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[mn.gov/boards/nursing-home/](http://mn.gov/boards/nursing-home/)

**AT A GLANCE**

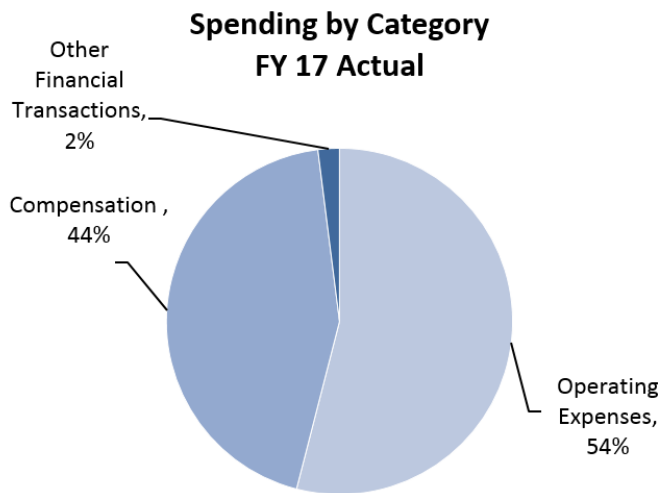
- The Board’s main function is licensing Nursing Home Administrators
- Serves as the fiscal agent for the Administrative Services Unit (ASU)

**PURPOSE**

The Minnesota Board of Examiners for Nursing Home Administrators (BENHA) was established in 1970. The board is responsible 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 nursing home administrators.

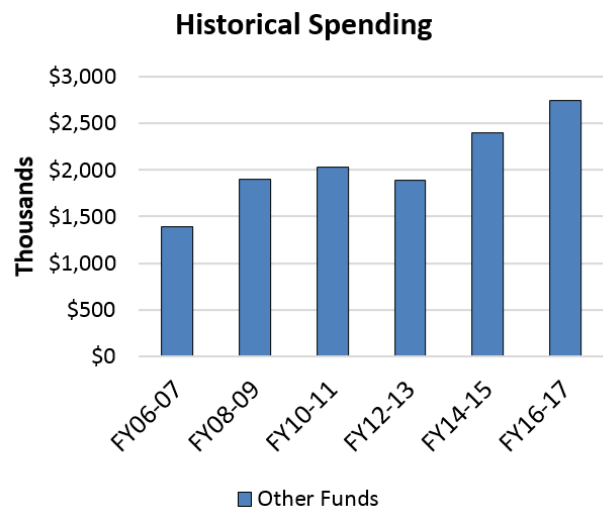
BENHA has an additional budgetary responsibility as the fiscal agent for the Administrative Services Unit (ASU):

**BUDGET**



*FY 17 includes spending for both Board of Nursing Home Administrators and the Administrative Services Unit*

*Source: Budget Planning & Analysis System (BPAS)*



*FY 06-17 includes spending for both Board of Nursing Home Administrators and the Administrative Services Unit and the Criminal Background Check Program*

*Source: Consolidated Fund Statement*

**BENHA:** The Board is funded by licensure fees and receives no general fund dollars. Minnesota Statutes section 214.06, subdivision 1(a) compels the Board to collect fees in the amount sufficient to cover direct and indirect expenditures. Fees have not been increased since 1995.

**ASU:** All 18 health related and non-health-related licensing boards fund the operations of Administrative Services Unit and the Criminal Background Checks Program.

**STRATEGIES**

**BENHA:** The eleven governor-appointed citizens serving on the Minnesota Board of Examiners for Nursing Home Administrators (BENHA) ensure that sufficiently trained leaders are accountable for their actions without imposing unintended barriers or restrictions of elder care campuses. The licensure of Nursing Home Administrators is a federal requirement affecting Medicare and Medicaid funding.

**ASU:** The Administrative Services Unit (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.

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The authorizing Minnesota statute for BENHA is M.S. 144A.19-144A.28:

<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>

(Dollars in Thousands)

	Actual FY16	Actual FY17	Actual FY18	Estimate FY19	Forecast Base		Governor's Recommendation	
					FY20	FY21	FY20	FY21
<b><u>Expenditures by Fund</u></b>								
1201 - Health Related Boards	1,335	1,409	1,923	5,520	2,898	2,898	3,755	3,223
2000 - Restrict Misc Special Revenue			1	2	2	2	2	2
2001 - Other Misc Special Revenue	2	0	55	1,752	200	200	200	200
<b>Total</b>	<b>1,337</b>	<b>1,409</b>	<b>1,979</b>	<b>7,274</b>	<b>3,100</b>	<b>3,100</b>	<b>3,957</b>	<b>3,425</b>
Biennial Change				6,507		(3,053)		(1,871)
Biennial % Change				237		(33)		(20)
Governor's Change from Base								1,182
Governor's % Change from Base								19

**Expenditures by Program**

Nursing Home Admin Board	1,337	1,409	1,979	7,274	3,100	3,100	3,957	3,425
<b>Total</b>	<b>1,337</b>	<b>1,409</b>	<b>1,979</b>	<b>7,274</b>	<b>3,100</b>	<b>3,100</b>	<b>3,957</b>	<b>3,425</b>

**Expenditures by Category**

Compensation	622	620	773	1,402	1,167	1,183	1,949	1,432
Operating Expenses	714	765	1,202	5,392	1,927	1,911	2,002	1,987
Other Financial Transaction	1	24	5	480	6	6	6	6
<b>Total</b>	<b>1,337</b>	<b>1,409</b>	<b>1,979</b>	<b>7,274</b>	<b>3,100</b>	<b>3,100</b>	<b>3,957</b>	<b>3,425</b>

**Full-Time Equivalent**

	<b>8.17</b>	<b>7.85</b>	<b>9.51</b>	<b>12.93</b>	<b>13.13</b>	<b>13.13</b>	<b>14.63</b>	<b>14.63</b>
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Nursing Home Administrators, Board of

Agency Financing by Fund

(Dollars in Thousands)

	Actual FY16	Actual FY17	Actual FY18	Estimate FY19	Forecast Base FY20 FY21		Governor's Recommendation FY20 FY21	
<b>1201 - Health Related Boards</b>								
Balance Forward In	1,400	2,381	1,400	2,626				
Direct Appropriation	2,365	2,062	3,214	2,873	2,876	2,876	3,733	3,201
Open Appropriation	17	18	17	19	20	20	20	20
Receipts	1	1	1	2	2	2	2	2
Transfers In		10						
Transfers Out	120	251	83					
Cancellations		1,412						
Balance Forward Out	2,328	1,400	2,626					
<b>Expenditures</b>	<b>1,335</b>	<b>1,409</b>	<b>1,923</b>	<b>5,520</b>	<b>2,898</b>	<b>2,898</b>	<b>3,755</b>	<b>3,223</b>
Biennial Change in Expenditures				4,699		(1,647)		(465)
Biennial % Change in Expenditures				171		(22)		(6)
Governor's Change from Base								1,182
Governor's % Change from Base								20
Full-Time Equivalents	8.17	7.85	9.51	12.18	12.13	12.13	13.63	13.63

**2000 - Restrict Misc Special Revenue**

Receipts			1	2	2	2	2	2
Balance Forward Out			0					
<b>Expenditures</b>			<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
Biennial Change in Expenditures				3		1		1
Biennial % Change in Expenditures						32		32
Governor's Change from Base								0
Governor's % Change from Base								0

**2001 - Other Misc Special Revenue**

Balance Forward In	771	888	1,401	1,552				
Receipts	118	514	206	200	200	200	200	200
Balance Forward Out	888	1,401	1,552					
<b>Expenditures</b>	<b>2</b>	<b>0</b>	<b>55</b>	<b>1,752</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>
Biennial Change in Expenditures				1,805		(1,407)		(1,407)
Biennial % Change in Expenditures				86,501		(78)		(78)
Governor's Change from Base								0
Governor's % Change from Base								0

*(Dollars in Thousands)*

	Actual	Actual	Actual	Estimate	Forecast Base		Governor's Recommendation	
	FY16	FY17	FY18	FY19	FY20	FY21	FY20	FY21
Full-Time Equivalents				0.75	1.00	1.00	1.00	1.00

(Dollars in Thousands)

	FY19	FY20	FY21	Biennium 2020-21
<b>Direct</b>				
<b>Fund: 1201 - Health Related Boards</b>				
FY2019 Appropriations	2,873	2,873	2,873	5,746
Base Adjustments				
Pension Allocation		3	3	6
<b>Forecast Base</b>	<b>2,873</b>	<b>2,876</b>	<b>2,876</b>	<b>5,752</b>
<b>Change Items</b>				
Operating Adjustment		67	70	137
ASU Operating Adjustment		232	255	487
ASU - Retirement Costs for HLB Staff		558		558
<b>Total Governor's Recommendations</b>	<b>2,873</b>	<b>3,733</b>	<b>3,201</b>	<b>6,934</b>
<b>Open</b>				
<b>Fund: 1201 - Health Related Boards</b>				
FY2019 Appropriations	19	19	19	38
Base Adjustments				
Forecast Open Appropriation Adjustment		1	1	2
<b>Forecast Base</b>	<b>19</b>	<b>20</b>	<b>20</b>	<b>40</b>
<b>Total Governor's Recommendations</b>	<b>19</b>	<b>20</b>	<b>20</b>	<b>40</b>
<b>Dedicated</b>				
<b>Fund: 2000 - Restrict Misc Special Revenue</b>				
Planned Spending	2	2	2	4
<b>Forecast Base</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>4</b>
<b>Total Governor's Recommendations</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>4</b>
<b>Fund: 2001 - Other Misc Special Revenue</b>				
Planned Spending	1,752	200	200	400
<b>Forecast Base</b>	<b>1,752</b>	<b>200</b>	<b>200</b>	<b>400</b>
<b>Total Governor's Recommendations</b>	<b>1,752</b>	<b>200</b>	<b>200</b>	<b>400</b>
<b>Revenue Change Summary</b>				
<b>Dedicated</b>				
<b>Fund: 2000 - Restrict Misc Special Revenue</b>				
Forecast Revenues	2	2	2	4
<b>Total Governor's Recommendations</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>4</b>
<b>Fund: 2001 - Other Misc Special Revenue</b>				

(Dollars in Thousands)

	FY19	FY20	FY21	Biennium 2020-21
Forecast Revenues	200	200	200	400
<b>Total Governor's Recommendations</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>400</b>
 <i><b>Non-Dedicated</b></i>				
<b>Fund: 1201 - Health Related Boards</b>				
Forecast Revenues	222	222	226	448
Change Items				
Fee Increase		41	41	82
<b>Total Governor's Recommendations</b>	<b>222</b>	<b>263</b>	<b>267</b>	<b>530</b>



# Nursing Home Administrators, Board of Examiners for

## FY 2020-21 Biennial Budget Change Item

### Change Item Title: Operating Adjustment

Fiscal Impact (\$000s)	FY 2020	FY 2021	FY 2022	FY 2023
General Fund				
Expenditures	0	0	0	0
Revenues	0	0	0	0
Other Funds				
Expenditures	67	70	70	70
Revenues	0	0	0	0
Net Fiscal Impact = (Expenditures – Revenues)	67	70	70	70
<b>FTEs</b>	<b>.5</b>	<b>.5</b>	<b>.5</b>	<b>.5</b>

### Recommendation:

The Governor recommends additional funding of \$137,000 in the FY 2020-2021 biennium to maintain the current level of service delivery at the Board of Examiners for Nursing Home Administrators (BENHA).

### Rationale/Background:

Each year, the cost of doing business rises—employer-paid health care 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.

### Proposal:

The Governor recommends increasing agency operating budgets to maintain the delivery of current services. For the Board of Examiners for Nursing Home Administrators, this funding will cover a shared staff individual serving three boards, rent, and MN.IT services. IT cost growth drivers may include dedicated MN.IT staff compensation-related increases, increased volume usage of enterprise IT services, increased software licensing costs, and/or application support and maintenance cost increases.

Small Agency Increase:	FY2020	FY2021	FY2022	FY2023
Salary Increases (Assistant ED)	\$48,000	\$50,000	\$50,000	\$50,000
Rent	4,000	4,000	4,000	5,000
MNIT* Detail below	15,000	16,000	16,000	16,000
<b>Total</b>	<b>\$67,000</b>	<b>\$70,000</b>	<b>\$70,000</b>	<b>\$70,000</b>

### IT Related Proposals:

Category	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Payroll						
Professional/Technical Contracts	5,000	5,000	5,000	5,000	5,000	5,000
Infrastructure						
Hardware						
Software						

<i>Category</i>	<i>FY 2020</i>	<i>FY 2021</i>	<i>FY 2022</i>	<i>FY 2023</i>	<i>FY 2024</i>	<i>FY 2025</i>
Training						
Enterprise Services	10,000	11,000	11,000	11,000	11,000	11,000
Staff costs (MNIT or agency)						
<b>Total</b>	<b>\$15,000</b>	<b>\$16,000</b>	<b>\$16,000</b>	<b>\$16,000</b>	<b>\$16,000</b>	<b>\$16,000</b>
MNIT FTEs						
Agency FTEs						

**Equity and Inclusion:**

The Minnesota Board of Examiners for Nursing Home Administrators supports all endeavors for equality, equity, and inclusion for all citizens providing and receiving services in Minnesota long term care campuses.

**Results:**

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

<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	88%	93%	FY2017- FY2018
Quality	Percent of initial applications completed online	65%	88%	FY2017- FY2018
Quantity	Actual Complaints Received/resolved in <one year;	68/64	368/318	FY2017- FY2018

**Statutory Change(s):**

N/A

# Nursing Home Administrators, Board of Examiners for

## FY 2020-21 Biennial Budget Change Item

### Change Item Title: Fee Increase

Fiscal Impact (\$000s)	FY 2020	FY 2021	FY 2022	FY 2023
General Fund				
Expenditures	0	0	0	0
Revenues	0	0	0	0
Other Funds				
Expenditures	0	0	0	0
Revenues	41	41	75	75
Net Fiscal Impact = (Expenditures – Revenues)	(41)	(41)	(75)	(75)
<b>FTEs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Recommendation:

The Governor recommends funding a ‘not to exceed’ fee increase for the Minnesota Board of Examiners for Nursing Home Administrators. This proposal will also cover expenses to move fees as required from Rules to Statutes.

### Rationale/Background:

The last fee increase occurred in 1995. Fees have not increased for 23 years and the board requires both a fee increase and spending authority to maintain its essential core functions. Currently, the Board does not collect fees sufficient to fund budgeted expenses.

The Board requires a fee adjustment to eliminate a gap between board-generated revenues and appropriations, as well as to support additional spending for IT expenses, Criminal Background checks, the Automated Licensure Information Maintenance System (ALIMS) contracts, rent, and return to the previous staffing level of 2.0 full time equivalents. Board members carefully monitor both fees and expenses.

The Board of Examiners for Nursing Home Administrators, like the other health-related license boards, is a fee-supported agency that receives no General Fund dollars. While the legislature appropriates the Board’s biennial budget, fees must be sufficient to fund all expenditures, which this board is currently not in compliance. Each year the board will approve their fee schedule so as not to build up a large surplus, but to operate within state guidelines of minimum balances. Discretionary spending has been eliminated.

### Proposal:

The Governor recommends a ‘not to exceed’ amount with the fees listed above and transferred to Minnesota Statutes. Once the current deficit budget and staffing levels are sufficient, the Board will be able to rebuild the statutorily required surplus of six months.

The Board currently and will continue to share their Executive Director between two agencies in creating operational efficiency. This proposal funds partnerships with other state agencies, which focus on specific administrative tasks. The Criminal Background Check Unit, the Health Professional Services Program and the Administrative Services Unit are all partners in working with the Board of Examiners to maximize public safety with efficient and focused services, not achievable by an independent board. The effective implementation date would be July 1, 2019.

Fees	Current Fee	Units per year	Not to exceed Proposed Fee	Actual Anticipated 2020 Fees	Total New Revenue FY 2020
Original Application	\$150.00	103	\$ 200.00	\$200	\$5,150.00
State Exam	\$75.00	112	\$ 125.00	\$100	\$2,800.00
Original License	\$200.00	53	\$ 250.00	\$225.00	\$1,350.00
NHA Permit	\$250.00	21	\$ 400.00	\$300.00	\$1,050.00
NHA Renewal	\$200.00	845	\$ 250.00	\$225.00	\$21,125.00
Continuing Education > 6 hours	\$30.00	106	\$ 50.00	\$50.00	\$2,120.00
Miscellaneous					\$0.00
Reinstatement	\$200.00	18	\$ 250.00	\$225.00	\$450.00
Duplicate	\$10.00	57	\$ 50.00	\$25.00	\$1,425.00
Second Shared Licensed	\$10.00	27	\$ 250.00	\$225.00	\$5805.00
Reciprocity Verification	\$30.00	39	\$ 50.00	\$30.00	\$390.00
Mail Labels	\$50.00	12	\$ 75.00	\$75.00	\$300.00
CE for 7 Hours or more	\$50.00	67	\$ 75.00	\$75.00	\$1,675.00
Reinstatement/late Fee	\$50.00	28	\$ 75.00	\$75.00	\$700.00
ED Review	\$50.00	32	\$ 100.00	\$100.00	\$1,600.00
Application filed post ED Review	\$100.00	15	\$ 100.00	\$100.00	\$0.00
Health Services Executive	\$200.00	50	\$200.00	\$200.00	\$0.00
				<b>Total</b>	<b>\$40,790</b>

### Equity and Inclusion:

The proposal affects all 963 licensed administrators and 103 applicants per year and ultimately all individuals receiving supports and services in Minnesota senior living campuses. The Board does not discriminate on the basis of race, ethnicity, gender, sexual orientation, or disability. The positive impact of this change will be to continue to provide services for all people of State of Minnesota without discrimination.

### Results:

Type of Measure	Name of Measure	Previous	Current	Dates
Quantity	Percent of license renewals completed online	88%	93%	FY2017 & FY2018
Quality	Percent of initial applications completed online	65%	88%	FY2017 & FY2018
Quantity	Actual Complaints received/resolved in <one year	68/64	368/318	FY2017 & FY2018

### Statutory Change(s):

Fees are currently listed in Minnesota Rules: 6400.6970 and a new Statutory Fees section must be created by the Revisor's office.

# Nursing Home Administrators, Board of Examiners for

## FY 2020-21 Biennial Budget Change Item

### Change Item Title: Administrative Services Unit Operating Adjustment

Fiscal Impact (\$000s)	FY 2020	FY 2021	FY 2022	FY 2023
General Fund				
Expenditures	0	0	0	0
Revenues	0	0	0	0
Other Funds				
Expenditures	232	255	255	255
Revenues	0	0	0	0
Net Fiscal Impact = (Expenditures – Revenues)	232	255	255	255
<b>FTEs</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

### Recommendation:

The Governor recommends additional funding of \$487,000 in the FY 2020-2021 biennium to maintain the current level of service delivery in the Administrative Services Unit at the Board of Examiners for Nursing Home Administrators. The proposal also provides funding for one new staff member within the unit.

### Rationale/Background:

Each year, the cost of doing business rises—employer-paid health care 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.

Current staffing levels are as such: The Administrative Services Unit (ASU) employs 6.5 FTEs, The Criminal Background Unit (CBC) employs 5.5 FTEs, and The Administrative Services Unit Currently 5.0 FTEs.

- This request is to cover anticipated state car lease rental for ASU state car that is shared by the Health Related Licensing Boards. The current state car lease has ended and is no longer eligible for an extension. A new lease will be required.
- This request is to cover anticipated MN.IT data center cost increases
- This request is to cover anticipated MN.IT costs related to the services of Chief Business Technology Officer (CBTO) that we currently do not pay for.

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.

### Proposal:

The Governor recommends increasing agency operating budgets to maintain the delivery of current services. For the ASU, this funding will cover known employee compensation growth, a specialist position, rent increases, equipment replacement, state car lease, and IT costs. IT cost growth drivers may include dedicated MN.IT staff compensation-related increases, increased volume usage of enterprise IT services, increased software licensing costs, and/or application support and maintenance cost increases.

<b>Small Agency Increase:</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2021</b>	<b>FY 2022</b>
Salary Increases (ASU - current staff increases)	\$8,000	\$16,000	\$16,000	\$16,000
Salary Increases (CBC - current staff increases)	\$30,000	\$37,000	\$37,000	\$37,000
Rent Increase (ASU Space)	\$10,000	\$10,000	\$10,000	\$10,000
Rent Increase (CBC Space)	\$9,000	\$9,000	\$9,000	\$9,000
State Car Lease (ASU office)	\$5,000	\$5,000	\$5,000	\$5,000
Equipment (CBC Office)	\$10,000	\$10,000	\$10,000	\$10,000
MN.IT @ agency Salary Increases	\$8,000	\$16,000	\$16,000	\$16,000
MN.IT Data Center Cost Increase	\$12,000	\$12,000	\$12,000	\$12,000
MN.IT @ agency Data Base Maintenance	\$10,000	\$10,000	\$10,000	\$10,000
MN.IT CBTO Costs	\$30,000	\$30,000	\$30,000	\$30,000
ALIMS Specialist – New Position – ASU office	\$100,000	\$100,000	\$100,000	\$100,000
<b>Total</b>	<b>\$232,000</b>	<b>\$255,000</b>	<b>\$255,000</b>	<b>\$255,000</b>

**Equity and Inclusion:**

The Board does not discriminate on the basis of race, ethnicity, gender, sexual orientation, or disability. The positive impact of this change will be to provide services for all people of the State of Minnesota, without discrimination.

**IT Related Proposals:**

A portion of this request includes an increase for MN.IT staff salary costs, database maintenance, and to cover annual MN.IT service rates.

<b>Category</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>
Payroll						
Professional/Technical Contracts	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Infrastructure						
Hardware						
Software						
Training						
Enterprise Services	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
Staff costs (MNIT or agency)	\$38,000	\$46,000	\$46,000	\$46,000	\$46,000	\$46,000
<b>Total</b>	<b>\$60,000</b>	<b>\$68,000</b>	<b>\$68,000</b>	<b>\$68,000</b>	<b>\$68,000</b>	<b>\$68,000</b>
MNIT FTEs						
Agency FTEs						

**Results:**

The increase will provide ASU with sufficient staff resources to provide current levels of service and information to the eighteen boards in served by the unit.

**Statutory Change(s):**

N/A

# Nursing Home Administrators, Board of Examiners for

## FY 2020-21 Biennial Budget Change Item

### Change Item Title: HLB – Retirement Costs

Fiscal Impact (\$000s)	FY 2020	FY 2021	FY 2022	FY 2023
General Fund				
Expenditures	0	0	0	0
Revenues	0	0	0	0
Other Funds				
Expenditures	558	0	0	0
Revenues	0	0	0	0
Net Fiscal Impact = (Expenditures – Revenues)	558	0	0	0
<b>FTEs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Recommendation:

The Governor recommends a one-time appropriation increase from the state government special revenue fund in FY 2020 in the amount of \$558,000 to cover the projected retirement payout costs of twenty-four 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.

### Rationale/Background:

The Health Related Licensing Boards anticipate the retirement of twenty-four long-term state employees. Salaries account for approximately 83% of the Board’s operating costs. The Health Related Licensing boards estimate that 26.7% of the total staff are age 62 or older or meet the rule of 90 and are eligible for retirement. The requested 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 thereby a risk to patient safety.

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. The Health Related Licensing Boards collect 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 2020-21 Estimate Payout	Total Payout by Board
Behavioral Health and Therapy	Executive Director	\$19,000	
	Office & Admin Specialist	\$10,000	\$29,000
Dentistry	Investigator Senior	\$21,000	\$21,000
Dietetics & Nutrition Practice	Executive Director	\$15,000	\$15,000
Medical Practice	Investigator	\$15,000	\$15,000
Medical Practice – Health Professional Services Program	State Program Administrative Prin.	\$33,000	
	State Program Administrative Prin.	\$23,000	\$56,000

Board Name	Classification Retiring	FY 2020-21 Estimate Payout	Total Payout by Board
Nursing	Executive Director	\$70,000	
	Office & Admin Specialist	\$14,000	
	Registered Nursing Senior	\$22,000	
	Paralegal	\$13,000	
	Nursing Education Spec	\$12,000	
	Office & Admin Specialist	\$6,000	
	Customer Service Spec Int	\$14,000	
	Nursing Education Spec	\$19,000	
	Reg Nurse Advance Pract	\$32,000	\$202,000
Nursing Home Administrators	Executive Director	\$43,000	\$43,000
Nursing Home Admin – Administrative Services Unit	Admin Management Director 2	\$44,000	\$44,000
Pharmacy	Office & Admin Specialist	\$7,000	
	Pharmacy Surveyor	\$38,000	\$45,000
Podiatric Medicine	Executive Director	\$15,000	\$15,000
Psychology	Investigator Senior	\$13,000	\$13,000
Social Work	Executive Director	\$39,000	
	St Program Admin Supervisor Prin.	\$21,000	\$60,000
		<b>Grand Total</b>	<b>\$558,000</b>

**Proposal:**

ASU seeks a one-time increase in FY 2020 of \$558,000 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 each board to pay for the retirement costs and maintain their operation budget.

**Equity and Inclusion:**

The Board does not discriminate on the basis of race, ethnicity, gender, sexual orientation, or disability. The positive impact of this change will be to provide services for all people of the State of Minnesota, without discrimination.

**Results:**

Retirement costs will be covered and will not affect the Board’s current operation budgets.

**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/](http://mn.gov/boards/nursing-home/)

### AT A GLANCE

#### Credentialing

- 895 Licensed Nursing Home Administrators (LNHA)
- 91,000 Minnesotans receive long term supports and services across the continuum
- 65 New licensees
- 29 acting permits issued
- 11 Minnesota Accredited Centers of LTC Education
- 108 state jurisprudence exams
- 169 continuing education reviews and approvals
- 689 complaints received

Source: Annual Quality Improvement Report for June 30, 2018

### PURPOSE & CONTEXT

The Minnesota Board of Examiners for Nursing Home Administrators (BENHA) was established in 1970 within 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; while assuring accountability and support for all individuals receiving supports and services. We carry out this mission through regulation of the practice, education and licensure of practitioners, and investigation of complaints in an attempt for neutral and timely resolution.

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 16 health-related licensing boards and two boards funded from the general fund with detail work provided in the ASU Agency Profile.

### SERVICES PROVIDED

The BENHA is required to set the standards 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 while serving as a neutral intermediary to resolve various interpersonal complaints.
- Educating the public on health-related professions, practitioners, and standards.
- Working with eleven approved colleges with Long Term Care Administration programs.

Currently, Minnesota has 915 licensed administrators that oversee the care provided to nearly 35,000 Minnesotans, residing in skilled nursing facilities and other ancillary roles. 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 revisited their latest four year strategic plan in 2016. New goals and strategies identified for 2018-20 include the 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. The board intends to update their statute this year. 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	99.5%	98.8%	FY 2016 & FY 2017
Quantity	Percent of initial license applications submitted online	65%	82%	FY 2016 & FY 2017
Quality	Number of complaints received/closed without action.	49/18	67/17	FY 2016 & FY 2017

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.

# Nursing Home Admin Board

# Activity Expenditure Overview

(Dollars in Thousands)

	Actual FY16	Actual FY17	Actual FY18	Estimate FY19	Forecast Base		Governor's Recommendation	
					FY20	FY21	FY20	FY21
<b><u>Expenditures by Fund</u></b>								
1201 - Health Related Boards	155	197	164	301	241	241	308	311
2000 - Restrict Misc Special Revenue			1	2	2	2	2	2
<b>Total</b>	<b>155</b>	<b>197</b>	<b>165</b>	<b>303</b>	<b>243</b>	<b>243</b>	<b>310</b>	<b>313</b>
Biennial Change				116		18		155
Biennial % Change				33		4		33
Governor's Change from Base								137
Governor's % Change from Base								28
<b><u>Expenditures by Category</u></b>								
Compensation	118	132	123	176	179	182	227	232
Operating Expenses	37	56	42	124	64	61	83	81
Other Financial Transaction		10		3				
<b>Total</b>	<b>155</b>	<b>197</b>	<b>165</b>	<b>303</b>	<b>243</b>	<b>243</b>	<b>310</b>	<b>313</b>
<b><u>Full-Time Equivalent</u></b>								
	<b>1.52</b>	<b>1.57</b>	<b>1.48</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>2.00</b>	<b>2.00</b>

# Nursing Home Admin Board

# Activity Financing by Fund

(Dollars in Thousands)

	Actual FY16	Actual FY17	Actual FY18	Estimate FY19	Forecast Base		Governor's Recommendation	
					FY20	FY21	FY20	FY21
<b>1201 - Health Related Boards</b>								
Balance Forward In		64		63				
Direct Appropriation	213	215	226	236	239	239	306	309
Open Appropriation	2	2	1	2	2	2	2	2
Cancellations		83						
Balance Forward Out	59		63					
<b>Expenditures</b>	<b>155</b>	<b>197</b>	<b>164</b>	<b>301</b>	<b>241</b>	<b>241</b>	<b>308</b>	<b>311</b>
Biennial Change in Expenditures				113		17		154
Biennial % Change in Expenditures				32		4		33
Governor's Change from Base								137
Governor's % Change from Base								28
Full-Time Equivalents	1.52	1.57	1.48	1.50	1.50	1.50	2.00	2.00

## 2000 - Restrict Misc Special Revenue

Receipts			1	2	2	2	2	2
Balance Forward Out			0					
<b>Expenditures</b>			<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
Biennial Change in Expenditures				3		1		1
Biennial % Change in Expenditures						32		32
Governor's Change from Base								0
Governor's % Change from Base								0

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

**Activity: Administrative Services Unit (ASU)**

[mn.gov/boards/asu/](http://mn.gov/boards/asu/)

#### AT A GLANCE

- Serves 18 health and non-health related licensing boards
- Serves 192 state employees
- Serves 183 appointed board members
- Registered 28 Volunteer Health Care Provider facilities
- Registered 127 Volunteer Health Care Provider volunteers
- Processed over 728 purchase orders
- Processed over 8,126 vendor payments
- Processed over 7,215 revenue deposits
- Processed 15,822 criminal background checks

#### PURPOSE & CONTEXT

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

Provide centralized administrative services to 16 health-related licensing boards and two non-health related licensing boards – the 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, and 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 (HLB) 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 full time 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. 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 Directors’ Forum holds monthly meets. The HLB’s governance structure consists of an elected Chair, Vice-Chair who serves as chair of the Management Committee. An Office Manager also serves on the Management Committee. Standing committees include the Policy Committee, MNIT HLB Governance Committee, Criminal Background Checks Program (CBC) and Health Professional Services Program (HPSP) Committees with representatives invited from all boards.

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; and
- 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, and
- Undertaking efforts to make investigative data more readily available to share among health boards.

Responsibilities of the MN.IT 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 MN.IT projects and implementation of technological improvements for occupational licenses.

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

- Implementation of the statutory CBC requirements in 2016 with limited participating pilot boards to full implementation of all board applicants in 2018.
- 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	24	28	2016 & 2018
Quantity	Number of Registered VHCPP Volunteers	110	127	2016 & 2018
Quantity	Number of Criminal Background Checks	1,575	15,822	2016 & 2018

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>

# Administrative Services Unit

# Activity Expenditure Overview

(Dollars in Thousands)

	Actual FY16	Actual FY17	Actual FY18	Estimate FY19	Forecast Base		Governor's Recommendation	
					FY20	FY21	FY20	FY21
<b><u>Expenditures by Fund</u></b>								
1201 - Health Related Boards	1,180	1,212	1,759	5,219	2,657	2,657	3,447	2,912
2001 - Other Misc Special Revenue	2	0	55	1,752	200	200	200	200
<b>Total</b>	<b>1,182</b>	<b>1,212</b>	<b>1,814</b>	<b>6,971</b>	<b>2,857</b>	<b>2,857</b>	<b>3,647</b>	<b>3,112</b>
Biennial Change				6,391		(3,071)		(2,026)
Biennial % Change				267		(35)		(23)
Governor's Change from Base								1,045
Governor's % Change from Base								18
<b><u>Expenditures by Category</u></b>								
Compensation	504	488	649	1,226	988	1,001	1,722	1,200
Operating Expenses	677	710	1,160	5,268	1,863	1,850	1,919	1,906
Other Financial Transaction	1	14	5	477	6	6	6	6
<b>Total</b>	<b>1,182</b>	<b>1,212</b>	<b>1,814</b>	<b>6,971</b>	<b>2,857</b>	<b>2,857</b>	<b>3,647</b>	<b>3,112</b>
<b><u>Full-Time Equivalent</u></b>								
	<b>6.65</b>	<b>6.28</b>	<b>8.03</b>	<b>11.43</b>	<b>11.63</b>	<b>11.63</b>	<b>12.63</b>	<b>12.63</b>

# Administrative Services Unit

# Activity Financing by Fund

(Dollars in Thousands)

	Actual FY16	Actual FY17	Actual FY18	Estimate FY19	Forecast Base		Governor's Recommendation	
					FY20	FY21	FY20	FY21
<b>1201 - Health Related Boards</b>								
Balance Forward In	1,400	2,317	1,400	2,563				
Direct Appropriation	2,152	1,847	2,988	2,637	2,637	2,637	3,427	2,892
Open Appropriation	15	16	16	17	18	18	18	18
Receipts	1	1	1	2	2	2	2	2
Transfers In		10						
Transfers Out	120	251	83					
Cancellations		1,329						
Balance Forward Out	2,268	1,400	2,563					
<b>Expenditures</b>	<b>1,180</b>	<b>1,212</b>	<b>1,759</b>	<b>5,219</b>	<b>2,657</b>	<b>2,657</b>	<b>3,447</b>	<b>2,912</b>
Biennial Change in Expenditures				4,586		(1,664)		(619)
Biennial % Change in Expenditures				192		(24)		(9)
Governor's Change from Base								1,045
Governor's % Change from Base								20
Full-Time Equivalents	6.65	6.28	8.03	10.68	10.63	10.63	11.63	11.63

## 2001 - Other Misc Special Revenue

Balance Forward In	771	888	1,401	1,552				
Receipts	118	514	206	200	200	200	200	200
Balance Forward Out	888	1,401	1,552					
<b>Expenditures</b>	<b>2</b>	<b>0</b>	<b>55</b>	<b>1,752</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>
Biennial Change in Expenditures				1,805		(1,407)		(1,407)
Biennial % Change in Expenditures				86,501		(78)		(78)
Governor's Change from Base								0
Governor's % Change from Base								0
Full-Time Equivalents				0.75	1.00	1.00	1.00	1.00