

Kansas Department for Aging and Disability Services
Board of Adult Care Home Administrators
Meeting of September 11, 2015

The Board of Adult Care Home Administrators met Friday, September 11, 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
Teresa Keating, KACE
Wendy Cole, KDADS
Audrey Gritten, KACE AIT
Amanda Jeardoe, KACE AIT
Randy Ervin, KACE AIT
Valerie Baler, KACE AIT
Beth Green, KACE AIT
Steve Griffin, KACE AIT
Megan Koehn, KACE AIT

1. Call Meeting to Order

Chair Hoch Altwegg called the meeting of the Board of Adult Care Home Administrators (BACHA) to order at 1:10p.m.

2. Minutes of Meeting 06/12/2015

Chair Hoch Altwegg called for comments/corrections to the minutes of the June 12, 2015 meeting of the Board.

ACTION: Robert Meissner moved to approve the minutes of the June 12, 2015 meeting as presented. The motion was seconded by Steve Hatlestad and carried.

3. CIC Report

Kevin Bryant reported that CIC did not meet as there were no new cases.

4. Reports

A. NAB Test Results

Brenda Dreher summarized the NAB report for the second quarter of 2015. There were 20 test takers with nine passing and eleven failing for a pass rate of 43%. Ms. Dreher noted that of the eleven failing exams, one was for the fourth time after completion of a second AIT experience as required by regulation.

B. Temporary License Report

Ms. Dreher provided the final temporary license report for fiscal year 2015 which covers the period July 1, 2014 through June 30, 2015. It was noted that a total of 29 individuals held temporary licenses in that time period. Twenty-two were 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 summarized a report providing renewal statistics. Of the 376 licenses due to renew by 6/30/2015 a total of 309 renewed. 91% of the licensees utilized the online renewal option. Ms. Dreher reported that while a total of 67 licenses were not renewed, a total of 80 new and/or reinstated licenses were issued during 2015 maintaining a fairly consistent number of active licenses.

D. Survey Results

Ms. Dreher provided a final report of the 2015 renewal survey. It was noted that this was the first attempt at conducting an online survey. A total of 22% of the 282 individuals that renewed online also participated in the survey. Staff plans to work with the database contractor to make the survey more prominent before the 6/30/16 renewal cycle.

5. Letters of Exemplary Performance and Zero Deficiency Letters

Steve Irwin read an excerpt from a zero deficiency letter to Christie Patrick, Lawrence Presbyterian Manor, Lawrence, KS.

6. Carry Over Item – Possible guidance document regarding what would be considered “good cause” in relation to K.A.R. 28-38-18(a).

At the June meeting 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.***” The Board denied the request for extension.

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). Mr. Paschang planned to research whether other boards have some existing language that BACHA could consider.

Mr. Paschang provided a document outlining three possibilities:

- 1) Guidance Document which could include some examples of “good cause”;
- 2) Policy Document which would not be binding to the applicant or to the Board;
- 3) Rules and Regulations which could apply to issues within the applicant’s control or not within the applicant’s control.

Discussion followed including the possibility of changing the regulations to reference K.S.A. 65-3503(a)(1) and (4) “. . . *It shall be the duty of the board to: Develop, impose and enforce standards which shall be met by individuals in order to receive a license as an adult care home administrator, which standards shall be designed to ensure that adult care home administrators will be individuals who are of good character and are otherwise suitable, and who, by training or experience in the field of institutional administration, are qualified to serve as adult care home administrators . . . establish and carry out procedures designed to ensure that individuals licensed as adult care home administrators comply with the requirements of such standards . . .*”

ACTION: Noreen Fenton moved that the Board approve a change to K.A.R. 28-38-18(a) to remove the words “good cause” and instead referencing K.S.A. 65-3503(a)(1) and (4). The motion was seconded by Mr. Meissner and carried.

7. 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. The NAB practice exams were also discussed.

Mr. Irwin reported that HOC staff continue working on the National Background Check Program which is fingerprint based. KDADS received a federal grant to fund the development of this program.

9. Next Meeting

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

Adjourn

The meeting of the Board of Adult Care Home Administrators adjourned at 2:10 p.m.