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Nursing Home Administrators, Board of Examiners for

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mn.gov/boards/nursing-home/

AT A GLANCE

- The Board’s main function is licensing Nursing Home Administrators.
- It also serves as the fiscal agent for the Administrative Services Unit (ASU)

PURPOSE

BENHA: The Minnesota Board of Examiners for Nursing home Administrators (BENHA) was established in 1970 under Minnesota Statutes 144A.19 – 144A.28 and Minnesota Rules 6400. The board is charged with the responsibility to act as the official licensure agency for nursing home administrators.

BENHA works to promote safe living and thriving environments for Minnesota elders and to promote strong families and communities. This is completed by having strong academic and preparatory requirements for Administrators.

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

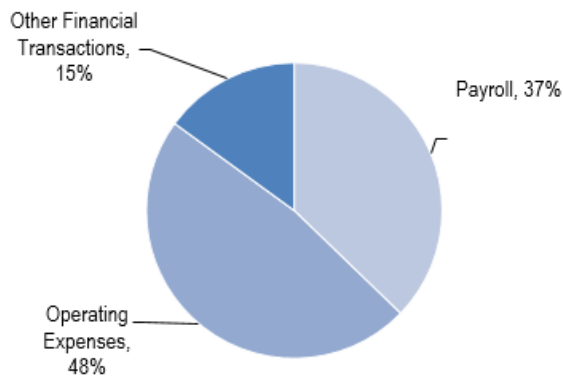
- Provide centralized administrative services to 15 health-related licensing boards, and three boards funded out of the General Fund-- the Emergency Medical Services Regulatory Board (EMSRB), Board of Barbers, and Board of Cosmetology. The services provided include budgeting, fiscal analysis, human resources, payment transaction processing, purchasing and printing services, operations analysis, contracts, information technology, audit controls, research and policy analysis.
- Provide high quality services by having individually trained subject matter experts focused on specific administrative tasks
- Assist in the establishment of a consortium of boards to cooperate on matters of common interest
- Register individuals and organizations in the Volunteer Health Care Provider Program
- Process criminal background checks for new applicants.

The Board contributes to the following state wide outcomes:

- All Minnesotans have optimal health
- People in Minnesota are safe
- Efficient and accountable government services

BUDGET

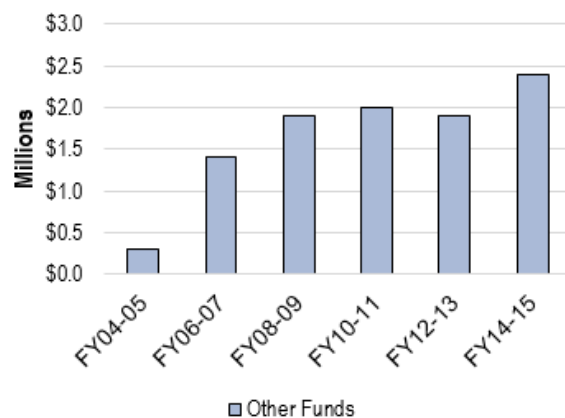
**Spending by Category
FY 15 Actual**



FY 15 includes spending for both Board of Nursing Home Administrators and the Administrative Services Unit

Source: BPAS

Historical Spending



FY 06-15 includes spending for both Board of Nursing Home Administrators and the Administrative Services Unit

Source: Consolidated Fund Statement

BENHA: The Board is funded by licensure fees. Minnesota Statutes section 214.06, subdivision 1(a) compels the Board to collect fees in the amount sufficient to cover direct and indirect expenditures. Funds are deposited as non-dedicated revenue into the state government special revenue fund. From this fund, the Board receives a direct appropriation to pay for agency expenses such as salaries, rent, costs associated with disciplinary/contested cases and operating expenditures. It also pays statewide indirect costs through an open appropriation. Fees have not been raised since 1995. The Board receives no general fund dollars.

In addition to Board operations, licensure fees fund activities that support multiple boards and/or other agencies. Some of these are: the Administrative Services Unit (inter-board), Health Professionals Services Program (inter-board), Office of the Attorney General for legal services, and Criminal Background Check Program (inter-board).

ASU: All 18 health- and non health-related licensing boards fund the operations of Administrative Services Unit and the Criminal Background Checks Program. Fees generated by the boards are deposited in the state government special revenue fund. The Administrative Services Unit and the Criminal Background Checks Program receive a direct appropriation from the state government special revenue fund. The costs to fund the operations of these two programs are allocated to the boards using an agreed budget formulary.

STRATEGIES

BENHA: The eleven governor-appointed citizens serving on the Minnesota Board of Examiners for Nursing Home Administrators (BENHA) take serious the obligation to ensure that leaders of elder care campuses are sufficiently trained and held accountable for their actions without imposing unintended barriers or restrictions. The licensure of Nursing Home Administrators is a federal requirement impacting Medicare and Medicaid funding for facilities. BENHA is currently partnering with other state agencies to review credentialing for the long term care continuum, and engaged with national stakeholders on streamlining the portability of licensure.

Currently, the board is engaged in a four year strategic planning process. The four global goals relate to:

- Completion of new rules in FY 2017 and partner with academic and applicant stakeholders during implementation phase of those rules.
- Review of Housing Manager / Administrators Credentialing
- Implementation of practicum/field experience – “train the trainer”
- Evaluation of experienced administrators’ continued competency
- Review of board effectiveness of daily operations

ASU: The Administrative Services Unit (ASU) is a model for providing efficient and accountable government services. ASU is the centralized business office and provides subject matter experts on financial, human resource, contracting, and other common office services. This allows each board to focus their staff resources on public safety and board specific practices.

The ASU also operates the Volunteer Health Care Provider Program, which was created to allow liability insurance coverage for health care professionals providing care in community-based clinic settings. This program has grown significantly and eliminates a critical expense for many volunteering practitioners. The ASU also operates the Criminal Background Checks Program, which was created to process criminal background checks for all new health-related licensing board applicants.

The authorizing Minnesota statute for BENHA is found at:

<https://www.revisor.mn.gov/statutes/?id=144A&view=chapter#stat.144A.19>

The Minnesota Rules for BENHA are located at: <https://www.revisor.leg.state.mn.us/rules?id=6400.5000>

Expenditures By Fund

	Actual	Actual	Actual	Estimate	Forecasted Base		Governor's Recommendation	
	FY14	FY15	FY16	FY17	FY18	FY19	FY18	FY19
1201 - Health Related Boards	952	1,441	1,335	4,415	2,088	2,088	3,423	3,228
2000 - Restrict Misc Special Revenue	0	0	0	5	7	7	7	7
2001 - Other Misc Special Revenue	3	2	2	1,088	200	200	200	200
Total	955	1,443	1,337	5,508	2,295	2,295	3,630	3,435
<i>Biennial Change</i>				4,447		(2,255)		220
<i>Biennial % Change</i>				185		(33)		3
<i>Governor's Change from Base</i>								2,475
<i>Governor's % Change from Base</i>								54

Expenditures by Program

Program: Nursing Home Admin Board Of	955	1,443	1,337	5,508	2,295	2,295	3,630	3,435
Total	955	1,443	1,337	5,508	2,295	2,295	3,630	3,435

Expenditures by Category

Compensation	471	537	622	1,102	758	774	1,975	1,792
Operating Expenses	477	749	714	4,403	1,526	1,510	1,644	1,632
Other Financial Transactions	6	156	1	3	11	11	11	11
Total	955	1,443	1,337	5,508	2,295	2,295	3,630	3,435

Full-Time Equivalents

	6.9	6.8	8.2	9.5	9.5	9.5	15.5	15.5
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1201 - Health Related Boards

	Actual	Actual	Actual	Estimate	Forecast Base		Governor's Recommendation	
	FY14	FY15	FY16	FY17	FY18	FY19	FY18	FY19
Balance Forward In	1,000	3,758	1,400	2,328	0	0	0	0
Direct Appropriation	3,742	2,255	2,365	2,062	2,062	2,062	3,397	3,202
Open Appropriation	7	9	17	23	24	24	24	24
Receipts	0	1	1	2	2	2	2	2
Net Transfers	(67)	(243)	(120)	0	0	0	0	0
Cancellations	0	2,939	0	0	0	0	0	0
Expenditures	952	1,441	1,335	4,415	2,088	2,088	3,423	3,228
Balance Forward Out	3,730	1,400	2,328	0	0	0	0	0
<i>Biennial Change in Expenditures</i>				3,356		(1,575)		900
<i>Biennial % Change in Expenditures</i>				140		(27)		16
<i>Gov's Exp Change from Base</i>								2,475
<i>Gov's Exp % Change from Base</i>								59
Full-Time Equivalents	6.7	6.8	8.2	9.5	9.5	9.5	15.5	15.5

2000 - Restrict Misc Special Revenue

	Actual	Actual	Actual	Estimate	Forecast Base		Governor's Recommendation	
	FY14	FY15	FY16	FY17	FY18	FY19	FY18	FY19
Receipts	0	0	0	5	7	7	7	7
Expenditures	0	0	0	5	7	7	7	7
<i>Biennial Change in Expenditures</i>				5		9		9
<i>Biennial % Change in Expenditures</i>						180		180
<i>Gov's Exp Change from Base</i>								0
<i>Gov's Exp % Change from Base</i>								0

2001 - Other Misc Special Revenue

	Actual	Actual	Actual	Estimate	Forecast Base		Governor's Recommendation	
	FY14	FY15	FY16	FY17	FY18	FY19	FY18	FY19
Balance Forward In	471	468	771	888	0	0	0	0
Receipts	0	305	118	200	200	200	200	200
Expenditures	3	2	2	1,088	200	200	200	200
Balance Forward Out	468	771	888	0	0	0	0	0
<i>Biennial Change in Expenditures</i>				1,085		(690)		(690)
<i>Biennial % Change in Expenditures</i>				23,962		(63)		(63)
<i>Gov's Exp Change from Base</i>								0

Nursing Home Administrators, Board of Examiners for – Administrative Services Unit

FY18-19 Biennial Budget Change Item

Change Item Title: ASU Program - Small Agency Operating Increase

Fiscal Impact (\$000s)	FY 2018	FY 2019	FY 2020	FY 2021
General Fund				
Expenditures	0	0	0	0
Revenues	0	0	0	0
Other Funds				
Expenditures	9	10	10	10
Revenues	0	0	0	0
Net Fiscal Impact = (Expenditures – Revenues)	9	10	10	10
FTEs				

Recommendation:

The Governor recommends \$19,000 in FY 2018-19 and \$20,000 in FY 2020-21 from the state government special revenue fund to pay for increasing salary costs at the Administrative Services Unit (ASU) within Board of Examiners for Nursing Home Administrators. ASU provides administrative functions to the 18 health and non-health licensing boards in the state. This recommendation will allow ASU to maintain current operations and service levels provided to the public and the boards.

Rationale/Background:

- The Board currently employs 5 full time staff members.
- This recommendation is to cover anticipated salary and fringe salary expenses.

This request would be funded by fees collected by the health related licensing boards and deposited within the state government special revenue fund; the State's General Fund will not be impacted. Currently there are sufficient funds in the state government special revenue to cover the costs. The Board's is entirely fee supported and receives no General Fund dollars to provide all services.

Each year, employer-paid health care contributions, pension contributions, FICA and Medicare, along with other salary and compensation-related costs increase. Other operating costs, like rent and lease, fuel and utilities, and IT and legal services also grow. This cost growth puts pressure on agency operating budgets that remain flat from year to year.

Agencies face challenging decisions to manage these costs within existing budgets, while yet maintaining the services Minnesotans expect. From year to year, agencies find ways to become more efficient with existing resources. However, cost growth typically outstrips efficiencies, and without additional resources added to agency budgets, service delivery erodes.

For the Administrative Services Unit, an erosion of services includes reduced administrative support to the health and non-health licensing boards, slower processes of licensing applicants' criminal background checks, and lowered capacity to administer the Volunteer Health Care Providers program.

Proposal:

Small Agency Increase:	FY2018	FY2019	FY2020	FY2021
Salary Increases (current staff increases)	\$8,800	\$10,200	\$10,200	\$10,200
Total	\$8,800	\$10,200	\$10,200	\$10,200

Results:

- The increase will provide the Board with sufficient staff resources to provide continued services to the eighteen boards in the financial services provided and continue to be the single entity to work with Minnesota Management and Budget, Department of Administration, MN.IT and other state agencies.

Statutory Change(s):

N/A

Nursing Home Administrators, Board of Examiners for – Administrative Services Unit

FY18-19 Biennial Budget Change Item

Change Item Title: ASU Program - Health Licensing Boards Operating Increase

Fiscal Impact (\$000s)	FY 2018	FY 2019	FY 2020	FY 2021
General Fund				
Expenditures	0	0	0	0
Revenues	0	0	0	0
Other Funds				
Expenditures	194	350	350	350
Revenues	0	0	0	0
Net Fiscal Impact = (Expenditures – Revenues)	194	350	350	350
FTEs	0	0	0	0

Recommendation:

The Governor recommends \$544,000 in FY 2018-19 and \$700,000 in FY 2020-21 from the state government special revenue (SGSR) fund to the Administrative Services Unit within the Board of Examiners for Nursing Home Administrators for distribution to the 15 Minnesota health licensing boards funded by the SGSR. Funding will be used by the boards to maintain their current level of service delivery.

Rationale/Background:

Each year, employer-paid health care contributions, pension contributions, FICA and Medicare, along with other salary and compensation-related costs increase. Other operating costs, like rent and lease, fuel and utilities, and IT and legal services also grow. This cost growth puts pressure on agency operating budgets that remain flat from year to year.

Agencies face challenging decisions to manage these costs within existing budgets, while maintaining the services Minnesotans expect. From year to year, agencies find ways to become more efficient with existing resources. However, cost growth typically outstrips efficiencies, and without additional resources added to agency budgets, service delivery erodes.

For Minnesota health licensing boards, an erosion of services will result in slower processing of applications for licensure/registration and less (and delayed) investigation of complaints and pursuit of disciplinary actions.

Proposal:

The Governor recommends increasing agency operating budgets to maintain the delivery of current services. For the health licensing boards, this funding will cover expected and anticipated employee compensation growth, including anticipated compensation increases and employer-paid pension costs.

This proposal provides an appropriation to the Administrative Services Unit within the Board of Examiners for Nursing Home Administrators to then distribute to the 15 health licensing boards funded by the SGSR, which includes the boards of Behavioral Health and Therapy, Chiropractic Examiners, Dentistry, Dietetics and Nutrition Practices, Marriage and Family Therapy, Medical Practice, Nursing, Examiners for Nursing Home Administrators, Optometry, Pharmacy, Physical Therapy, Podiatric Medicine, Psychology, Social Work, and Veterinary Medicine.

Results:

This proposal is intended to allow agencies to continue to provide current levels of service and information to the public.

Statutory Change(s):

N.A.

Nursing Home Administrators, Board of Examiners for – Administrative Services Unit

FY18-19 Biennial Budget Change Item

Change Item Title: ASU Program - IT Services Increase

Fiscal Impact (\$000s)	FY 2018	FY 2019	FY 2020	FY 2021
General Fund				
Expenditures	0	0	0	0
Revenues	0	0	0	0
Other Funds				
Expenditures	125	136	136	136
Revenues	0	0	0	0
Net Fiscal Impact = (Expenditures – Revenues)	125	136	136	136
FTEs				

Recommendation:

The Governor recommends \$261,000 in FY 2018-19 and \$272,000 in FY 2020-21 from the state government special revenue fund to pay for increasing information technology costs. The Governor recommends an increase to the Administrative Services Unit (ASU) base budget of \$125,000 for FY 2018 and \$136,000 for FY 2019. The additional funding will cover fees and essential services provided by MN.IT, the agency that provides information technology services to ASU.

Rationale/Background:

MN.IT's technology policies, service level agreements, and pricing for non-discretionary, essential technology products and services, require an additional appropriation for these expenses, which cannot be absorbed in the current base budget.

ASU receives a direct appropriation from the State Government Special Revenue Fund (SGSRF) from fees collected by the Health Related Licensing Boards. The Health Related Licensing Boards are entirely fee supported and receives no General Fund dollars. Fees must be collected to cover direct and indirect expenditures, deposited as non-dedicated revenue into the State Government Special Revenue Fund (SGSRF). The ASU is granted authority to use these fees by the Minnesota Legislature to pay for all expenses incurred by the ASU.

Proposal:

Due to increasing expenditures, particularly direct operational technology costs, additional funding is needed. Without additional funding, the agency's ability to support technology needs and services is compromised, putting the agency at risk and negatively impacting data security, business operations, and customer service. Adequate funding for mandatory MN.IT services is vital to the agency's efficiency and effectiveness.

Recommend funding, detailed:

1. Annual MN.IT switch hardware maintenance cost: \$12,500
2. Annual data center service cost: \$28,500
3. Ongoing MN.IT service increases including phone, voice mail, state email accounts for board members and staff, and Microsoft software license increases: \$20,600
4. MN.IT Costs – new rate system: \$52,000
5. Tridion Rate Increase: \$2,800
6. MN.IT IT Staff salary increase - \$14,000
7. T1 Connection Increase - \$5,300

The increased appropriation is noted below for each investment explained above.

Additional Appropriation Recommendation	FY 2018	FY 2019
Annual switch hardware maintenance	12,000	12,500
Annual Data Center Service Increase	25,000	28,500
Ongoing MN.IT service increases	21,900	20,600
MN.IT rate costs	52,000	52,000
Tridion Increase	2,600	2,800
MN.IT staff salary increases	6,500	14,000
T1 Connection Increase	4,300	5,300
Total	124,800	135,700

Results:

The increased appropriation recommended will produce the following critical results:

1. Continue the capacity to conduct business via state secured email accounts and state owned mobile electronic devices with efficiency and data security
2. Continue to fund essential IT costs within the MN.IT service level agreement, and MN.IT technology policies and standards.

Statutory Change(s):

N/A

Nursing Home Administrators, Board of Examiners for – Administrative Services Unit

FY18-19 Biennial Budget Change Item

Change Item Title: ASU Program - Retirement Costs

Fiscal Impact (\$000s)	FY 2018	FY 2019	FY 2020	FY 2021
General Fund				
Expenditures	0	0	0	0
Revenues	0	0	0	0
Other Funds				
Expenditures	378	0	0	0
Revenues	0	0	0	0
Net Fiscal Impact = (Expenditures – Revenues)	378	0	0	0
FTEs	0	0	0	0

Recommendation:

The Governor recommends a one-time appropriation increase from the state government special revenue fund in FY 2018 in the amount of \$378,000 to cover the projected retirement payout costs of seventeen long term employees of the various Health Related Licensing Boards. This funding shall be appropriated to the Administrative Services Unit and may be transferred to the health related licensing board incurring retirement costs. These funds are available either year of the biennium. Any funds not used will cancel back to the state government special revenue fund.

Rationale/Background:

The Health Related Licensing Boards anticipate the retirement of fifteen long term state employees. Salaries account for approximately 83% of the Board's operating costs. The recommended increase in spending authority will allow each Board to continue its critical program functions of licensing, approving education programs, and disciplining licensees whose behavior is a violation of the Minnesota Statutes and Administrative Rules and is also a risk to patient safety. Because the boards are small with only one program, it is incredibly taxing on the boards to cover employee retirement payouts through cuts in programs.

The Health Related Licensing Boards are fee-supported agencies. The Boards are required by Minnesota Statutes to collect sufficient revenue to cover all direct-appropriated costs and indirect costs. Currently the Health Related Licensing Boards collect sufficient revenue from licensing fees that are deposited into the state government special revenue fund to cover this one-time appropriation increase. This change will not affect the current licensing fees.

Below is a list of anticipated retirement costs by board:

Board Name	Classification Retiring	FY 2018-19 Estimate Payout	Total Payout by Board
Behavioral Health and Therapy	St Program Admin Intermed	\$13,000	\$13,000
Dentistry	Executive 2	\$28,000	\$28,000
Medical Practice	Office & Admin Specialist	\$8,000	
	Investigator Senior	\$17,000	
	Office Services Supervisor 2	\$18,000	\$43,000
Nursing	Office & Admin Specialist	\$7,000	
	Executive Director	\$64,000	
	Nursing Education Specialist	\$18,000	
	Investigation Supervisor	\$24,000	
	Registered Nurse Senior	\$16,000	\$129,000
Nursing Home Admin – Administrative Services Unit	Personnel Officer Princ	\$23,000	

Board Name	Classification Retiring	FY 2018-19 Estimate Payout	Total Payout by Board
	Admin Mgt Director 2	\$38,000	\$61,000
Pharmacy	Pharmacy Surveyor	40,000	\$40,000
Psychology	Investigator Senior	12,000	
	St Program Admin	\$8,000	\$20,000
Physical Therapy – Health Professional Services Unit	St Program Admin Prin	\$30,000	
	St Program Admin Prin	\$14,000	\$44,000
		Grand Total	\$378,000

Proposal:

The Governor recommends a one-time increase in FY 2018 of \$378,000.

This Increase will be used by ASU to:

- Cover the costs of anticipated health related licensing board retirement costs. When an employee retires ASU will transfer funds from the ASU appropriation to the individual board's retirement account. This will allow the board to pay for the retirement costs and maintain their operating budget.

Statutory Change(s):

No statutory change is required for this initiative.

Nursing Home Administrators, Board of Examiners for – Administrative Services Unit

FY18-19 Biennial Budget Change Item

Change Item Title: ASU Program - Accounting Officer Staffing

Fiscal Impact (\$000s)	FY 2018	FY 2019	FY 2020	FY 2021
General Fund				
Expenditures	0	0	0	0
Revenues	0	0	0	0
Other Funds				
Expenditures	85	90	90	90
Revenues	0	0	0	0
Net Fiscal Impact = (Expenditures – Revenues)	85	90	90	90
FTEs	1	1	1	1

Recommendation:

The Governor recommends \$175,000 in FY 2018-19 and \$180,000 in FY 2020-21 from the state government special revenue fund to hire an Accounting Officer Senior who will support the work of all health-related licensing boards. The new staff will provide administrative relief; the boards are facing increasing operating pressures due to a growing number of licensees. This cost will be paid by the boards from fee revenue within the state government special revenue fund.

Rationale/Background:

- The Administrative Services Unit (ASU) was created and funded by the state's 16 health-related licensing boards and 2 non-health related licensing boards. ASU provides administrative, budgeting, fiscal analysis, payment processing, payroll services, human resources, reporting services, purchasing, and contracting services to these boards. In creating ASU, the boards sought to work collaboratively and cost-effectively by sharing staff for general, government-proscribed functions, while professional and policy-specific functions were staffed by subject-matter experts at the board level.
- The ASU is required to perform administrative, financial, and management functions common to all the boards using procedures that streamline services, reduce expenditures, target the use of state resources, and meet the mission of public protection. Specifically, the ASU processes payroll; pays invoices; records receipts; performs purchasing, contracting and grant functions; maintains fixed assets; prepares annual and biennial budgets, annual spending plans and fiscal notes; compiles financial reports; administers building leases; and performs human resource functions and labor relations

This proposal is funded by fees collected by the health related licensing boards and deposited within the state government special revenue fund; the State's General Fund will not be impacted. Currently there are sufficient funds in the state government special revenue to cover the costs. The Board's is entirely fee supported and receives no General Fund dollars to provide all services.

Proposal:

This increase will be used by ASU to employ an Accounting Officer Senior. This position will be added to the current ASU team. This position will provide additional expert services related to contracting, grant management, reporting services, administrative functions, financial services, and internal controls. This position will work directly with the Director within the ASU. Currently, funding does not provide enough staff to fully manage the work load. This additional position will balance work assigned to the other current four positions under ASU. This position will also provide additional services to the eighteen boards.

Additional staff:	FY2018	FY2019	FY2020	FY2021
Accounting Officer Senior	\$85,000	\$90,000	\$90,000	\$90,000
Total	\$85,000	\$90,000	\$90,000	\$90,000

Results:

- The ASU will better serve the eighteen boards in the financial services provided and continue to be the single entity to work with Minnesota Management and Budget, Department of Administration, MN.IT and other state agencies.
- Staff costs and time would be significantly reduced across all boards with the use of a dedicated staff person to better monitor activity during the legislative session and provide internal controls.

Statutory Change(s):

N/A

Nursing Home Administrators, Board of Examiners for – Administrative Services Unit

FY18-19 Biennial Budget Change Item

Change Item Title: ASU Program - MN.IT Staff Move

Fiscal Impact (\$000s)	FY 2018	FY 2019	FY 2020	FY 2021
General Fund				
Expenditures	0	0	0	0
Revenues	0	0	0	0
Other Funds				
Expenditures	544	554	554	554
Revenues	0	0	0	0
Net Fiscal Impact = (Expenditures – Revenues)	544	554	554	554
FTEs	5	5	5	5

Recommendation:

The Governor recommends \$1.098 million in FY 2018-19 and \$1.108 million in FY 2020-21 from the state government special revenue fund to support a shift of funds used to cover the cost of MN.IT at HLB IT staff. Currently IT staff are paid from budgets under the Administrative Services Unit, Board of Social Work, Board of Medical Practice and Board of Nursing. As a result of MN.IT enterprise solution merge, the Health Related Licensing Boards (HLB) request to merge all MN.IT at HLB IT shared staff and related spending to one IT Unit within the Administrative Services Unit.

Rationale/Background:

- MN.IT Services consolidation plan included moving state agency IT staff to MN.IT at HLB. The Health Related licensing boards want to merge funds used to pay for IT staff from individual boards budgets to the Administrative Services Unit IT budget. The IT staff now provide services to all 18 of the boards and are no longer providing services to a specific board.
- MN.IT at HLB IT staff consists of: 3 FTE's under the Administrative Services Unit, 1 FTE under Social Work, 2 FTE under Medical Practice and 2 FTE under Nursing.
- Through additional changes at MN.IT – 2 FTE under Administrative Services Unit, 1 FTE under Medical Practice will be moved to the new MN.IT rate Plan. That leaves the additional 5 FTE to be moved into one funding pool under ASU.
- This requests moves funds used to pay for MN.IT at HLB staff salaries from the Board of Social Work, Medical Practice and Nursing to the Administrative Services Unit.
- This request follows the enterprise solution as MN.IT has established an enterprise solution and moved staff to MN.IT central. The HLB's request to move all IT staff under the Administrative Services Unit.
- The current base budget for IT staff at Social Work is \$98,000 and at Nursing is \$218,000 and at Medical Practice is \$119,000, totaling \$435,000. The combined base budget is no longer sufficient to cover projected salaries. IT positions have been reallocated at higher levels. The based budget under these three boards is not sufficient. We are requesting to move staff under ASU and also increase the base budgets to continually fund these positions. Current base budget is short by \$109,000 in FY 18 and \$119,000 in FY 2019. This request reduces if need the base budget for Social Work, Nursing and Medical Practice and increases the Administrative Services Units base budget.
- ASU's current IT base budget is \$366,000. The request is for an increase of \$544,000 in FY 18 and \$554,000 in FY 19 for MN.IT at HLB IT Staff. This increase is will cover the additional amount needed to fund a combined HLB IT unit.
- This cost will be paid by the boards from fee revenue within the state government special revenue fund; the State's General Fund will not be impacted.

This recommendation would be funded by fees collected by the health related licensing boards and deposited within the state government special revenue fund; the State's General Fund will not be impacted. Currently there are sufficient funds in the state government special revenue to cover the costs. The Board's is entirely fee supported and receives no General Fund dollars to provide all services.

Proposal:

ASU seeks a base budget increase of \$544,000 in FY 2018 and \$554,000 each year thereafter from the state government special revenue fund. This proposal also reduces state government special revenue fund appropriations at the Medical Practice Board totaling \$119,000 annually, at the Nursing Board totaling \$218,000 annually, and at the Social Work Board totaling \$98,000 annually. The net cost of this proposal, then, is \$109,000 in FY 2018 and \$119,000 each year thereafter, to fully budget for the actual cost of these 5.0 FTE.

This Increase will be used by ASU to:

- Cover salary and fringe costs of 5 FTE's at ASU for MN.IT at HLB IT staff.
- This increase will cover the costs anticipated by the eighteen health and non-health related boards.

IT Salary Costs at agency:

Position	Board Name	FY 2014-2017 Base Budget	FY 2016 Actual Paid	FY 2017 Est Costs	FY 2018 Est Costs	FY 2019 Est Costs	FY 2018 Base Adjustment	FY 2019 Base Adjustment
Info System Manager	ASU	\$142,000	\$150,521	\$161,993	\$163,233	\$164,482	\$21,233	\$22,482
IT 4	Medical Practice	\$119,000	\$131,305	\$131,891	\$133,012	\$134,143	\$14,012	\$15,143
IT 3	Nursing	\$99,000	\$111,000	\$120,424	\$121,592	\$122,771	\$22,592	\$23,771
IT 5	Nursing	\$119,000	\$82,513	\$144,280	\$144,743	\$145,973	\$25,743	\$26,973
IT 4	Social Work	\$98,000	\$110,811	\$118,746	\$123,675	\$128,809	\$25,675	\$30,809
Total		\$577,000	\$586,150	\$677,334	\$686,255	\$696,178	\$109,255	\$119,178

IT Salary Costs moved to rates:

Position	Board Name	FY 2014-2017 Base Budget	FY 2016 Actual Paid	FY 2017 Est Costs	FY 2018 Est Costs	FY 2019 Est Costs	FY 2018 Base Adjustment	FY 2019 Base Adjustment
IT 4	Medical Practice	\$67,000	\$73,797	\$80,000				
IT 1	ASU	\$55,000	\$57,731	\$62,150	\$64,411	\$66,754		
IT 3	ASU	\$76,000	\$80,720	\$86,500				
Total		\$198,000	\$212,248	\$228,650				

The request for increase is the difference between our Base Budget FY 2014-2017 vs Estimate costs for FY 2018 and FY 2019.

Results:

- The Boards anticipate little or no impact on the Board's licensing program as a result of migration MN.IT at HLB IT staff into one division.

Statutory Change(s):

No statutory change is required for this initiative.

Program: Board of Examiners for Nursing Home Administrators (BENHA)

Activity: Board of Examiners for Nursing Home Administrators (BENHA)

mn.gov/boards/nursing-home/

AT A GLANCE

Credentialing

- 895 Licensed Nursing Home Administrators (LNHA)
- 91,000 Minnesotans reside along the long term care continuum
- 67 New licensees
- 20 acting permits issued
- 10 Minnesota Accredited Centers of LTC Education
- 106 state jurisprudence exams
- 163 continuing education reviews and approvals
- 61 complaints received

Source: Annual QI Report for June, 30, 2016

PURPOSE & CONTEXT

The Minnesota Board of Examiners for Nursing Home Administrators (BENHA) was established in 1970 under Minnesota Statutes 144A.19 – 144A.28 and Minnesota Rules 6400. The board, which was originally created by federal mandate, ensures that nursing home administrators have the education and skills necessary to provide strong, safe communities for Minnesota’s elders. We carry out this mission through regulation of the practice, education and licensure of practitioners, and investigation of complaints.

The BENHA has an additional budgetary responsibility as the fiscal agent for the Administrative Services Unit (ASU). The main purpose of the ASU is:

- To provide centralized administrative services to 15 health-related licensing boards, and three boards funded out of the general fund -- the Emergency Medical Services Regulatory Board (EMSRB), Board of Barber Examiners, and Board of Cosmetologist Examiners. The areas of administrative support oversight includes budgeting, fiscal analysis, human resources, payment transaction processing, purchasing and printing services, operations analysis, contracts, information technology, audit controls, research and policy analysis.
- In its twenty-second year, the ASU model has proven effective at using subject matter experts and a centralized business model to promote efficient and accountable government services.

SERVICES PROVIDED

The BENHA is required to set the standard for Nursing Home Administrator licensure in order for the state to receive Center of Medicare and Medicaid Service funds per federal guidelines. We accomplish this by:

- Maintaining educational standards for prospective and existing licensees
- Licensing qualified individuals so that Minnesotans seeking nursing home care will be able to identify those working in the field with skills necessary to provide services in compliance with Minnesota Statutes and Rules.
- Implementing disciplinary and compliance actions when licensees do not perform at a contemporary standard of practice.
- Educating the public on health-related professions, practitioners, and standards.
- Working with ten (10) approved colleges with Long Term Care Administration programs.

Currently, Minnesota has 895 licensed administrators that oversee the care provided to nearly 35,000 Minnesotans, residing in skilled nursing facilities. Resident safety is the primary focus working with all stakeholders. Research is very active at this time as it relates to leadership of long term care supports and services and its relationship to customer satisfaction. The board remains active with the National Association of Boards for Long Term Care Administrators (NAB) to ensure contemporary practice standards for Minnesotans.

BENHA initiated their last four year strategic plan in 2012 with most areas nearly completion. New goals and strategies are being identified for 2017 primarily in the areas of implementing the national portability of license or the Health Service Executive (HSE) credential. The HSE will be an advanced credential which will meet the current requirement for an administrator of record at a Minnesota skilled facility community. Additional goals include review of the long term care supports and services

credentialing, revising practicum and field experience guidelines, and coordination with other state agencies. The Board receives an annual statistical review in October of each year. This data is used to identify new initiatives or areas of concern. In 2016, rules were revised in the area of academic preparation for administrators. The board engages with many stakeholder groups to ensure administrative involvement in problem resolution.

RESULTS

<i>Type of Measure</i>	<i>Name of Measure</i>	<i>Previous</i>	<i>Current</i>	<i>Dates</i>
Quantity	Percent of license renewals completed online	85%	97%	FY 2014 & FY 2015
Quantity	Percent of initial license applications submitted online	44%	75%	FY 2014 & FY 2015
Quality	Percent of initial license applications approved within 48 hours of final submission	98%	98%	FY 2014 & FY 2015

The authorizing Minnesota statute for BENHA is found at:

<https://www.revisor.mn.gov/statutes/?id=144A&view=chapter#stat.144A.19>.

The Minnesota Rules for BENHA are located at: <https://www.revisor.leg.state.mn.us/rules?id=6400.5000>.

The Board operates under other Minnesota Statutes including Chapter 214, 13, and 16.

(Dollars in Thousands)

Expenditures By Fund

	Actual	Actual	Actual	Estimate	Forecast Base		Governor's Recommendation	
	FY14	FY15	FY16	FY17	FY18	FY19	FY18	FY19
1201 - Health Related Boards	152	150	157	283	224	224	224	224
2000 - Restrict Misc Special Revenue	0	0	0	0	2	2	2	2
Total	152	150	157	283	226	226	226	226
<i>Biennial Change</i>				138		11		11
<i>Biennial % Change</i>				46		3		3
<i>Governor's Change from Base</i>								0
<i>Governor's % Change from Base</i>								0

Expenditures by Category

Compensation	113	112	118	122	125	127	125	127
Operating Expenses	35	35	39	158	101	99	101	99
Other Financial Transactions	3	3	0	3	0	0	0	0
Total	152	150	157	283	226	226	226	226
<u>Full-Time Equivalents</u>	1.6	1.5	1.5	1.5	1.5	1.5	1.5	1.5

1201 - Health Related Boards

	Actual	Actual	Actual	Estimate	Forecast Base		Governor's Recommendation	
	FY14	FY15	FY16	FY17	FY18	FY19	FY18	FY19
Balance Forward In	0	102	0	59	0	0	0	0
Direct Appropriation	253	212	213	215	215	215	215	215
Open Appropriation	1	1	4	8	9	9	9	9
Net Transfers		(10)						
Cancellations	0	155	0	0	0	0	0	0
Expenditures	152	150	157	283	224	224	224	224
Balance Forward Out	102	0	59	0	0	0	0	0
<i>Biennial Change in Expenditures</i>				138		7		7
<i>Biennial % Change in Expenditures</i>				46		2		2
<i>Gov's Exp Change from Base</i>								0
<i>Gov's Exp % Change from Base</i>								0
Full-Time Equivalents	1.6	1.5	1.5	1.5	1.5	1.5	1.5	1.5

2000 - Restrict Misc Special Revenue

	Actual	Actual	Actual	Estimate	Forecast Base		Governor's Recommendation	
	FY14	FY15	FY16	FY17	FY18	FY19	FY18	FY19
Receipts	0	0	0	0	2	2	2	2
Expenditures	0	0	0	0	2	2	2	2
<i>Biennial Change in Expenditures</i>						4		4
<i>Gov's Exp Change from Base</i>								0
<i>Gov's Exp % Change from Base</i>								0

Program: Board of Examiners for Nursing Home Administrators (BENHA)

Activity: Administrative Services Unit (ASU)

<http://mn.gov/boards/asu/>

AT A GLANCE

- Serves 18 health and non-health related licensing boards
- Serves 187 state employees
- Serves 183 appointed board members
- Registered 24 Volunteer Health Care Provider facilities
- Registered 110 Volunteer Health Care Provider volunteers
- Processed over 795 purchase orders
- Processed over 9,669 vendor payments
- Processed over 7,518 revenue deposits
- Processed 1,575 criminal background checks

PURPOSE & CONTEXT

The mission of the Administrative Services Unit (ASU) is to:

Provide centralized administrative services to 15 health-related licensing boards and three non-health related licensing boards – the Emergency Medical Services Regulatory Board (EMSRB), Board of Barber Examiners, and Board of Cosmetologist Examiners. The services provided include budgeting, fiscal analysis, human resources, payment transaction processing, purchasing and printing services, operations analysis, contracts, information technology, research and policy analysis.

- Provide high quality services by having individually trained staff focused on specific administrative tasks.
- Assist in the establishment of a consortium of boards to cooperate on matters of common interest.
- Register individuals and organizations for the Volunteer Health Care Provider Program (VHCPP).
- Process criminal background checks on new applicants for the health-related licensing boards through the Criminal Background Checks Program (CBC).

SERVICES PROVIDED

In 1995 the Health Licensing Boards voluntarily and informally created the ASU to increase efficiencies among the Boards in performing their duties. The ASU was formalized in statute in 2011 (Minnesota Statutes Chapter 214.107).

The ASU is required to perform administrative, financial, and management functions common to all the boards using procedures that streamline services, reduce expenditures, target the use of state resources, and meet the mission of public protection. Specifically, the ASU processes payroll; pays invoices; records receipts; performs purchasing, contracting and grant functions; maintains fixed assets; prepares annual and biennial budgets, annual spending plans and fiscal notes; compiles financial reports; administers building leases; and performs human resource functions and labor relations.

ASU was recognized nationally for occupational governance by the PEW commission.

The ASU is funded by all the independent boards and consists of 7 FTE staff members who perform shared administrative and business services for all the boards. ASU also coordinates the Voluntary Health Care Provider Program (which provides malpractice coverage for physicians, physician assistants, dentists, dental hygienists, dental therapists, dental assistants, and nurses serving in a voluntary capacity at a charitable organization). The ASU also operates the Criminal Background Checks Program, which was created in FY 2015 to process criminal background checks for all new health-related licensing board applicants. All health boards must process criminal background checks on new applicants by FY 2018. ASU’s annual budget is determined by the Executive Directors Forum. Oversight of ASU is assigned on a rotating basis to one of the health-related boards. The current ASU oversight board is the Minnesota Board of Examiners for Nursing Home Administrators. ASU is managed by the Executive Directors Forum’s Management Committee.

The Executive Director's Forum holds monthly meets. The HLB's governance structure consists of an elected Chair, Vice-Chair who serves as chair of the Management Committee. Standing Committees include Policy Committee, MNIT HLB Governance Committee, Criminal Background Checks Program (CBC) and Health Professional Services Program (HPSP) Committees. Each Committee is comprised of one small, medium and large board member. An Office Manager also serves on the Management Committee.

- Responsibilities of the Management Committee include:
- Administering shared conference rooms and shared equipment, such as copiers
- Coordinating the boards' computer collaboration efforts
- Developing recommended policies and procedures for all boards, and reviewing best practices
- Oversight of the Administrative Services Unit

Responsibilities of the Policy Committee include:

- Making recommendations to the Executive Directors Forum on issues relating to public policy.
- Reviewing legislative proposals
- Making recommendations on legislative initiatives affecting all the boards
- Undertaking efforts to make investigative data more readily available to share among health boards

Responsibilities of the MNIT HLB Governance Committee include:

- Expanding the use of electronic communications in the provision of HLB services, this Committee is responsible for collaboration and coordination of MNIT projects and implementation of technological improvements for occupational licenses.
- Coordination of HLB's delivery of technology solutions and services.
- Coordination with the State of Minnesota's MN.IT's Enterprise solutions and services.

Responsibilities of the Criminal Background Checks Program (CBC) Committee include:

- Implementation of the CBC requirements per Minnesota Statute 214.075
- Coordination of an efficient and effective CBC system for health related professionals.

RESULTS

<i>Type of Measure</i>	<i>Name of Measure</i>	<i>Previous</i>	<i>Current</i>	<i>Dates</i>
Quantity	Number of Registered VHCPP Facilities	15	24	2013 & 2016
Quantity	Number of Registered VHCPP Clinics	73	110	2013 & 2016
Quantity	Number of Criminal Background Checks	0	1,575	2013 & 2016

The authorizing Minnesota statute for Administrative Services Unit is found at:
<https://www.revisor.mn.gov/statutes/?id=214.107&view=chapter#stat.214.107>

The authorizing Minnesota statute for Volunteer Health Care Provider Program is found at:
<https://www.revisor.mn.gov/statutes/?id=214.40&view=chapter#stat.214.40>

The authorizing Minnesota statute for Criminal Background Checks Program is found at:
<https://www.revisor.mn.gov/statutes/?id=214.075&view=chapter#stat.214.075>

(Dollars in Thousands)

Expenditures By Fund

	Actual	Actual	Actual	Estimate	Forecast Base		Governor's Recommendation	
	FY14	FY15	FY16	FY17	FY18	FY19	FY18	FY19
1201 - Health Related Boards	800	1,291	1,178	4,132	1,864	1,864	3,199	3,004
2000 - Restrict Misc Special Revenue	0	0	0	5	5	5	5	5
2001 - Other Misc Special Revenue	3	2	2	1,088	200	200	200	200
Total	803	1,292	1,180	5,225	2,069	2,069	3,404	3,209
<i>Biennial Change</i>				4,309		(2,267)		208
<i>Biennial % Change</i>				206		(35)		3
<i>Governor's Change from Base</i>								2,475
<i>Governor's % Change from Base</i>								60

Expenditures by Category

Compensation	358	425	504	980	633	647	1,850	1,665
Operating Expenses	442	714	675	4,245	1,425	1,411	1,543	1,533
Other Financial Transactions	3	153	1	0	11	11	11	11
Total	803	1,292	1,180	5,225	2,069	2,069	3,404	3,209
Full-Time Equivalents	5.3	5.3	6.6	8.0	8.0	8.0	14.0	14.0

1201 - Health Related Boards

	Actual		Actual		Estimate		Forecast Base		Governor's Recommendation	
	FY14	FY15	FY16	FY17	FY18	FY19	FY18	FY19		
Balance Forward In	1,000	3,656	1,400	2,268	0	0	0	0		
Direct Appropriation	3,489	2,043	2,152	1,847	1,847	1,847	3,182	2,987		
Open Appropriation	5	8	13	15	15	15	15	15		
Receipts	0	1	1	2	2	2	2	2		
Net Transfers	(67)	(233)	(120)							
Cancellations	0	2,784	0	0	0	0	0	0		
Expenditures	800	1,291	1,178	4,132	1,864	1,864	3,199	3,004		
Balance Forward Out	3,628	1,400	2,268	0	0	0	0	0		
<i>Biennial Change in Expenditures</i>				3,218		(1,582)		893		
<i>Biennial % Change in Expenditures</i>				154		(30)		17		
<i>Gov's Exp Change from Base</i>								2,475		
<i>Gov's Exp % Change from Base</i>								66		
Full-Time Equivalents	5.1	5.3	6.6	8.0	8.0	8.0	14.0	14.0		

2000 - Restrict Misc Special Revenue

	Actual		Actual		Estimate		Forecast Base		Governor's Recommendation	
	FY14	FY15	FY16	FY17	FY18	FY19	FY18	FY19		
Receipts	0	0	0	5	5	5	5	5		
Expenditures	0	0	0	5	5	5	5	5		
<i>Biennial Change in Expenditures</i>				5		5		5		
<i>Biennial % Change in Expenditures</i>						100		100		
<i>Gov's Exp Change from Base</i>								0		
<i>Gov's Exp % Change from Base</i>								0		

2001 - Other Misc Special Revenue

	Actual		Actual		Estimate		Forecast Base		Governor's Recommendation	
	FY14	FY15	FY16	FY17	FY18	FY19	FY18	FY19		
Balance Forward In	471	468	771	888	0	0	0	0		
Receipts	0	305	118	200	200	200	200	200		
Expenditures	3	2	2	1,088	200	200	200	200		
Balance Forward Out	468	771	888	0	0	0	0	0		
<i>Biennial Change in Expenditures</i>				1,085		(690)		(690)		
<i>Biennial % Change in Expenditures</i>				23,962		(63)		(63)		
<i>Gov's Exp Change from Base</i>								0		

(Dollars in Thousands)

2001 - Other Misc Special Revenue

<i>Gov's Exp % Change from Base</i>									0
Full-Time Equivalents	0.2	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0