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GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

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## MICHIGAN BOARD OF NURSING HOME ADMINISTRATORS SEPTEMBER 5, 2017 MEETING

### APPROVED MINUTES

In accordance with the Open Meetings Act, 1976 PA 267, as amended, the Michigan Board of Nursing Home Administrators met on September 5, 2017, at the Ottawa Building, Conference Room 4, 611 West Ottawa Street, Lansing, Michigan 48933.

#### CALL TO ORDER

Kimberly Kimbrough-Wozniak, Chairperson, called the meeting to order at 10:03 a.m.

#### ROLL CALL

**Members Present:** Kimberly Kimbrough-Wozniak, Chairperson NHA  
Ricky Ackerman, NHA, Vice-Chairperson  
Kristine Dozeman, Public Member  
Paul Barber, NHA  
Jana Broughton, NHA  
Margaret Chatti, BSN, NHA  
Ian Koffler, Public Member

**Members Absent:** Bridget Looby Staffileno, Public Member

**Staff Present:** Brian Hoot, Board Support, Boards and Committees Section  
Weston MacIntosh, Analyst, Boards and Committees Section

#### APPROVAL OF AGENDA

MOTION by Ackerman, seconded by Barber, to approve the agenda as presented.

A voice vote was taken.

MOTION PREVAILED

#### APPROVAL OF MINUTES

MOTION by Broughton, seconded by Chatti, to approve the June 6, 2017 meeting minutes as presented.

A voice vote was taken.

MOTION PREVAILED

## **REGULATORY CONSIDERATIONS**

None

## **OLD BUSINESS**

### **HPRC Appointment**

MacIntosh requested contact information for any interested candidate. No appointments were made.

## **NEW BUSINESS**

### **Elections**

MacIntosh ran the election for Chairperson.

MOTION by Barber, seconded by Chatti, to re-elect Wozniak as Chairperson.

A voice vote followed.

MOTION PREVAILED

Wozniak ran the election for Vice Chairperson.

MOTION by Barber, seconded by Broughton, to re-elect Ricky Ackerman as Vice Chairperson.

A voice vote followed.

MOTION PREVAILED

### **Committee Assignments**

Wozniak appointed Koffler and Dozeman as the public members of the Disciplinary Subcommittee (DSC) and Staffileno as the public alternate member. Wozniak appointed Barber, Broughton, and Chatti as the professional members of the DSC, and Ackerman as the professional alternate.

Wozniak appointed Broughton, Chatti, and Koffler to the Rules Committee.

Wozniak appointed Ackerman, Barber, and herself to the Investigation and Complaints Committee, and Chatti as an alternate.

### **Master Resolution Discussion**

MacIntosh presented the Board with a Master Resolution and discussed changes between the previously adopted version and the version presented.

MOTION by Barber, seconded by Broughton, to approve the Master Resolution as presented.

A voice vote was held.

MOTION PREVAILED

### **Chair Report**

Kimbrough-Wozniak discussed 3 documents she provided to the Board.

The first handout (Addendum #1) was the table of contents for the National Association of Long Term Care Administrator Boards (NAB) Candidate Handbook. Wozniak stated this handbook is a valuable tool for Nursing Home Administrator (NHA) students and potential licensees.

The second handout (Addendum #2) was a pamphlet distributed by the NAB addressing the Health Services Executive (HSE) qualification and discusses the requirements to obtain the HSE qualification.

The third handout (Addendum #3) was a document drafted by Wozniak. The document highlights the previous two topics and an upcoming change in the method the NAB will record continuing education (CE). The NAB will retain a record of any CE completed by licensees via a centralized database. Licensees will have to register with the NAB to be assigned a CE identification number to facilitate tracking.

### **Department Update**

MacIntosh stated that the Department is in the process of updating the licensing software to Michigan Professional Licensing User System (MiPLUS).

### **PUBLIC COMMENT**

None

### **ANNOUNCEMENTS**

The next regularly scheduled meeting will be held December 5, 2017 at 10:00 a.m. at the Ottawa Building, 611 West Ottawa Street, Upper Level Conference Center, Conference Room 4, Lansing, Michigan.

## **ADJOURNMENT**

MOTION by Barber, seconded by Ackerman, to adjourn the meeting at 10:35 a.m.

A voice vote was taken.

MOTION PREVAILED

Minutes approved by the Board on December 5, 2017.

Prepared by:  
Brian Hoot, Board Support  
Bureau of Professional Licensing

September 5, 2017

Addendum #1



## Candidate Handbook

Core of Knowledge Exam for Long Term Care Administrators (CORE)

Line of Service Exams (LOS)

- Nursing Home Administrators (NHA)
- Residential Care and Assisted Living Administrators (RC/AL)
- Home and Community Based Services Administrators (HCBS)

State Based Licensing Examinations

Effective July 5, 2017



## Contents

<p>About the National Association of Long Term Care Administrator Boards (NAB) . . . . . 2</p> <p>Testing Agency. . . . . 2</p> <p>Relationship Between PSI and NAB . . . . . 2</p> <p>Relationship Between NAB and State Boards/ Agencies Regulating Long Term Care Administrators and NAB Approved Certification Bodies . . . 2</p> <p>State’s Requirements for Licensure as a Long Term Care Administrator . . . . . 2</p> <p>Examinations . . . . . 2</p> <p>Examination Structure . . . . . 3</p> <p>Health Services Executive (HSE) Qualification . . 4</p> <p>Examination Content and Item Development . . . 4</p> <p>Form Development. . . . . 5</p> <p>Statement of Nondiscrimination . . . . . 5</p> <p>Eligibility . . . . . 5</p> <p>How to Apply for Examinations . . . . . 6</p> <p>Fees . . . . . 6</p> <p>Scheduling an Examination Appointment . . . . . 7</p> <p>Examination Administration . . . . . 7</p> <p>Test Center Locations . . . . . 7</p> <p>Arrangements for Candidates with Disabilities . . 7</p> <p>Examination Appointment Changes . . . . . 8</p> <p>Withdrawals. . . . . 8</p> <p>Missed Appointments/Forfeitures . . . . . 8</p> <p>Inclement Weather/Power Failure/Emergency . . 9</p> <p>On the Day of Your Examination . . . . . 9</p> <p>Identification . . . . . 9</p>	<p>Security . . . . . 9</p> <p>Personal Belongings . . . . . 10</p> <p>Examination Restrictions . . . . . 10</p> <p>Misconduct . . . . . 10</p> <p>Computer Login. . . . . 11</p> <p>Practice Tutorial . . . . . 11</p> <p>Timed Examination . . . . . 11</p> <p>Preparing for the Examination . . . . . 11</p> <p>Types of Examination Questions . . . . . 11</p> <p>Responding to Test Questions . . . . . 12</p> <p>Following the Examination: Score Reports . . . . 12</p> <p>Scaled Scores . . . . . 13</p> <p>If You Do Not Pass the Examination . . . . . 13</p> <p>Scores Canceled by NAB or PSI . . . . . 13</p> <p>Confidentiality . . . . . 13</p> <p>Copyrighted Examination Questions . . . . . 13</p> <p>Diagnostic Score Summary . . . . . 14</p> <p>Score Transfer Request . . . . . 14</p> <p>NAB Publications . . . . . 14</p> <p>Continuing Education . . . . . 14</p> <p>NAB Examination Specifications for CORE, Lines of Service: NHA, RC/AL, HCBS. . 15</p> <p>Recommended References . . . . . 26</p> <p>Candidate Request for Examination Accommodations Form. . . . . 31</p> <p>Score Transfer Request Application . . . . . 33</p>
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## Addendum #2

### HEALTH SERVICES EXECUTIVE

NAB is excited to introduce the Health Services Executive (HSE) qualification, a broad-based standard which will allow our most talented administrators to practice along the continuum of health services and supports and enjoy licensure portability.

To earn the HSE qualification, an administrator will document their education, experience and pass a comprehensive exam that covers the core of knowledge from all lines of service, as well as modules in NHA, RCL and Home and Community-Based Services (HCBS).



**HSE**  
HEALTH SERVICES EXECUTIVE

A New Vision  
for Leadership



1444 J Street, NW, Suite 700  
Washington, DC 20005

## LICENSURE BY EQUIVALENCY APPROACH

Licensure by Equivalency offers an additional solution to licensure portability. Licensure portability models, based on common competency standards, have been successful in other professions as an acceptable pathway for entry level and experienced practitioners to demonstrate qualification for licensure. NAB proposes a new qualification standard, the HSE as a broader, inclusive combination of education, experience and examination as meeting the equivalence of licensure qualifications for NHA, RCAL and HCBS. Graduates of a NAB Accredited HSE degree programs (BA/BS), of which two years are dedicated to the long term care administration major and includes a minimum 1000 hour field experience, would be eligible to apply for the HSE. An additional pathway will be offered that recognizes current licensed administrators who meet NAB's HSE qualification standard.

### Principles of Licensure by Equivalency:

- Consensus exists that the highest level of Education, Examination(s) and Experience combined meet entry-level competencies in the creation of the Health Services Executive qualification standard.
- Licensure by Equivalency provides a nationally recognized standard, validated by NAB, to be accepted by the state to issue an individual license that meets the nursing home, assisted living or home and community based services administrator requirements of that state.
- States desire exceptional candidates to efficiently earn the privilege to practice in their jurisdiction while promoting public safety through rigorous education, ongoing competency development and accountability.

## HSE PATHWAYS AND STANDARDS

### Experience Pathway to Health Services Executive Designation Requirements

- Online HSE application completed and submitted through NAB Verify.
- Official Transcript verifying BA/BS from an accredited college or university.
- Passing exam score from time of initial licensure as an NHA, RCAL, and/or HCBS.
- Successful passing of additional 50 item line of service exams (NHA, RCAL, and/or HCBS) not included in exam of initial licensure.
- Review within the National Practitioner Data Bank (NPDB) and finding no disqualifying actions.
- Verification of active engagement in the long term care field and/or long term care administrator profession in a licensed capacity in the following categories noted below as meeting the state AIT/practice requirements.

Current License	NHA	RCAL and RCAL	NHA and RCAL
Education	BA/BS	BA/BS	BA/BS
Addition 50 Item Examination(s)	RCAL + HCBS	HCBS	HCBS
# Years of NHA Practice/Active Engagement	3 years	3 years	3 years

### Education Entry-Level Pathway to Health Services Executive Designation Requirements

- Online HSE application completed and submitted through NAB Verify.
- Official Transcript from a NAB-HSE Accredited college/university program showing completion.
- Successful completion of NAB Examination(s) required of a HSE within the two (2) years following application. Required HSE requirements are:
  - o Complete and pass a 100 item core exam plus one line of service exam (NHA, RCAL, or HCBS).
  - o Additional 50 item specialty exams (NHA, RCAL, or HCBS) not completed above.
- Review within the National Practitioner Data Bank (NPDB) and finding no disqualifying actions.

Education	Graduate of a NAB HSE Accredited Program
Administrator in Training (AIT)	1,000 hours incorporated into the NAB-HSE Accredited Program
# Years of NHA Practice/Active Engagement	HSE (core exam and three line of service exams)

For more information on the NAB Health Services Executive (HSE), visit [nabweb.org](http://nabweb.org)



### Addendum #3

#### NAB Candidate Handbook for any qualifying individual interested in becoming a LNHA

- a) Copy of table of contents
- b) Books available through NAB
- c) Guide through the process of preparing and taking Federal Exam

#### HSE= Health Services Executive

- a) Will be recognized by most states
- b) Is now fully implemented in 4 states
- c) If you have worked in industry, you will be grand fathered based on time served
- d) NHA designated license is available, AL designated license is available, HCBS in process
- e) NAB will retain all college transcripts, federal scores to certify completion
  - i) NAB will require BA/BS, no exceptions
  - 2) 3 years active engagement in SNF/AL vs AIT [must be current]

#### AIT- NAB and ACHA Program

- a) Collaboration with ACHA established AIT program
- b) Free on NAB website
- c) Details about becoming a preceptor are on website
- d) College curriculums can utilize parts of AIT program for training, but cannot "charge for the training"
  - 1) MSU, Oakland, Madonna, Etc. are programs to meet MI requirements to sit for NHA Fed/State boards but none are accredited through NAB
  - 2) Closest NAB approved program is in Ohio

#### NAB CE Registration

- a) All NHA's must set up an account with NAB
- b) Beginning 1/2018, all CE's are recorded in data base
- c) To register for HCAM or Leading Age courses, you will enter your NAB CE ID#
- d) HCAM/Leading Age will need to upload CE's to the data base
- e) Now will be MANDATORY if you want NAB credit to upload CE results into database
- f) States will also upload and CE earned into the database
- g) NHA duty to prepare and register
- h) States can pull CE history from data base and conduct audits as they desire