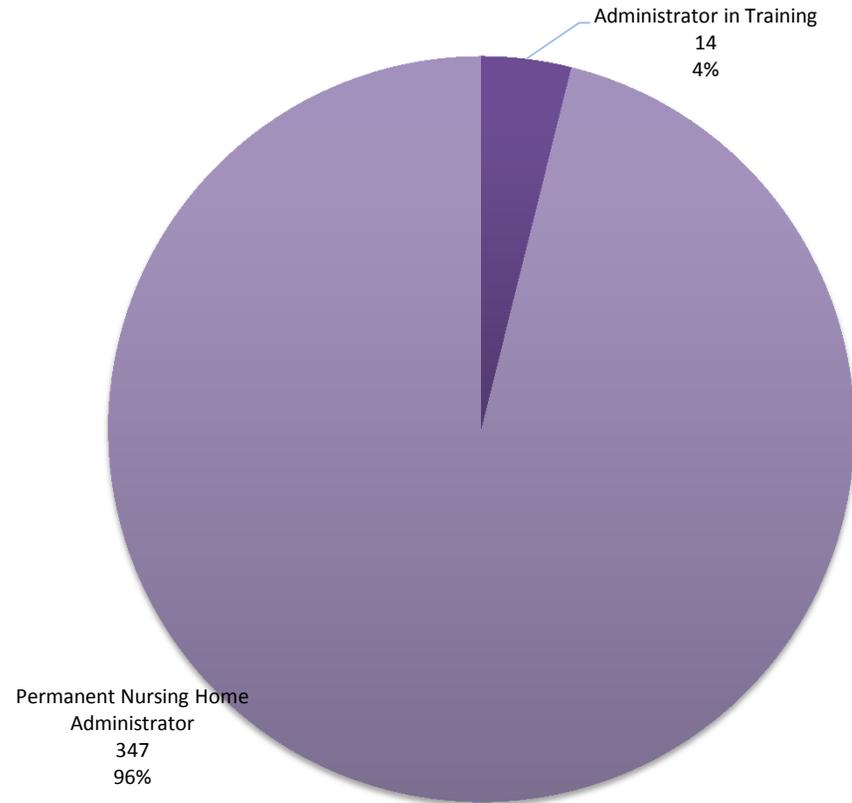
Nursing Home Administrators Board

*Statistics Grouped by Age and Gender as of May 9, 2016
2015-17 Biennium*



Nursing Home Administrators Board

*License Volume by License Type as of May 9, 2016
2015-17 Biennium*



HEALTH LICENSING OFFICE Fund 3830 - NURSING HOME ADMINISTRATORS STATEMENT OF CASH FLOW FOR THE PERIOD 07/01/15 - 05/09/16	
CURRENT	
15-17' Beginning Cash Balance	\$ 148,686.00
Revenues	\$ 38,670.00
Expenditures	\$ 27,335.70
Less: Accrued Expenditures	\$ -
Less: Total Expenditures	<u>\$ (27,335.70)</u>
Subtotal: Resources Available	\$ 160,020.30
Change in (Current Assets)/Liabilities	\$ -
Ending Cash Balance (Actual)	\$ 160,020.30
Indirect Charges are calculated using the following rates:	
* Based on average Licensee Volume	
Shared Assessment %	0.50%
Examination %	0.27%
Small Board Qualification %	6.28%
Inspection %	0.00%

HEALTH LICENSING OFFICE Fund 3830 - NURSING HOME ADMINISTRATORS STATEMENT OF CASH FLOW FOR THE PERIOD 07/01/13- 06/30/15	
PROJECTED	
15-17' Beginning Cash Balance	\$ 148,686.00
Revenues	\$ 111,467.85
Expenditures	\$ 88,263.12
Less: Accrued Expenditures	\$ -
Less: Total Expenditures	<u>\$ (88,263.12)</u>
Subtotal: Resources Available	\$ 171,890.73
Change in (Current Assets)/Liabilities	\$ -
Ending Cash Balance (Projection)	\$ 171,890.73
Indirect Charges are calculated using the following rates:	
*Based on Licensee Volume as of May 20, 2013	
Shared Assessment %	0.50%
Examination %	0.27%
Small Board Qualification %	6.28%
Inspection %	0.00%

Regulatory Report

Health Licensing Office



700 Summer St. NE, Suite 320
Salem, OR 97301-1287
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E-mail: hlo.info@state.or.us

Nursing Home Administrators Board

May 19, 2016

2013 – 2015 Biennium

Between July 1, 2013 and June 30, 2015, 23 complaints were received by the Office. Total open 3. Total closed 20.

ANONYMOUS	CLIENTS	OTHER
0	0	23

2015 – 2017 Biennium

Between July 1, 2015 and April 30, 2016, 10 complaints were received by the Office. Total open 5. Total closed 5.

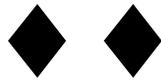
ANONYMOUS	CLIENTS	OTHER
0	0	10

Other: Licensees
General Public
Internal
Mandatory Reporter

Policy Report

TestDate	PassTest	TestGrade	TimesTaken
27-Feb-14	Yes	92	1
19-Mar-14	No	70	1
21-Mar-14	Yes	88	3
22-Apr-14	Yes	89	1
22-May-14	Yes	93	1
27-May-14	No	71	1
06-Jun-14	Yes	86	1
20-Jun-14	Yes	90	1
25-Jun-14	Yes	77	1
01-Aug-14	Yes	88	1
05-Sep-14	Yes	83	1
05-Sep-14	Yes	83	2
08-Sep-14	No	70	1
21-Oct-14	Yes	85	1
31-Oct-14	No	69	1
10-Nov-14	No	70	1
26-Nov-14	Yes	75	1
08-Dec-14	Yes	87	1
02-Mar-15	Yes	81	1
16-Mar-15	Yes	76	1
03-Apr-15	Yes	82	1
17-Jul-15	Yes	81	1
03-Sep-15	No	62	1
21-Sep-15	Yes	86	1
28-Sep-15	Yes	85	1
15-Oct-15	Yes	82	1

Executive Session



ORS 192.660(2)(f) for the purpose of considering
information or records exempt from public inspection.

Items for Board Action II

Public/Interested Parties' Feedback

Other Board Business

