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Executives for Long Term Services and Supports, Board of

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AT A GLANCE

- The Board’s main function is licensing Nursing Home Administrators, Health Service Executives and Assisted Living Directors.
- Serves as the fiscal agent for the Administrative Services Unit (ASU)

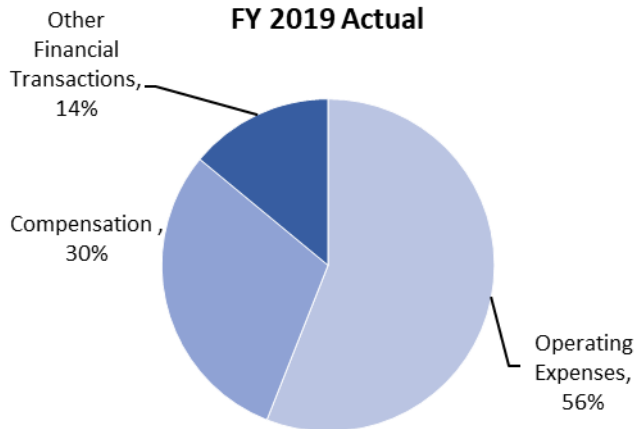
PURPOSE

The former Minnesota Board of Examiners for Nursing Home Administrators (BENHA) is now the Board of Executives for Long-Term Services and Supports (BELTSS). It was originally established in 1970 with a name and mission change in 2019 to reflect the evolving long-term health care delivery system. The board is responsible to act as the official licensure agency for nursing home administrators, health service executives and the new responsibility in 2020-21 for assisted living directors. BELTSS 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, preparatory requirements and accountability for senior care executive leaders.

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

BUDGET

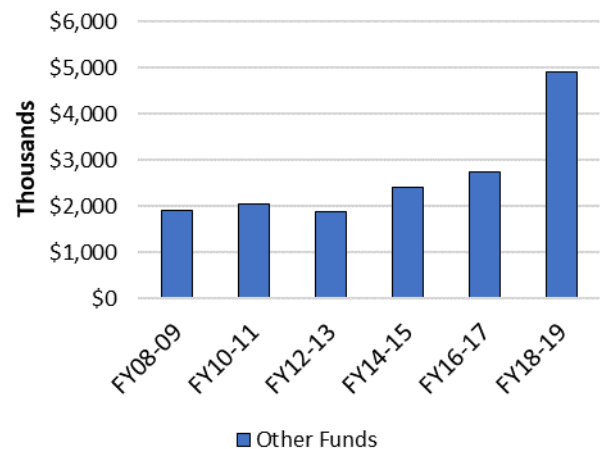
**Spending by Category
FY 2019 Actual**



FY 19 includes spending for the Board of Nursing Home Administrators, the Administrative Services Unit and the Criminal Background Check Program

Source: Budget Planning & Analysis System (BPAS)

Historical Spending



FY 08-14 includes spending for the Board of Nursing Home Administrators and the Administrative Services Unit. FY 15-19 spending also includes the Criminal Background Check Program

Source: Consolidated Fund Statement

BELTSS/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 had not increased since 1995 with a new fee schedule in 2020. Legislative action must occur to correct the fee schedule and an appropriation to implement the assisted living director.

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

STRATEGIES

BELTSS/BENHA: The twelve governor-appointed citizens serving on the Minnesota Board of Executives for Long-Term Services and Supports (BELTSS) 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 facilitates the coordination of 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 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>

Executives for Long Term Svcs and Supports Bd

Agency Expenditure Overview

(Dollars in Thousands)

	Actual FY18	Actual FY19	Actual FY20	Estimate FY21	Forecast Base	
					FY22	FY23
<u>Expenditures by Fund</u>						
1201 - Health Related Boards	1,923	2,233	2,422	4,749	3,201	3,201
2000 - Restrict Misc Special Revenue	1	3	2	2	2	2
2001 - Other Misc Special Revenue	55	689	224	142		
Total	1,979	2,925	2,648	4,893	3,203	3,203
Biennial Change				2,637		(1,135)
Biennial % Change				54		(15)

Expenditures by Program

Executives for Long Term Svcs and Supports Bd	1,979	2,925	2,648	4,893	3,203	3,203
Total	1,979	2,925	2,648	4,893	3,203	3,203

Expenditures by Category

Compensation	773	894	673	1,326	749	754
Operating Expenses	1,202	1,631	1,966	3,546	2,440	2,435
Capital Outlay-Real Property			5	9	9	9
Other Financial Transaction	5	400	4	12	5	5
Total	1,979	2,925	2,648	4,893	3,203	3,203

Full-Time Equivalents

	9.51	11.20	8.65	11.38	8.88	8.88
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Executives for Long Term Svcs and Supports Bd

Agency Financing by Fund

(Dollars in Thousands)

	Actual FY18	Actual FY19	Actual FY20	Estimate FY21	Forecast Base	
					FY22	FY23
1201 - Health Related Boards						
Balance Forward In	1,400	2,631	1,400	2,668	1,403	1,405
Direct Appropriation	3,214	2,873	3,733	3,482	3,201	3,201
Open Appropriation	17	19				
Receipts	1	1	1	2	2	2
Transfers Out	83	51	44			
Cancellations		1,839				
Balance Forward Out	2,626	1,400	2,668	1,403	1,405	1,407
Expenditures	1,923	2,233	2,422	4,749	3,201	3,201
Biennial Change in Expenditures				3,015		(769)
Biennial % Change in Expenditures				73		(11)
Full-Time Equivalents	9.51	10.93	8.52	11.38	8.88	8.88

2000 - Restrict Misc Special Revenue

Balance Forward In		0	1	2	2	2
Receipts	1	3	3	2	2	2
Balance Forward Out	0	1	2	2	2	2
Expenditures	1	3	2	2	2	2
Biennial Change in Expenditures				0		0
Biennial % Change in Expenditures				7		(0)

2001 - Other Misc Special Revenue

Balance Forward In	1,401	1,558	1,190	142		
Receipts	206	310				
Transfers Out			824			
Balance Forward Out	1,552	1,179	142			
Expenditures	55	689	224	142		
Biennial Change in Expenditures				(379)		(366)
Biennial % Change in Expenditures				(51)		(100)
Full-Time Equivalents		0.27	0.13			

Executives for Long Term Svcs and Supports Bd

Agency Change Summary

(Dollars in Thousands)

	FY21	FY22	FY23	Biennium 2022-23
<i>Direct</i>				
Fund: 1201 - Health Related Boards				
FY2021 Appropriations	3,482	3,482	3,482	6,964
Base Adjustments				
All Other One-Time Appropriations		(281)	(281)	(562)
Forecast Base	3,482	3,201	3,201	6,402
<i>Dedicated</i>				
Fund: 2000 - Restrict Misc Special Revenue				
Planned Spending	2	2	2	4
Forecast Base	2	2	2	4
Fund: 2001 - Other Misc Special Revenue				
Planned Spending	142			
Forecast Base	142			
<i>Revenue Change Summary</i>				
<i>Dedicated</i>				
Fund: 1201 - Health Related Boards				
Forecast Revenues	2	2	2	4
Fund: 2000 - Restrict Misc Special Revenue				
Forecast Revenues	2	2	2	4
<i>Non-Dedicated</i>				
Fund: 1201 - Health Related Boards				
Forecast Revenues	695	698	696	1,394

Program: Board of Executives for Long Term Services and Supports (BELTSS)

Activity: Board of Executives for Long Term Services and Supports (BELTSS)

mn.gov/boards/nursing-home/

AT A GLANCE

Credentialing

- 945 Licensed Nursing Home Administrators (LNHA)
- 145,000 Minnesotans receive long term supports and services across the continuum
- 88 New licensees
- 13 acting permits issued
- 11 Minnesota Accredited Centers of LTC Education
- 89 state jurisprudence exams
- 124 continuing education reviews and approvals
- 448 complaints received

Source: Annual Quality Improvement Draft Report for June 30, 2019

PURPOSE AND 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 to license nursing home administrators only. The board was modified in 2020 to the Board of Executives for Long-Term Services and Supports (BELTSS) to encompass the new licensure category of Licensed Assisted Living Directors and to recognize the national credential of the Licensed Health Service Executive. The Health Service Executive designates individuals with advanced knowledge in all three lines of long-term services and supports, skilled care, assisted living and home and community based services. The board continues to meet the federal mandate to ensure that nursing home administrators have the education and skills necessary to provide strong, safe communities for Minnesota’s elders. It is now broadened to assure accountability and support for all individuals receiving long term services and supports by trained and minimally qualified directors for assisted living directors. BELTSS carries 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 significant current challenge is implementing the Assisted Living Laws as the 2019 legislation omitted any funding or expenditure appropriation. The board finds itself in a challenging position of meeting the law without funding, seeking remediation at both the 2020 session and each special session.

The BENHA has an additional budgetary responsibility as the fiscal agent for the Administrative Services Unit (ASU), of which no income is received for this responsibility. 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

Currently BELTSS is required to maintain the standards for Nursing Home Administrator licensure in order for the state to receive Center of Medicare and Medicaid Service funds per federal guidelines. It now is required to establish standards for the Assisted Living Director no later than July 2020, of which the board is non-compliant through no fault of its own. We accomplish this by:

- Maintaining educational standards for prospective and existing licensees

- Licensing qualified individuals so that Minnesotans seeking long-term services and supports 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 current eleven Minnesota approved colleges with Long Term Care Administration programs.
- Develop standards for the Assisted Living Course Provider Programs.

Currently, Minnesota has 945 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 services and supports 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 maintains an active four-year strategic plan. With the 2019 legislative mandates, the board focused entirely on implementation of the Assisted Living Director and Health Service Executive in the arena of long-term care supports and services credentialing, revising 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 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	98.8%	99.1%	FY 2018 & FY 2019
Quantity	Percent of initial license applications submitted online	82%	88%	FY 2018 & FY 2019
Quality	Number of complaints received/closed without action.	67/17	485/245	FY 2018 & FY 2019

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.

Executives for Long Term Svcs and Supports Bd

Activity Expenditure Overview

(Dollars in Thousands)

	Actual FY18	Actual FY19	Actual FY20	Estimate FY21	Forecast Base	
					FY22	FY23
<u>Expenditures by Fund</u>						
1201 - Health Related Boards	164	216	228	632	291	291
2000 - Restrict Misc Special Revenue	1	3	2	2	2	2
Total	165	219	230	634	293	293
Biennial Change				480		(278)
Biennial % Change				125		(32)
<u>Expenditures by Category</u>						
Compensation	123	132	162	298	186	188
Operating Expenses	42	80	65	326	97	95
Capital Outlay-Real Property				9	9	9
Other Financial Transaction		6	2	1	1	1
Total	165	219	230	634	293	293
<u>Full-Time Equivalents</u>	1.48	1.53	1.78	4.50	2.00	2.00

Executives for Long Term Svcs and Supports Bd

Activity Financing by Fund

(Dollars in Thousands)

	Actual FY18	Actual FY19	Actual FY20	Estimate FY21	Forecast Base	
					FY22	FY23
1201 - Health Related Boards						
Balance Forward In		68		60		
Direct Appropriation	226	236	288	572	291	291
Open Appropriation	1	2				
Transfers Out		5				
Cancellations		84				
Balance Forward Out	63		60			
Expenditures	164	216	228	632	291	291
Biennial Change in Expenditures				479		(278)
Biennial % Change in Expenditures				126		(32)
Full-Time Equivalents	1.48	1.53	1.78	4.50	2.00	2.00

2000 - Restrict Misc Special Revenue

Balance Forward In		0	1	2	2	2
Receipts	1	3	3	2	2	2
Balance Forward Out	0	1	2	2	2	2
Expenditures	1	3	2	2	2	2
Biennial Change in Expenditures				0		0
Biennial % Change in Expenditures				7		(0)

Program: Board of Executives for Long Term Services and Supports (BELTSS)

Activity: Administrative Services Unit (ASU)

mn.gov/boards/asu/

AT A GLANCE

- Serves 18 health and non-health related licensing boards, their employees and appointed board members
- Registered 17 Volunteer Health Care Provider facilities
- Registered 87 Volunteer Health Care Provider volunteers
- Processed 19,737 criminal background checks

PURPOSE AND CONTEXT

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

Provide centralized planning and coordination of operational activities to 16 health-related licensing boards and 2 non-health licensing boards – the Board of Barber Examiners and Board of Cosmetologist Examiners. The services provided include administrative services and facilities management, Continuity of Operations Plan (COOP) planning and coordination, fiscal and legislative assistance, and liaison between the boards and various state agencies and departments.

- Provide technical assistance on state policies and procedures to ensure sound fiscal practices.
- 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 was initially performing common administrative, financial, and management functions, such as payroll, accounts payable, accounts receivable, purchasing, contracting, budgeting, and human resources. In 2019, many of those functions were transitioned through interagency agreement to the Department of Administration, Small Agency Resource Team (SmART). ASU continues to reconcile receipts, maintain fixed assets, manage shared projects, coordinate facility management and lead the Continuity of Operations Planning.

ASU also manages 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. Additionally, the ASU provides fiscal oversight to the Criminal Background Check Program, which was created in FY 2015 to process criminal background checks for all new health-related licensing board applicants. Operational oversight of the program is now managed by the Board of Nursing.

The ASU is funded by all the independent boards and now consists of 2 (previously 7) full-time staff members who perform shared administrative and business services for all the boards. CBC consists of 4 full-time staff members and 1 part-time student worker. ASU’s annual budget is determined by the Executive Directors’ Forum. The current ASU oversight board is the Minnesota Board for Long Term Services and Supports. ASU is managed by the Management Committee of the Executive Directors’ Forum.

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	28	17	2018 & 2020
Quantity	Number of Registered VHCPP Volunteers	127	87	2018 & 2020
Quantity	Number of Criminal Background Checks	15,822	19,737	2018 & 2020

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 FY18	Actual FY19	Actual FY20	Estimate FY21	Forecast Base	
					FY22	FY23
<u>Expenditures by Fund</u>						
1201 - Health Related Boards	1,759	2,017	2,195	4,117	2,910	2,910
2001 - Other Misc Special Revenue	55	689	224	142		
Total	1,814	2,706	2,418	4,259	2,910	2,910
Biennial Change				2,157		(857)
Biennial % Change				48		(13)
<u>Expenditures by Category</u>						
Compensation	649	761	510	1,028	563	566
Operating Expenses	1,160	1,551	1,900	3,220	2,343	2,340
Capital Outlay-Real Property			5			
Other Financial Transaction	5	394	2	11	4	4
Total	1,814	2,706	2,418	4,259	2,910	2,910
<u>Full-Time Equivalents</u>	8.03	9.67	6.87	6.88	6.88	6.88

Administrative Services Unit

Activity Financing by Fund

(Dollars in Thousands)

	Actual FY18	Actual FY19	Actual FY20	Estimate FY21	Forecast Base	
					FY22	FY23
1201 - Health Related Boards						
Balance Forward In	1,400	2,563	1,400	2,608	1,403	1,405
Direct Appropriation	2,988	2,637	3,445	2,910	2,910	2,910
Open Appropriation	16	17				
Receipts	1	1	1	2	2	2
Transfers Out	83	46	44			
Cancellations		1,755				
Balance Forward Out	2,563	1,400	2,607	1,403	1,405	1,407
Expenditures	1,759	2,017	2,195	4,117	2,910	2,910
Biennial Change in Expenditures				2,536		(492)
Biennial % Change in Expenditures				67		(8)
Full-Time Equivalents	8.03	9.40	6.74	6.88	6.88	6.88

2001 - Other Misc Special Revenue

Balance Forward In	1,401	1,558	1,190	142		
Receipts	206	310				
Transfers Out			824			
Balance Forward Out	1,552	1,179	142			
Expenditures	55	689	224	142		
Biennial Change in Expenditures				(379)		(366)
Biennial % Change in Expenditures				(51)		(100)
Full-Time Equivalents		0.27	0.13			