

Kansas Department for Aging and Disability Services
Board of Adult Care Home Administrators
Meeting of June 12, 2015

The Board of Adult Care Home Administrators met Friday, June 12, 2015 at 1:00 p.m. at the Rasmussen College, 620 SW Governor's View, Topeka, Kansas.

Members Present

Amy Hoch Altwegg
Timothy Heston
Kevin Bryant
Steve Hatlestad
Robert Meissner
Noreen Fenton

Staff Present

Craig Paschang
Brenda Dreher
Steve Irwin

Others Present

April Holman, KACE
Linda MowBray, KHCA
Phyllis Kelly, citizen
Daniel Laffery, KACE AIT
Randy Stephens, KACE AIT
Joan Hudson, KACE AIT
Tom Mason, KACE AIT
Dave Moss, KACE AIT
Ursula Hagstrand, KACE AIT
Jami Sprinkle, citizen
Demetra Moore, AIT

1. Call Meeting to Order

Chair Hoch Altwegg called the meeting of the Board of Adult Care Home Administrators (BACHA) to order at 1:05p.m.

2. Introduction of New Counsel, Assistant Attorney General, Craig Paschang

Chair Hoch Altwegg, led introductions of members to new Counsel, Assistant Attorney General, Craig Paschang.

3. Minutes of Meeting 03/13/2015

Chair Hoch Altwegg called for comments/corrections to the minutes of the March 13, 2015 meeting of the Board.

ACTION: Robert Meissner moved to approve the minutes of the March 13, 2015 meeting as presented. The motion was seconded by Steve Hatlestad and carried.
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4. CIC Report

Kevin Bryant reported that CIC met on May 29, 2015 to review two cases. Both cases were dismissed.

5. Reports

A. NAB Test Results

Brenda Dreher summarized the NAB report for the first quarter of 2015. There were 13 test takers with seven passing and six failing for a pass rate of 53.85%. Ms. Dreher noted that of the six failing exams, one was failed for the third time which will require the candidate complete a second AIT experience which includes 40 hours in each domain of practice in which they received a raw score below 75 percent.

Chair Hoch Altwegg reported that the national NAB results indicate 65% pass on the first attempt and there is a 50% pass rate for second attempts.

B. Temporary License Report

Ms. Dreher provided the temporary license report for the time frame beginning July 1, 2014 through May 31, 2015. It was noted that a total of 27 individuals held temporary licenses in that time period. Twenty are in various stages of their AIT preparation, six are serving in interim roles and one is accumulating hours necessary for reinstatement of previous licensure.

C. License Renewal Status

Ms. Dreher reported that post card renewal notices were mailed to the 376 licensees with licenses expiring June 30, 2015. To date a total of 143 renewals have been submitted with 122 of those renewing online and 21 utilizing the paper renewal option.

D. Survey Results

Ms. Dreher provided a rough initial survey summary printed directly from the Survey Monkey program utilized to survey Kansas licensed administrators during their online renewals. The free version of the survey software does not allow for manipulation of the graphs, pages, etc. so staff will work to develop a more readable report once all the online renewals have been completed.

Chair Hoch Altwegg reported that NAB conducted a survey and received a 50% response which NAB considers a good response. Some results shared included:

*There are many variations in the number of hours for the AIT requirement

*There are some new schools offering administrator courses

*25% of AITs receive monetary compensation

*Most everyone uses the NAB study guide and NAB Practice Tests.

6. Letters of Exemplary Performance and Zero Deficiency Letters

Steve Irwin read excerpts from zero deficiency letters to Arien Reeves, Administrator, Kenneth L. Caldwell Assisted Living Manor, Wichita, KS and Sharon Will, Administrator, Parkwood Village, Pratt, KS.

7. Candidate request for Board approval to take the NAB exam after the 12 month requirement has lapsed

The Board reviewed a letter received from a test candidate asking for an exception to be allowed to take the NAB exam even though it has been more than 12 months since they completed their AIT experience. K.A.R. 28-38-18(a) outlines the time frame “. . . *Each candidate shall take the national test within 12 months of completing an administrator-in-training practicum unless for good cause the board grants an extension.*”

ACTION: Dr. Meissner moved that the Board deny the request for exception. The candidate is required to complete the 480 hour AIT requirement before they will be allowed to sit for the NAB exam. The motion was seconded by Dr. Bryant and carried.
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The Board discussed the possibility of creating a Guidance Document outlining what would be considered ‘good cause’ in relation to K.A.R. 28-38-18(a). The Guidance Document could be adopted by the Board and then placed on the BACHA webpage.

Chair Hoch Altwegg asked that, before the next meeting, members think about what may be considered accepted as good cause and consider the provability of the circumstance.

Mr. Paschang will research whether other boards have some existing language that BACHA could consider.

8. Public Comment

April Holman, KACE Executive Director, thanked the Board for the opportunity to observe the meeting and noted that a group of KACE AITs were attending the BACHA meeting as part of their KACE *Day in Topeka*. Each AIT introduced themselves.

Chair Hoch Altwegg advised the AITs that the NAB bibliography is important because there will be no questions on the NAB exam that are not covered in the bibliography materials. She also noted that there will be additions to the bibliography within the next 6 to 9 months so they should be aware.

Ms. Dreher provided feedback from a Missouri reciprocal license candidate regarding the requirement that they complete the 480 hour AIT since they had less than five years of experience and the requirements of the original state of licensure were not substantially equivalent to Kansas. The applicant noted that his previous experience was in hospital administration. He felt that position was complex. However, as he went through the AIT experience he felt it was very helpful and a really good experience because administering a nursing facility was much more regulated and detailed.

9. Next Meeting

The next meeting of the Board is scheduled to begin at 1:00 p.m., Friday, September 11, 2015 at Rasmussen College.

10. Motion For Executive Session – Discussion of Confidential Information/Trade Secrets K.S.A. 2014 Supp. 75-4319(b)(4)

ACTION: Chair Hoch Altwegg moved that the Board recess into executive session pursuant to K.S.A. 2014 Supp. 75-4319(b)(4) for discussion of confidential information relating to trade secrets of the National Association of Long Term Care Administrator Boards, specifically related to licensing examinations, in order to protect the confidentiality of that information. The Board will reconvene the open meeting in this same location in 5 minutes at 2:25p.m. The motion was seconded by Mr. Hatlestad and carried.

ACTION: Mr. Hatlestad moved that the Board come out of executive session. The motion was seconded by Dr. Bryant and carried.

Adjourn

The meeting of the Board of Adult Care Home Administrators adjourned at 2:35 p.m.