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### Board of Executives for Long Term Services and Supports

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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, Health Service Executives and Assisted Living Directors.
- Serves as the fiscal agent for the Administrative Services Unit (ASU)

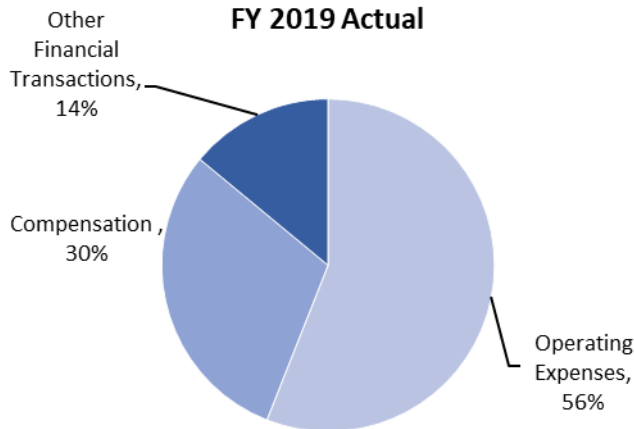
**PURPOSE**

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**

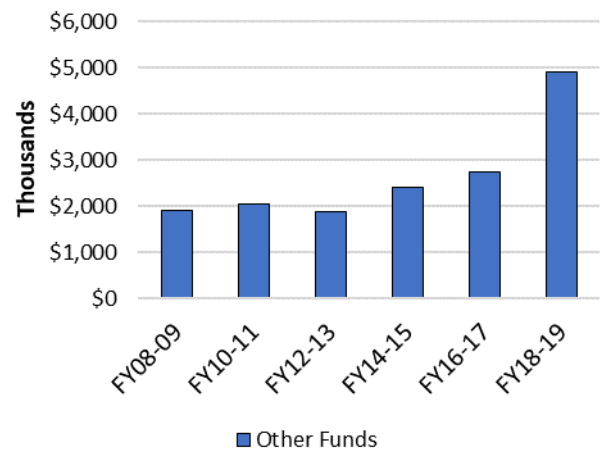
**Spending by Category  
FY 2019 Actual**



*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.

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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>

# Executives for Long Term Svcs and Supports Bd

# Agency Expenditure Overview

(Dollars in Thousands)

|                                      | Actual<br>FY18 | Actual<br>FY19 | Actual<br>FY20 | Estimate<br>FY21 | Forecast Base |              | Governor's<br>Recommendation |            |
|--------------------------------------|----------------|----------------|----------------|------------------|---------------|--------------|------------------------------|------------|
|                                      |                |                |                |                  | FY22          | FY23         | FY22                         | FY23       |
| <b><u>Expenditures by Fund</u></b>   |                |                |                |                  |               |              |                              |            |
| 1201 - Health Related Boards         | 1,923          | 2,233          | 2,422          | 4,749            | 3,201         | 3,201        | 693                          | 635        |
| 2000 - Restrict Misc Special Revenue | 1              | 3              | 2              | 2                | 2             | 2            | 2                            | 2          |
| 2001 - Other Misc Special Revenue    | 55             | 689            | 224            | 142              |               |              |                              |            |
| <b>Total</b>                         | <b>1,979</b>   | <b>2,925</b>   | <b>2,648</b>   | <b>4,893</b>     | <b>3,203</b>  | <b>3,203</b> | <b>695</b>                   | <b>637</b> |
| Biennial Change                      |                |                |                | 2,637            |               | (1,135)      |                              | (6,209)    |
| Biennial % Change                    |                |                |                | 54               |               | (15)         |                              | (82)       |
| Governor's Change from Base          |                |                |                |                  |               |              |                              | (5,074)    |
| Governor's % Change from Base        |                |                |                |                  |               |              |                              | (79)       |

## **Expenditures by Program**

|   |              |              |              |              |              |              |            |            |
|---|--------------|--------------|--------------|--------------|--------------|--------------|------------|------------|
| Executives for Long Term Svcs and Supports Bd | 1,979        | 2,925        | 2,648        | 4,893        | 3,203        | 3,203        | 695        | 637        |
| <b>Total</b>                                  | <b>1,979</b> | <b>2,925</b> | <b>2,648</b> | <b>4,893</b> | <b>3,203</b> | <b>3,203</b> | <b>695</b> | <b>637</b> |

## **Expenditures by Category**

|                              |              |              |              |              |              |              |            |            |
|------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|------------|------------|
| Compensation                 | 773          | 894          | 673          | 1,326        | 749          | 754          | 412        | 414        |
| Operating Expenses           | 1,202        | 1,631        | 1,966        | 3,546        | 2,440        | 2,435        | 273        | 213        |
| Capital Outlay-Real Property |              |              | 5            | 9            | 9            | 9            | 9          | 9          |
| Other Financial Transaction  | 5            | 400          | 4            | 12           | 5            | 5            | 1          | 1          |
| <b>Total</b>                 | <b>1,979</b> | <b>2,925</b> | <b>2,648</b> | <b>4,893</b> | <b>3,203</b> | <b>3,203</b> | <b>695</b> | <b>637</b> |

## **Full-Time Equivalents**

|  |             |              |             |              |             |             |             |             |
|--|-------------|--------------|-------------|--------------|-------------|-------------|-------------|-------------|
|  | <b>9.51</b> | <b>11.20</b> | <b>8.65</b> | <b>11.38</b> | <b>8.88</b> | <b>8.88</b> | <b>5.00</b> | <b>5.00</b> |
|--|-------------|--------------|-------------|--------------|-------------|-------------|-------------|-------------|

**Executives for Long Term Svcs and Supports Bd**

**Agency Financing by Fund**

*(Dollars in Thousands)*

|                                     | Actual<br>FY18 | Actual<br>FY19 | Actual<br>FY20 | Estimate<br>FY21 | Forecast Base |              | Governor's<br>Recommendation |            |
|-------------------------------------|----------------|----------------|----------------|------------------|---------------|--------------|------------------------------|------------|
|                                     |                |                |                |                  | FY22          | FY23         | FY22                         | FY23       |
| <b>1201 - Health Related Boards</b> |                |                |                |                  |               |              |                              |            |
| Balance Forward In                  | 1,400          | 2,631          | 1,400          | 2,668            | 1,403         | 1,405        | 1,403                        | 0          |
| Direct Appropriation                | 3,214          | 2,873          | 3,733          | 3,482            | 3,201         | 3,201        | 693                          | 635        |
| Open Appropriation                  | 17             | 19             |                |                  |               |              |                              |            |
| Receipts                            | 1              | 1              | 1              | 2                | 2             | 2            | 0                            | 0          |
| Transfers Out                       | 83             | 51             | 44             |                  |               |              | 1,403                        |            |
| Cancellations                       |                | 1,839          |                |                  |               |              |                              |            |
| Balance Forward Out                 | 2,626          | 1,400          | 2,668          | 1,403            | 1,405         | 1,407        | 0                            | 0          |
| <b>Expenditures</b>                 | <b>1,923</b>   | <b>2,233</b>   | <b>2,422</b>   | <b>4,749</b>     | <b>3,201</b>  | <b>3,201</b> | <b>693</b>                   | <b>635</b> |
| Biennial Change in Expenditures     |                |                |                | 3,015            |               | (769)        |                              | (5,843)    |
| Biennial % Change in Expenditures   |                |                |                | 73               |               | (11)         |                              | (81)       |
| Governor's Change from Base         |                |                |                |                  |               |              |                              | (5,074)    |
| Governor's % Change from Base       |                |                |                |                  |               |              |                              | (79)       |
| Full-Time Equivalents               | 9.51           | 10.93          | 8.52           | 11.38            | 8.88          | 8.88         | 5.00                         | 5.00       |

**2000 - Restrict Misc Special Revenue**

|                                   |          |          |          |          |          |          |          |          |
|-----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| Balance Forward In                |          | 0        | 1        | 2        | 2        | 2        | 2        | 2        |
| Receipts                          | 1        | 3        | 3        | 2        | 2        | 2        | 2        | 2        |
| Balance Forward Out               | 0        | 1        | 2        | 2        | 2        | 2        | 2        | 2        |
| <b>Expenditures</b>               | <b>1</b> | <b>3</b> | <b>2</b> | <b>2</b> | <b>2</b> | <b>2</b> | <b>2</b> | <b>2</b> |
| Biennial Change in Expenditures   |          |          |          | 0        |          | 0        |          | 0        |
| Biennial % Change in Expenditures |          |          |          | 7        |          | (0)      |          | (0)      |
| Governor's Change from Base       |          |          |          |          |          |          |          | 0        |
| Governor's % Change from Base     |          |          |          |          |          |          |          | 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        |            |  |       |  |       |
| <b>Expenditures</b>               | <b>55</b> | <b>689</b> | <b>224</b> | <b>142</b> |  |       |  |       |
| Biennial Change in Expenditures   |           |            |            | (379)      |  | (366) |  | (366) |
| Biennial % Change in Expenditures |           |            |            | (51)       |  | (100) |  | (100) |
| Governor's Change from Base       |           |            |            |            |  |       |  | 0     |

**Executives for Long Term Svcs and Supports Bd**

**Agency Financing by Fund**

*(Dollars in Thousands)*

|                               | Actual | Actual | Actual | Estimate | Forecast Base |      | Governor's Recommendation |      |
|-------------------------------|--------|--------|--------|----------|---------------|------|---------------------------|------|
|                               | FY18   | FY19   | FY20   | FY21     | FY22          | FY23 | FY22                      | FY23 |
| Governor's % Change from Base |        |        |        |          |               |      |                           |      |
| 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<br>2022-23 |
|---|--------------|--------------|--------------|---------------------|
| <b>Direct</b>   |              |              |              |                     |
| <b>Fund: 1201 - Health Related Boards</b>                                   |              |              |              |                     |
| FY2021 Appropriations   | 3,482        | 3,482        | 3,482        | 6,964               |
| <b>Base Adjustments</b>   |              |              |              |                     |
| All Other One-Time Appropriations   |              | (281)        | (281)        | (562)               |
| <b>Forecast Base</b>  | <b>3,482</b> | <b>3,201</b> | <b>3,201</b> | <b>6,402</b>        |
| <b>Change Items</b>   |              |              |              |                     |
| Assisted Living Director Licensure  |              | 387          | 329          | 716                 |
| Administrative Services Unit Appropriation Transfer to Board of Dentistry   |              | (1,696)      | (1,696)      | (3,392)             |
| MN.IT Cost Reduction and Appropriation Transfer to Board of Dentistry (ASU) |              | (1,214)      | (1,214)      | (2,428)             |
| MN.IT Cost Reduction and Appropriation Transfer (BELTSS)                    |              | 15           | 15           | 30                  |
| <b>Total Governor's Recommendations</b>                                     | <b>3,482</b> | <b>693</b>   | <b>635</b>   | <b>1,328</b>        |
| <b>Dedicated</b>  |              |              |              |                     |
| <b>Fund: 2000 - Restrict Misc Special Revenue</b>                           |              |              |              |                     |
| Planned Spending  | 2            | 2            | 2            | 4                   |
| Forecast Base   | 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>                              |              |              |              |                     |
| Planned Spending  | 142          |              |              |                     |
| Forecast Base   | 142          |              |              |                     |
| <b>Total Governor's Recommendations</b>                                     | <b>142</b>   |              |              |                     |
| <b>Revenue Change Summary</b>   |              |              |              |                     |
| <b>Dedicated</b>  |              |              |              |                     |
| <b>Fund: 1201 - Health Related Boards</b>                                   |              |              |              |                     |
| Forecast Revenues   | 2            | 2            | 2            | 4                   |
| <b>Change Items</b>   |              |              |              |                     |
| Administrative Services Unit Appropriation Transfer to Board of Dentistry   |              | (2)          | (2)          | (4)                 |
| <b>Total Governor's Recommendations</b>                                     | <b>2</b>     | <b>0</b>     | <b>0</b>     | <b>0</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>Non-Dedicated</b>  |              |              |              |                     |

*(Dollars in Thousands)*

|   | FY21 | FY22 | FY23 | Biennium<br>2022-23 |
|---|------|------|------|---------------------|
| <b>Fund: 1201 - Health Related Boards</b> |      |      |      |                     |
| Forecast Revenues                         | 695  | 698  | 696  | 1,394               |
| Total Governor's Recommendations          | 695  | 698  | 696  | 1,394               |



# Board of Executives for Long Term Services and Supports

## FY 2022-23 Biennial Budget Change Item

### Change Item Title: Assisted Living Director Licensure

| Fiscal Impact (\$000s)                           | FY 2022  | FY 2023  | FY 2024  | FY 2025  |
|--|----------|----------|----------|----------|
| General Fund                                     |          |          |          |          |
| Expenditures                                     | 0        | 0        | 0        | 0        |
| Revenues   | 0        | 0        | 0        | 0        |
| Other Funds                                      |          |          |          |          |
| Expenditures                                     | 387      | 329      | 329      | 329      |
| Revenues   | 0        | 0        | 0        | 0        |
| Net Fiscal Impact =<br>(Expenditures – Revenues) | 387      | 329      | 329      | 329      |
| <b>FTEs</b>                                      | <b>3</b> | <b>3</b> | <b>3</b> | <b>3</b> |

### Recommendation:

The Governor recommends a permanent base budget increase of \$387,000 in fiscal year 2022 and \$329,000 in fiscal year 2023 to fund the new licensure category of Assisted Living Directors as directed in the Laws of 2019, chapter 60. The new licensure is to be administered by the Board of Executives for Long Term Services and Supports (BELTSS), formerly known as Board of Examiners for Nursing Home Administrators (BENHA). This represents an increase of 133% in fiscal year 2022 and 113% in fiscal year 2023 on a base budget of \$291,000.

### Rationale/Background:

The 2019 Assisted Living law requires the establishment of a credentialing system for Assisted Living Directors to coordinate with new Minnesota Department of Health Assisted Living facility requirements. In the Laws of 2020, 7th Spec. Sess., chapter 1, article 6, section 24, BELTSS received a fiscal year 2021 one-time appropriation of \$281,000. However, BELTSS requires an ongoing appropriation to operationalize and manage the new licensure category.

In the Laws of 2020, 7th Spec. Sess., chapter 1, article 6, section 2, the fees were modified and, in a few instances, increased to create a universal fee schedule that can be used for the new Assisted Living Licensure. The Board is entirely fee supported and receives no general fund dollars. Fees must be collected sufficient to cover direct and indirect expenditures and deposited as non-dedicated revenue into the State Government Special Revenue Fund.

### Proposal:

The Governor recommends a permanent base budget increase of \$387,000 in fiscal year 2022 and \$329,000 in fiscal year 2023 and thereafter. This funding allows the board to hire 3 new FTEs, including a State Program Manager, an Office and Administrative Specialist Principal, and Office and Administrative Specialist. The State Program Manager will set initial training, best practices, and complaint management and resolution for this profession. The Office and Administrative Specialist positions will manage the large number of initial applicants and renewal of licenses.

This is a new licensing credential with many unknowns for the board. The board does not know the potential number of applicants and licensees. The board anticipates between 1500-4500 individuals. The board will right size the fees and expenditures per MS 214.06.

**Impact on Children and Families:**

The Assisted Living Director licensing requirement is part of the larger focus on elders and the care pathways currently utilized in Minnesota. The legislation was built with providers and elder advocates to create best approaches for the next generation of caregivers and recipients.

**Equity and Inclusion:**

Elder justice and elder public safety are a significant equity and inclusion societal challenge, not typically identified in this category. There is significant public testimony on this subject which led to the 2019 session law.

**Results:**

- As this is a new licensing credential, there is no baseline for comparison. The first two years will focus on operational issues. The goal is for online services to be provided efficiently and effectively to licensees.

| <i>Type of Measure</i> | <i>Name of Measure</i>   | <i>Previous</i>                          | <i>Current</i> | <i>Dates</i> |
|------------------------|--|--|----------------|--------------|
| Quantity               | Successfully submitted online applications   | Target Goal of 90%                       |                | 06/30/2023   |
| Quality                | Successful application evaluation provided by new licensee category  | Rating of at least a 7 of 10-point scale |                | 06/30/2023   |
| Results                | Continue anticipated quarterly stakeholder involvement with regular partnering meetings of elder advocates | N/A                                      | N/A            | 06/30/2023   |

**Board of Executives for Long Term Services and Supports – Administrative Services Unit  
FY 2022-23 Biennial Budget Change Item**

**Change Item Title: Administrative Services Unit Appropriation Transfer to Board of Dentistry**

| <b>Fiscal Impact (\$000s)</b>                    | <b>FY 2022</b> | <b>FY 2023</b> | <b>FY 2024</b> | <b>FY 2025</b> |
|--|----------------|----------------|----------------|----------------|
| <b>BELTSS (ASU)</b>                              |                |                |                |                |
| General Fund                                     |                |                |                |                |
| Expenditures                                     | 0              | 0              | 0              | 0              |
| Revenues   | 0              | 0              | 0              | 0              |
| State Government Special Revenue                 |                |                |                |                |
| Expenditures                                     | (1,696)        | (1,696)        | (1,696)        | (1,696)        |
| Revenues   | 0              | 0              | 0              | 0              |
| <b>Dentistry (ASU)</b>                           |                |                |                |                |
| General Fund                                     |                |                |                |                |
| Expenditures                                     | 0              | 0              | 0              | 0              |
| Revenues   | 0              | 0              | 0              | 0              |
| State Government Special Revenue                 |                |                |                |                |
| Expenditures                                     | 1,696          | 1,696          | 1,696          | 1,696          |
| Revenues   | 0              | 0              | 0              | 0              |
| Net Fiscal Impact =<br>(Expenditures – Revenues) | 0              | 0              | 0              | 0              |
| <b>FTEs</b>                                      | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       |

**Recommendation:**

The Governor recommends a transfer of the Administrative Services Unit (ASU) appropriation to the Board of Dentistry beginning in FY 2022. ASU is authorized by Minn. Stat. 214.107 and serves as an agent to the Health-Related Licensing Boards. Since 2011, the Administrative Services Unit biennial appropriation has been included as a subset of the appropriation for the Board of Executives for Long Term Services and Supports (BELTSS) (formerly the MN Board of Nursing House Administrators (BENHA)).

**Rationale/Background:**

When initially created, the ASU appropriation was housed under BENHA/BELTSS whose director was instrumental in seeking its creation and served a lead role in ASU oversight. The Health-Related Licensing Boards seek to shift the ASU funding from BELTSS to the MN Board of Dentistry as Dentistry’s director assumes the ASU oversight role. This change will allow the MN Board of Dentistry director easier access to the financial and human resource data necessary for its oversight.

**Proposal:**

The Governor recommends moving the ASU FY 2022 and FY 2023 appropriation from BELTSS to Dentistry. The proposal does not impact the appropriation granted to BELTSS, Dentistry or ASU.

# Board of Executives for Long Term Services and Supports

## FY 2022-23 Biennial Budget Change Item

### Change Item Title: MN.IT Cost Reduction and Appropriation Transfer

| Fiscal Impact (\$000s)                         | FY 2022 | FY 2023 | FY 2024 | FY 2025 |
|--|---------|---------|---------|---------|
| <b>ASU (Transfer from BELTSS to Dentistry)</b> |         |         |         |         |
| General Fund*                                  |         |         |         |         |
| Expenditures                                   | 0       | 0       | 0       | 0       |
| Revenues                                       | 0       | 0       | 0       | 0       |
| State Government Special Revenue               |         |         |         |         |
| Expenditures                                   | (647)   | (647)   | (647)   | (647)   |
| Revenues                                       | 0       | 0       | 0       | 0       |
| <b>Pharmacy, Board of</b>                      |         |         |         |         |
| State Government Special Revenue               |         |         |         |         |
| Expenditures                                   | 65      | 65      | 65      | 65      |
| Revenues                                       | 0       | 0       | 0       | 0       |
| <b>Dentistry, Board of</b>                     |         |         |         |         |
| State Government Special Revenue               |         |         |         |         |
| Expenditures                                   | 40      | 40      | 40      | 40      |
| Revenues                                       | 0       | 0       | 0       | 0       |
| <b>Chiropractic Examiners, Board of</b>        |         |         |         |         |
| State Government Special Revenue               |         |         |         |         |
| Expenditures                                   | 25      | 25      | 25      | 25      |
| Revenues                                       | 0       | 0       | 0       | 0       |
| <b>Optometry, Board of</b>                     |         |         |         |         |
| State Government Special Revenue               |         |         |         |         |
| Expenditures                                   | 15      | 15      | 15      | 15      |
| Revenues                                       | 0       | 0       | 0       | 0       |
| <b>BELTSS</b>                                  |         |         |         |         |
| State Government Special Revenue               |         |         |         |         |
| Expenditures                                   | 15      | 15      | 15      | 15      |
| Revenues                                       | 0       | 0       | 0       | 0       |
| <b>Social Work, Board of</b>                   |         |         |         |         |
| State Government Special Revenue               |         |         |         |         |
| Expenditures                                   | 50      | 50      | 50      | 50      |
| Revenues                                       | 0       | 0       | 0       | 0       |
| <b>Marriage and Family Therapy, Board of</b>   |         |         |         |         |
| State Government Special Revenue               |         |         |         |         |
| Expenditures                                   | 22      | 22      | 22      | 22      |
| Revenues                                       | 0       | 0       | 0       | 0       |
| <b>Podiatric Medicine, Board of</b>            |         |         |         |         |
| State Government Special Revenue               |         |         |         |         |
| Expenditures                                   | 15      | 15      | 15      | 15      |
| Revenues                                       | 0       | 0       | 0       | 0       |
| <b>Veterinary Medicine, Board of</b>           |         |         |         |         |
| State Government Special Revenue               |         |         |         |         |
| Expenditures                                   | 10      | 10      | 10      | 10      |

| <b>Fiscal Impact (\$000s)</b>                     | <b>FY 2022</b> | <b>FY 2023</b> | <b>FY 2024</b> | <b>FY 2025</b> |
|---|----------------|----------------|----------------|----------------|
| Revenues  | 0              | 0              | 0              | 0              |
| <b>Dietetics and Nutrition Practice, Board of</b> |                |                |                |                |
| State Government Special Revenue                  |                |                |                |                |
| Expenditures                                      | 15             | 15             | 15             | 15             |
| Revenues  | 0              | 0              | 0              | 0              |
| <b>Physical Therapy, Board of</b>                 |                |                |                |                |
| State Government Special Revenue                  |                |                |                |                |
| Expenditures                                      | 15             | 15             | 15             | 15             |
| Revenues  | 0              | 0              | 0              | 0              |
| <b>Behavioral Health and Therapy, Board of</b>    |                |                |                |                |
| State Government Special Revenue                  |                |                |                |                |
| Expenditures                                      | 35             | 35             | 35             | 35             |
| Revenues  | 0              | 0              | 0              | 0              |
| Net Fiscal Impact =<br>(Expenditures – Revenues)  | (325)          | (325)          | (325)          | (325)          |
| <b>FTEs</b>                                       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       |

\*There is no General Fund impact to the health licensing boards listed in Fiscal Impact chart.

**Recommendation:**

The Governor recommends the Health-Related Licensing Boards’ IT expense reorganization and reduction. The Administrative Services Unit (ASU) is authorized by Minn. Stat. 214.107 and serves as an agent to the Health-Related Licensing Boards. ASU is seeking a \$647,000 reduction in its FY 2022 and FY 2023 appropriation and a corresponding \$322,000 increase in appropriation for twelve (12) Health-Related Licensing Boards (Table 1) for a net reduction of \$325,000. This appropriation decrease is the result of the Health-Related Licensing Boards’ restructuring and reduction of IT-related costs. The appropriation increases for the twelve (12) Health-Related Licensing Boards will fund IT expenses previously paid by ASU.

**Rationale/Background:**

Since the creation of MN.IT Services in 2012, funds to pay all technology-related costs of the Health-Related Licensing Boards have been appropriated to ASU as the boards’ agent. MN.IT staff were assigned to the boards and costs consolidated and paid by ASU. As part of its IT restructuring efforts, the Health-Related Licensing Boards worked with MN.IT to reduce the number of MN.IT staff directly assigned to the boards and move to direct-billing. This requires a transfer of the appropriation for IT-related costs from ASU to certain boards.

The Health-Related Licensing Boards are fee-supported agencies. The Boards are required by Minnesota Statutes to collect enough revenue to cover all direct-appropriated and indirect costs. The Health-Related Licensing Boards’ collected fee revenues are deposited into the State Government Special Revenue fund to cover the boards’ IT-related costs. This reduction does not impact the State’s General Fund.

**Proposal:**

The Health-Related Licensing Boards’ IT reorganization includes reduction of FTEs including software developer position and IT manager position. Database support and project management services will now be paid as needed by contract instead of by assigned FTE. These staffing changes result in a \$325,000 annual reduction in ASU’s appropriation. The remaining IT-related costs have been itemized and allocated to the boards and related programs for payment as direct expenditures beginning in FY 2022. The itemization and allocation results in a \$647,000 reduction in the ASU appropriation and an appropriation increase for twelve (12) boards to cover IT-related costs which will now be direct-billed.

This proposal is impacted by the transfer of the ASU appropriation from the Board of Executives for Long Term Services and Supports (BELTSS) to the Board of Dentistry beginning in FY 2022, which was submitted as a separate change item. The ASU appropriation for MN.IT will be reduced by \$647,000 (from \$1,214,000 to \$567,000) when it transfers from BELTSS to Dentistry.

**Impact on Children and Families:**

The Health-Related Licensing Boards work to promote public protection, including the protection of the children and families of the State of Minnesota. This change will not impact the boards' ability to continue to protect the people of Minnesota.

**Equity and Inclusion:**

The Health-Related Licensing Boards do not discriminate on the basis of race, ethnicity, gender, sexual orientation, or disability. This change will not impact the boards' ability to provide services for all people of the State of Minnesota, without discrimination.

**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/](http://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<br>FY18 | Actual<br>FY19 | Actual<br>FY20 | Estimate<br>FY21 | Forecast Base |             | Governor's<br>Recommendation |             |
|--|----------------|----------------|----------------|------------------|---------------|-------------|------------------------------|-------------|
|  |                |                |                |                  | FY22          | FY23        | FY22                         | FY23        |
| <b><u>Expenditures by Fund</u></b>     |                |                |                |                  |               |             |                              |             |
| 1201 - Health Related Boards           | 164            | 216            | 228            | 632              | 291           | 291         | 693                          | 635         |
| 2000 - Restrict Misc Special Revenue   | 1              | 3              | 2              | 2                | 2             | 2           | 2                            | 2           |
| <b>Total</b>                           | <b>165</b>     | <b>219</b>     | <b>230</b>     | <b>634</b>       | <b>293</b>    | <b>293</b>  | <b>695</b>                   | <b>637</b>  |
| Biennial Change                        |                |                |                | 480              |               | (278)       |                              | 468         |
| Biennial % Change                      |                |                |                | 125              |               | (32)        |                              | 54          |
| Governor's Change from Base            |                |                |                |                  |               |             |                              | 746         |
| Governor's % Change from Base          |                |                |                |                  |               |             |                              | 127         |
| <b><u>Expenditures by Category</u></b> |                |                |                |                  |               |             |                              |             |
| Compensation                           | 123            | 132            | 162            | 298              | 186           | 188         | 412                          | 414         |
| Operating Expenses                     | 42             | 80             | 65             | 326              | 97            | 95          | 273                          | 213         |
| Capital Outlay-Real Property           |                |                |                | 9                | 9             | 9           | 9                            | 9           |
| Other Financial Transaction            |                | 6              | 2              | 1                | 1             | 1           | 1                            | 1           |
| <b>Total</b>                           | <b>165</b>     | <b>219</b>     | <b>230</b>     | <b>634</b>       | <b>293</b>    | <b>293</b>  | <b>695</b>                   | <b>637</b>  |
| <b><u>Full-Time Equivalents</u></b>    |                |                |                |                  |               |             |                              |             |
|  | <b>1.48</b>    | <b>1.53</b>    | <b>1.78</b>    | <b>4.50</b>      | <b>2.00</b>   | <b>2.00</b> | <b>5.00</b>                  | <b>5.00</b> |

# Executives for Long Term Svcs and Supports Bd

# Activity Financing by Fund

(Dollars in Thousands)

|                                     | Actual<br>FY18 | Actual<br>FY19 | Actual<br>FY20 | Estimate<br>FY21 | Forecast Base |            | Governor's<br>Recommendation |            |
|-------------------------------------|----------------|----------------|----------------|------------------|---------------|------------|------------------------------|------------|
|                                     |                |                |                |                  | FY22          | FY23       | FY22                         | FY23       |
| <b>1201 - Health Related Boards</b> |                |                |                |                  |               |            |                              |            |
| Balance Forward In                  |                | 68             |                | 60               |               |            |                              |            |
| Direct Appropriation                | 226            | 236            | 288            | 572              | 291           | 291        | 693                          | 635        |
| Open Appropriation                  | 1              | 2              |                |                  |               |            |                              |            |
| Transfers Out                       |                | 5              |                |                  |               |            |                              |            |
| Cancellations                       |                | 84             |                |                  |               |            |                              |            |
| Balance Forward Out                 | 63             |                | 60             |                  |               |            |                              |            |
| <b>Expenditures</b>                 | <b>164</b>     | <b>216</b>     | <b>228</b>     | <b>632</b>       | <b>291</b>    | <b>291</b> | <b>693</b>                   | <b>635</b> |
| Biennial Change in Expenditures     |                |                |                | 479              |               | (278)      |                              | 468        |
| Biennial % Change in Expenditures   |                |                |                | 126              |               | (32)       |                              | 54         |
| Governor's Change from Base         |                |                |                |                  |               |            |                              | 746        |
| Governor's % Change from Base       |                |                |                |                  |               |            |                              | 128        |
| Full-Time Equivalents               | 1.48           | 1.53           | 1.78           | 4.50             | 2.00          | 2.00       | 5.00                         | 5.00       |

## 2000 - Restrict Misc Special Revenue

|                                   |          |          |          |          |          |          |          |          |
|-----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| Balance Forward In                |          | 0        | 1        | 2        | 2        | 2        | 2        | 2        |
| Receipts                          | 1        | 3        | 3        | 2        | 2        | 2        | 2        | 2        |
| Balance Forward Out               | 0        | 1        | 2        | 2        | 2        | 2        | 2        | 2        |
| <b>Expenditures</b>               | <b>1</b> | <b>3</b> | <b>2</b> | <b>2</b> | <b>2</b> | <b>2</b> | <b>2</b> | <b>2</b> |
| Biennial Change in Expenditures   |          |          |          | 0        |          | 0        |          | 0        |
| Biennial % Change in Expenditures |          |          |          | 7        |          | (0)      |          | (0)      |
| Governor's Change from Base       |          |          |          |          |          |          |          | 0        |
| Governor's % Change from Base     |          |          |          |          |          |          |          | 0        |

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

**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, 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  |

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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<br>FY18 | Actual<br>FY19 | Actual<br>FY20 | Estimate<br>FY21 | Forecast Base |              | Governor's<br>Recommendation |             |
|--|----------------|----------------|----------------|------------------|---------------|--------------|------------------------------|-------------|
|  |                |                |                |                  | FY22          | FY23         | FY22                         | FY23        |
| <b><u>Expenditures by Fund</u></b>     |                |                |                |                  |               |              |                              |             |
| 1201 - Health Related Boards           | 1,759          | 2,017          | 2,195          | 4,117            | 2,910         | 2,910        | 0                            | 0           |
| 2001 - Other Misc Special Revenue      | 55             | 689            | 224            | 142              |               |              |                              |             |
| <b>Total</b>                           | <b>1,814</b>   | <b>2,706</b>   | <b>2,418</b>   | <b>4,259</b>     | <b>2,910</b>  | <b>2,910</b> | <b>0</b>                     | <b>0</b>    |
| Biennial Change                        |                |                |                | 2,157            |               | (857)        |                              | (6,677)     |
| Biennial % Change                      |                |                |                | 48               |               | (13)         |                              | (100)       |
| Governor's Change from Base            |                |                |                |                  |               |              |                              | (5,820)     |
| Governor's % Change from Base          |                |                |                |                  |               |              |                              | (100)       |
| <b><u>Expenditures by Category</u></b> |                |                |                |                  |               |              |                              |             |
| Compensation                           | 649            | 761            | 510            | 1,028            | 563           | 566          | 0                            | 0           |
| Operating Expenses                     | 1,160          | 1,551          | 1,900          | 3,220            | 2,343         | 2,340        | 0                            | 0           |
| Capital Outlay-Real Property           |                |                | 5              |                  |               |              |                              |             |
| Other Financial Transaction            | 5              | 394            | 2              | 11               | 4             | 4            | 0                            | 0           |
| <b>Total</b>                           | <b>1,814</b>   | <b>2,706</b>   | <b>2,418</b>   | <b>4,259</b>     | <b>2,910</b>  | <b>2,910</b> | <b>0</b>                     | <b>0</b>    |
| <b><u>Full-Time Equivalents</u></b>    |                |                |                |                  |               |              |                              |             |
|  | <b>8.03</b>    | <b>9.67</b>    | <b>6.87</b>    | <b>6.88</b>      | <b>6.88</b>   | <b>6.88</b>  | <b>0.00</b>                  | <b>0.00</b> |

# Administrative Services Unit

# Activity Financing by Fund

(Dollars in Thousands)

|                                     | Actual<br>FY18 | Actual<br>FY19 | Actual<br>FY20 | Estimate<br>FY21 | Forecast Base |              | Governor's<br>Recommendation |          |
|-------------------------------------|----------------|----------------|----------------|------------------|---------------|--------------|------------------------------|----------|
|                                     |                |                |                |                  | FY22          | FY23         | FY22                         | FY23     |
| <b>1201 - Health Related Boards</b> |                |                |                |                  |               |              |                              |          |
| Balance Forward In                  | 1,400          | 2,563          | 1,400          | 2,608            | 1,403         | 1,405        | 1,403                        | 0        |
| Direct Appropriation                | 2,988          | 2,637          | 3,445          | 2,910            | 2,910         | 2,910        | 0                            | 0        |
| Open Appropriation                  | 16             | 17             |                |                  |               |              |                              |          |
| Receipts                            | 1              | 1              | 1              | 2                | 2             | 2            | 0                            | 0        |
| Transfers Out                       | 83             | 46             | 44             |                  |               |              | 1,403                        |          |
| Cancellations                       |                | 1,755          |                |                  |               |              |                              |          |
| Balance Forward Out                 | 2,563          | 1,400          | 2,607          | 1,403            | 1,405         | 1,407        | 0                            | 0        |
| <b>Expenditures</b>                 | <b>1,759</b>   | <b>2,017</b>   | <b>2,195</b>   | <b>4,117</b>     | <b>2,910</b>  | <b>2,910</b> | <b>0</b>                     | <b>0</b> |
| Biennial Change in Expenditures     |                |                |                | 2,536            |               | (492)        |                              | (6,312)  |
| Biennial % Change in Expenditures   |                |                |                | 67               |               | (8)          |                              | (100)    |
| Governor's Change from Base         |                |                |                |                  |               |              |                              | (5,820)  |
| Governor's % Change from Base       |                |                |                |                  |               |              |                              | (100)    |
| Full-Time Equivalents               | 8.03           | 9.40           | 6.74           | 6.88             | 6.88          | 6.88         | 0.00                         | 0.00     |

## 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        |            |  |       |  |       |
| <b>Expenditures</b>               | <b>55</b> | <b>689</b> | <b>224</b> | <b>142</b> |  |       |  |       |
| Biennial Change in Expenditures   |           |            |            | (379)      |  | (366) |  | (366) |
| Biennial % Change in Expenditures |           |            |            | (51)       |  | (100) |  | (100) |
| Governor's Change from Base       |           |            |            |            |  |       |  | 0     |
| Governor's % Change from Base     |           |            |            |            |  |       |  |       |
| Full-Time Equivalents             |           | 0.27       | 0.13       |            |  |       |  |       |