

Kansas Department for Aging and Disability Services
Board of Adult Care Home Administrators
Meeting of September 12, 2014

The Board of Adult Care Home Administrators met Friday, December 10, 2010 at 1:00 p.m. in Classroom F of the Kansas National Education Association Building, 715 SW 10th, Topeka, Kansas.

Members Present	Staff Present	Others Present
Amy Hoch Altwegg	Steve Irwin	Teresa Keating, KACE
Timothy Heston	Sarah Fertig	Rachel Monger, LeadingAge Kansas
K J Langlais	Brenda Kroll	Leanna Chaffee, LeadingAge Kansas
Steve Hatlestad		Beth Driessel, Consumer Relative
Robert Meissner		

1. Call Meeting to Order

Chair Hoch Altwegg called the meeting of the Board of Adult Care Home Administrators (BACHA) to order at 1:17p.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: K J Langlais moved to approve the minutes of the July 18, 2014 meeting as presented. The motion was seconded by Steve Hatlestad and carried

3. CIC Report

Ms. Langlais reported that a decision was made in the carry over case and a letter had been sent to the respondent providing a specified time frame in which to respond if desired.

4. Reports

A. NAB Test Results

Brenda Kroll provided the NAB report for the second quarter of 2014. Ms. Kroll reported that a total of 15 candidates tested with 13 or those passing for an 87% pass rate which is the highest second quarter pass rate in 10 years. Eleven of those that passed the exam passed on their first attempt with one passing on their second attempt and another on their third attempt.

B. Temporary License Report

Ms. Kroll provided the temporary license report for the time frame beginning July 1, 2014 through August 31, 2014. It was noted that a total of 12 individuals held temporary licenses in that time period. All twelve are in various stages of their AIT experiences and/or NAB exam preparation.

4. NAB Test Applicant - Candidate who failed test four times

Ms. Nesbitt Kroll summarized a request received from a licensure candidate who

has failed the NAB test four times and is asking for Board approval to take the test again. The request was made to comply with the requirements of K.A.R. 28-38-18(e) *“A candidate who has failed three national examinations shall not submit a new application for examination until the candidate has completed a course of additional education submitted by the candidate’s practicum coordinator and approved by the board.”* A copy of the letter to the Board from the candidate as well as a copy of a summary of all the scores was provided for Board consideration.

ACTION: Dr. Bryant moved the Board allow the candidate to test again. The motion was seconded by Wanda Bonnel and carried.

5. Possible Limitation for Number of Attempts to Pass NAB Exam

Chair Veh provided follow-up to the discussion at the September 10, 2010 Board meeting. Chair Veh contacted NAB who advised that she contact Professional Education Services (PES). PES reported that they don’t limit the number of times a candidate may test but that individual State Boards may set limitations.

The topic was also discussed with the KACE Board who provided feedback that members didn’t really desire to limit the number of times a candidate may test but suggested the Board of Adult Care Home Administrators may consider requiring a more specific plan or maybe the BACHA could list specific requirements.

Board discussion followed and it was decided a sub-committee would be formed to review 1) whether or not to set a limit of the number of attempts, or 2) setting more specific guidelines for test attempts after failing three times. The sub-committee members will include Chair Veh and Amy Hoch Altwegg from BACHA and may include some members from related associations.

6. Letters of Exemplary Performance and Zero Deficiency Letters

Ms. Rhoden read excerpts from four zero deficiency letters. Letters were sent to: Kathy Wilcox, Grace Gardens of Leawood Assisted Living, Leawood; Roger Closson, Emporia Presbyterian Manor, Emporia; Susan Bullock, The Homestead of Topeka, Topeka and Teresa Achilles, Cheney Golden Age Home, Cheney.

7. Other Business

Ms. Nesbitt Kroll reported that Via Christi Villages, Wichita has been approved as a **new Practicum Sponsor**.

Ms. Nesbitt Kroll reported that a licensure candidate who had successfully completed their practicum program had requested two **letters of reference**. As required by regulation one letter of reference was from a licensed administrator (in this case the preceptor). While the licensed administrator answered “YES” to the question of whether or not the candidate possesses the moral standards and fitness required for working as an adult care home administrator, the licensed administrator added comments stating that “ . . . *maybe with the right amount of additional training . . . needs to actually work in long-term care to hone their skills . . .* “The letter of reference was signed in early September but the candidate did

not complete their practicum until the end of October. Attempts to contact the administrator who completed the reference were unsuccessful. The candidate was contacted and advised of the letter and asked to have an additional reference letter supplied to strengthen their application. The candidate provided an additional reference letter from a licensed administrator. Staff asked for guidance from Chair Veh who agreed that the candidate should be allowed licensure once all other required components were completed. Eventually the preceptor/reference did make contact with staff and said the candidate did, indeed, complete all requirements of the practicum but the preceptor felt the person would still have more to learn. The intention was not to suggest the Board disallow the candidate licensure.

8. **Public Comment**

Phyllis Kelly, KACE introduced a group of AITs that were in attendance at the Board meeting as part of experiencing their “Day in Topeka.”

9. **Next Meeting**

The 2011 meetings are tentatively scheduled for:
March 11, 2011, June 10, 2011, September 9, 2011 and December 9, 2011.
Due to retirement Camille Nohe’s last meeting will be June 10, 2011.

Adjourn

The meeting adjourned at 1:35 p.m.