

### Agency Purpose

Minnesota Statutes 144A.19-144A.28 and Minnesota Rules, Ch. 6400, authorizes the Minnesota *Board of Examiners for Nursing Home Administrators* (BENHA) to act as the official licensure agency for nursing home administrators. It was originally created by federal mandate and currently exists to protect the public's interest through the regulation of nursing home administrators in the state of Minnesota. Regulation is accomplished through licensure examination and renewal as well as by the investigation of complaints.

The mission of the board is to promote the public's interest in quality care and effective services for residents of nursing facilities by ensuring that licensed administrators are qualified to perform their administrative duties.

The Board of Examiners for Nursing Home Administrators has an additional budgetary responsibility serving as the fiscal agent for the *Administrative Services Unit* (ASU). The mission of the ASU is:

- ◆ to provide centralized administrative services to 15 health-related licensing boards, the Emergency Medical Services Regulatory Board (EMSRB), and the Board of Barbers and Cosmetologist Examiners in the areas of budgeting, fiscal analysis, human resources, transaction processing, purchasing and printing services, operations analysis, contracts, information technology, and research and policy analysis.
- ◆ to provide high quality services by having individually trained staff focused on global administrative tasks and cooperative ventures; and
- ◆ to assist in the establishment of a consortium of boards to cooperate on matters of common interest.

### Core Functions

The board accomplishes its mission by:

- ◆ setting and administering educational and examination standards for initial and continuing licensure;
- ◆ responding to inquiries, complaints and reports from the public and other health care regulators regarding licensure and conduct of applicants, permit holders, licensees, and unlicensed practitioners;
- ◆ pursuing educational or disciplinary action with licensees as deemed necessary based upon results of investigations conducted; and
- ◆ providing information and education about licensure requirements and procedures and standards of practice to the public and other interested audiences.

### Operations

- ⇒ The board is comprised of nine individuals, including four licensed administrators, appointed by the governor.
- ⇒ The departments of Health and Human Services have appointed representatives who serve as ex-officio members.
- ⇒ The board's Education Committee reviews the domain of knowledge and skills required for contemporary administration and sets educational and examination standards. The committee reviews 50 applicants and administers 35 state examinations per year.
- ⇒ The Standards of Practice Committee annually reviews 150 public and agency complaints regarding administrators.
- ⇒ There are seven Minnesota approved Long-Term Care Administration academic programs. Students seeking career information are provided assistance from the board.
- ⇒ The board assists 385 licensed skilled nursing facilities in achieving federal compliance of employing a licensed nursing home administrator.

### At A Glance

**Biennial Budget – FY 2006-07**

**Total Estimated Expenses:** \$437,000

**Total Estimated Revenue:** \$388,000

**Staff:** 2 Full-time equivalent employees

**Minnesota Licensed Nursing Home  
Administrator Statistics**  
(As of June 30, 2006)

**Total Licensed:** 840

**Key Measures**

- ⇒ Currently the board has 82% of its licensees using the online renewal service; a goal of 85% will be pursued in the upcoming biennium.
- ⇒ The processing of a license will occur within 24 hours of the receipt of all licensing requirements. This goal will be maintained in the upcoming biennium.

**Budget**

BENHA's total direct and indirect expenditures for FY 2006-07 are estimated to be \$437,000, which includes two full-time equivalent employees. Direct expenditures include salaries, rent, and other operating expenditures. The board receives a direct appropriation for these costs. Indirect expenditures include costs of services received by the Attorney General's Office, Health Professional Services Program, Office of Mental Health Program, and the Administrative Services Unit. The board is responsible for collecting sufficient revenue to cover both direct and indirect expenditures.

BENHA is estimated to collect \$388,000 in FY 2006-07, which is deposited as non-dedicated revenue into the state government special revenue fund. Revenue is collected from fees charged to applicants, licensees, and sponsors of continuing education programs.

ASU received a direct appropriation from the state government special revenue fund in FY 2006 and FY 2007 of \$418,000 and \$421,000, respectively. The 15 health-related licensing boards, EMSRB, and Barbers and Cosmetologist share the cost of this activity. ASU is funded by receipts from all boards through a formula designed to approximate the share of ASU services used by each board. The boards collect revenue through fees charged to licensees, applicants, and other users and deposit them into the state government special revenue fund to cover the expenses of ASU. EMSRB and Barbers and Cosmetologist pay for their services through an interagency agreement.

**Contact**

Minnesota Board of Examiners for Nursing Home Administrators  
2829 University Avenue Southeast, Suite 440  
Minneapolis, Minnesota 55414

The web site at: <http://www.benha.state.mn.us> gives visitors easy access to useful information about nursing home administrators. Types of information available through the web site include; regulatory news and updates, rules and Minnesota statues, public notices and forms.

Randy Snyder, Executive Director  
E-mail: [Randy.Snyder@state.mn.us](mailto:Randy.Snyder@state.mn.us)  
Phone: (651) 201-2730  
Fax: (612) 617-2125  
TTY: (800) 627-3529

*Dollars in Thousands*

	Current		Forecast Base		Biennium 2008-09
	FY2006	FY2007	FY2008	FY2009	
<b><u>Direct Appropriations by Fund</u></b>					
<b>State Government Spec Revenue</b>					
Current Appropriation	666	619	619	619	1,238
<b>Forecast Base</b>	<b>666</b>	<b>619</b>	<b>619</b>	<b>619</b>	<b>1,238</b>
Change		0	0	0	0
% Biennial Change from 2006-07					-3.7%
<b><u>Expenditures by Fund</u></b>					
<b>Direct Appropriations</b>					
State Government Spec Revenue	603	695	619	619	1,238
<b>Open Appropriations</b>					
State Government Spec Revenue	12	3	10	10	20
<b>Statutory Appropriations</b>					
Misc Special Revenue	84	142	190	200	390
<b>Total</b>	<b>699</b>	<b>840</b>	<b>819</b>	<b>829</b>	<b>1,648</b>
<b><u>Expenditures by Category</u></b>					
Total Compensation	465	551	602	628	1,230
Other Operating Expenses	234	289	217	201	418
<b>Total</b>	<b>699</b>	<b>840</b>	<b>819</b>	<b>829</b>	<b>1,648</b>
<b><u>Expenditures by Program</u></b>					
Nursing Home Admin, Board Of	699	840	819	829	1,648
<b>Total</b>	<b>699</b>	<b>840</b>	<b>819</b>	<b>829</b>	<b>1,648</b>
<b>Full-Time Equivalent (FTE)</b>	<b>7.6</b>	<b>8.6</b>	<b>9.0</b>	<b>9.0</b>	

NURSING HOME ADMIN BOARD

Agency Revenue Summary

*Dollars in Thousands*

	Actual FY2006	Budgeted FY2007	Current Law		Biennium 2008-09
			FY2008	FY2009	
<b><u>Non Dedicated Revenue:</u></b>					
<b>Departmental Earnings:</b>					
State Government Spec Revenue	193	198	198	191	389
<b>Other Revenues:</b>					
State Government Spec Revenue	(2)	0	0	0	0
<b>Total Non-Dedicated Receipts</b>	<b>191</b>	<b>198</b>	<b>198</b>	<b>191</b>	<b>389</b>
<b><u>Dedicated Receipts:</u></b>					
<b>Other Revenues:</b>					
Misc Special Revenue	0	0	138	138	276
<b>Total Dedicated Receipts</b>	<b>0</b>	<b>0</b>	<b>138</b>	<b>138</b>	<b>276</b>
<b>Agency Total Revenue</b>	<b>191</b>	<b>198</b>	<b>336</b>	<b>329</b>	<b>665</b>