

Kansas Department for Aging and Disability Services
Board of Adult Care Home Administrators
Meeting of January 30, 2015

The Board of Adult Care Home Administrators met Friday, January 30, 2015 at 1:00 p.m. at the Department of Children and Families (DCF) Learning Center, 2600 SW East Circle Drive South, Topeka, Kansas.

Members Present	Staff Present	Others Present
Amy Hoch Altwegg	Steve Irwin	April Holman, KACE
Timothy Heston	Sarah Fertig	Jennifer Hunter, Mount Joseph AIT
Kevin Bryant	Brenda Kroll	Kate Lanning, The Cedars AIT
Steve Hatlestad		Nabeel Khokhar, Wesley Towers AIT
Robert Meissner		Sarah Anderson, Brookdale Sr Lvg AIT
		Chris Osborn, Evergreen Living Innovations
		Phyllis Kelly, KACE
		Linda MowBray, KHCA
		Barb Conant, KABC

1. Call Meeting to Order

Chair Hoch Altwegg called the meeting of the Board of Adult Care Home Administrators (BACHA) to order at 1:04p.m.

2. Minutes of Meeting 07/18/2014

Chair Hoch Altwegg called for comments/corrections to the minutes of the July 18, 2014 meeting of the Board.

ACTION: Robert Meissner moved to approve the minutes of the July 18, 2014 meeting as presented. The motion was seconded by Steve Hatlestad and carried
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3. CIC Report

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

4. Reports

A. NAB Test Results

Brenda Kroll provided the NAB report for the third and fourth quarters of 2014. In the third quarter a total of 16 candidates tested with 9 passing for a 56% pass rate. Ms. Kroll noted that the average passing score was 124. In the fourth quarter a total of 15 candidates tested with 12 passing for a 80% pass rate. The average passing score in the fourth quarter was 120. The overall 2014 pass rate was 75%.

B. Temporary License Report

Ms. Kroll provided the temporary license report for the time frame beginning July 1, 2014 through December 31, 2014. It was noted that a total of 17 individuals held temporary licenses in that time period. Eleven are in various stages of their AIT preparation, five are serving in interim roles and one is accumulating hours necessary for reinstatement of previous licensure.

5. Letters of Exemplary Performance and Zero Deficiency Letters

There were no letters of exemplary performance and no zero deficiency letters.

6. NAB 2014 Mid-Year Meeting November 2014

Chair Hoch Altwegg summarized her experience at the NAB meeting reporting that she

was asked to be an item writer for the national exam and will meet again in March to review a second set of questions. Another group is working on the NCAL/Assisted Living Exam questions. There are some universal questions such as Human Resources, Finances, etc. Some other information included:

- Chair Hoch Altwegg noted that the national exam is administered by ProExam
- NAB is working on national practice standards for best standard of practice
- NAB also has a NCAL/Assisted Living Exam although Kansas doesn't utilize the exam
- BACHA members can obtain a log-in to have access to the NAB site for online communications
- NAB practice exams are not metered like the actual exam so testers should not panic if they score low.
- The NAB Study Guide is recommended as there are no questions on the NAB exam that aren't covered in the study guide.

7. **Other Business**

HOC Annual Report

Steve Irwin summarized FY 2014 report of HOC activities including the Certification Program, the Licensure Program and the Criminal Records Check Program and noted the addition of Registration of Adult Care Home Operators which required staff work in developing statutes, regulations, processes, forms, web site updates, etc. HOC also migrated to a new server during FY 2014 which caused some challenges which have now been resolved.

Survey in Conjunction with Renewals Re: Retirement, etc.

Chair Hoch Altwegg noted discussion at the NAB conference included workforce studies. The State of Virginia discovered that in the next ten years approximately 50% of their staff will be retiring. A survey conducted of Kansas Adult Care Home Administrators in conjunction with the online renewals could prove valuable providing some statistics.

"If There is Time" Creating a Rotation Schedule for Review of Guidelines

Chair Hoch Altwegg led discussion concerning developing a sub-committee to review BACHA documents such as the Preceptor Guidelines, AIT Orientation Tool, Disciplinary Processes and Guidelines and Suggested Curriculum to develop a rotation schedule to review the documents. The sub-committee would: 1) Determine which documents to review; 2) Review a document at each sub-committee meeting; 3) Set a review schedule.

<p>ACTION: Following discussion it was decided that a sub-committee would be convened to develop survey questions. In addition the workgroup will look develop a rotation schedule to review BACHA documents every two years. Mr. Hatlestad and Chair Hoch Altwegg volunteered to serve on the work group. Association Representatives will also be invited to participate. A meeting date, time and location will be determined at a later date. The first draft of possible survey questions will be provided at the next BACHA meeting for Board consensus.</p>

Methods for Earning Continuing Education Document Revision

Ms. Kroll provided a copy of the document with the following revision: Under the *Types of Educational Activity* was the addition of "NCERS/NAB Approved Programs" the *Procedure/Definition* reads as follows: "Programs approved by the national Continuing education Review Service (NCERS), National Association of Long Term Care Administrator Boards (NAB) that receive a NCERS/NAB approval number are presumptively accepted by the Board for purposes of meeting Kansas's annual continuing educational requirements."

8. Public Comment

Chris Osborn with KACE introduced the KACE AIT participants.

April Holman, New Executive Director, KACE introduced herself.

Phyllis Kelly noted this was the last meeting she will attend as Interim director and will attend in the future as a public observer. Ms. Kelly asked about how often the Preceptor listing is updated as it appears to be outdated and asked about the availability of CIC minutes.

Linda MowBray, KHCA/KCAL noted that the recent elevation of Operators to Registration provides a level of accountability to the Operators and expressed appreciation for the work completed by HOC staff in the process from legislation all the way to Registration.

Next Meeting

The next meeting of the Board is scheduled to begin at 1:00 p.m., Friday, March 13, 2015.

Adjourn

The meeting of the Board of Adult Care Home Administrators adjourned at 2:27 p.m.