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

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<https://mn.gov/boards/nursing-home/>

### AT A GLANCE

- Provides licensing for Nursing Home Administrators, Health Service Executives, and Licensed Assisted Living Directors (LALD)
  - 101 Licensed Health Service Executives (LHSE)
  - 821 Licensed Nursing Home Administrators (LNHA)
  - 2,508 Licensed Assisted Living Directors (LALD)
  - 202 Permits/Acting Permits and Assisted Living Directors in Residence
  - 1,202 applications received
  - 2,013 licenses issued between July 1, 2021, to June 30, 2022
  - 111 state examinations administered
  - 137 continuing education reviews and public posting
- Served as the fiscal agent for the Administrative Services Unit (ASU) through FY 2021

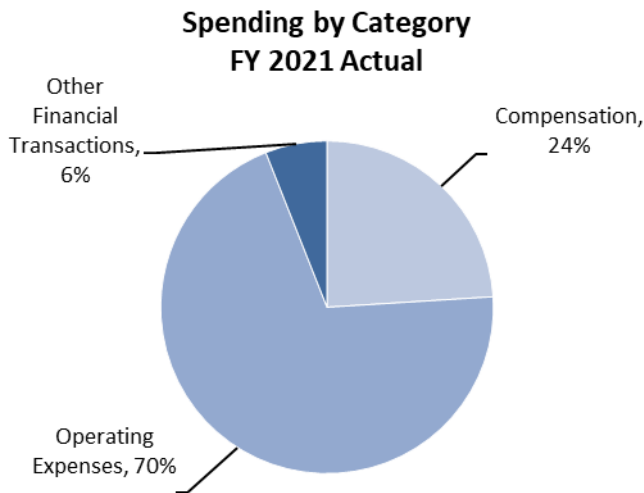
### PURPOSE

The Minnesota Board of Executives for Long-Term Services and Supports was initially 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 in May 2019. 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 current challenge for FY24-25 is ‘right sizing’ the operation to process and provide oversight to the new license category of Licensed Assisted Living Directors (LALD). Currently, the board finds itself in the adjusting phase of matching applicants, licensees, revenue, and expenses. The original projection estimated 1,500 licensed providers, but the actual number of applications received was closer to 2,500. The board enters this budget with no changes to their FTE count. Hiring additional staff may be required to create efficient systems, while recognizing resource limitations of the applicant and licensee pool.

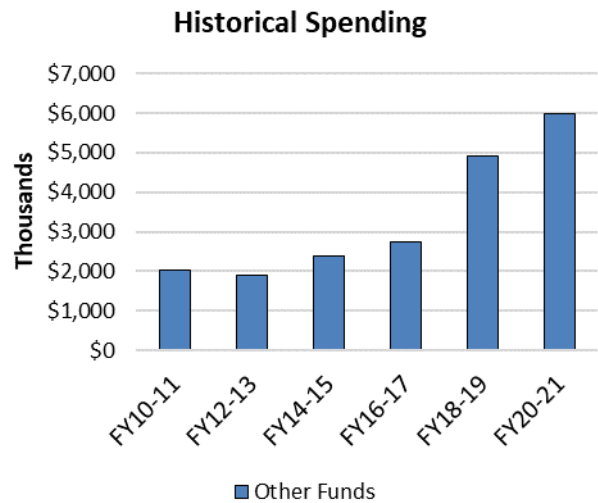
Beginning in FY 2022, responsibility for the Administrative Services Unit was transferred to the Minnesota Board of Dentistry. The program profile for ASU, which includes the health-related licensing boards’ Criminal Background Check Program (CBCP), is included with the Board of Dentistry agency profile.

## BUDGET



*FY 2021 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)*



*FY 2008-14 includes spending for the Board of Nursing Home Administrators and the Administrative Services Unit. FY 2015-21 spending also includes the Criminal Background Check Program*

*Source: Consolidated Fund Statement*

**BELTSS:** 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 from 1995 until 2020. With the additional applicant and licensing numbers, a new fee schedule was established in 2020, with the board still adjusting to this new change. At the time of this budget submission, the initial renewal of Licensed Assisted Living Directors (LALD) license is not completed. This requires real-time tracking of appropriation, revenue collection, and expenses/staffing to meet requirements.

**ASU:** Currently, 19 health-related and non-health-related licensing boards fund the operations of Administrative Services Unit. Of those, 16 boards utilize and fund the CBCP. The FY 2021 spending information above includes ASU and the CBCP, as fiscal oversight did not transfer to the Board of Dentistry until FY 2022.

## STRATEGIES

**BELTSS:** 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.

BELTSS is required to maintain the standards for Nursing Home Administrator licensure for Minnesota to receive Center of Medicare and Medicaid Service funds per federal guidelines. The addition of the Licensed Assisted Living Director is met and accomplished by:

- Maintaining educational standards for prospective and existing licensees.
- Licensing qualified individuals so 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.

- Working with three (3) Assisted Living Director Programs to develop standards for the Assisted Living Course Provider Programs.

Currently, Minnesota has 3,430 licensed professionals that oversee the care provided to nearly 145,000 Minnesotans residing in skilled nursing and assisted living facilities. Resident safety, support, and effective services are the primary focus. Research is very active currently 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. The Board receives an annual statistical review in October and uses this data to identify new initiatives or areas of concern. This board has historically maintained an active strategic plan. 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%	100%	FY 2021 & FY 2022
Quality	Percent of initial license applications submitted online	88%	98%	FY 2021 & FY 2022

The authorizing Minnesota statute for BELTSS is M.S. 144A.19-144A.28:  
<https://www.revisor.mn.gov/statutes/?id=144A&view=chapter#stat.144A.19>

The Minnesota Rules for BELTSS 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 FY20	Actual FY21	Actual FY22	Estimate FY23	Forecast Base		Governor's Recommendation	
					FY24	FY25	FY24	FY25
<b><u>Expenditures by Fund</u></b>								
1201 - Health Related Boards	2,422	3,161	485	843	635	635	705	736
2000 - Restrict Misc Special Revenue	2	24	80	26	25	25	25	25
2001 - Other Misc Special Revenue	224	144						
<b>Total</b>	<b>2,648</b>	<b>3,329</b>	<b>565</b>	<b>869</b>	<b>660</b>	<b>660</b>	<b>730</b>	<b>761</b>
Biennial Change				(4,544)		(114)		57
Biennial % Change				(76)		(8)		4
Governor's Change from Base								171
Governor's % Change from Base								13

## **Expenditures by Program**

Executives for Long Term Svcs and Supports Bd	2,648	3,329	565	869	660	660	730	761
<b>Total</b>	<b>2,648</b>	<b>3,329</b>	<b>565</b>	<b>869</b>	<b>660</b>	<b>660</b>	<b>730</b>	<b>761</b>

## **Expenditures by Category**

Compensation	673	796	374	518	472	479	487	510
Operating Expenses	1,966	2,328	182	346	183	176	238	246
Grants, Aids and Subsidies		1						
Capital Outlay-Real Property	5							
Other Financial Transaction	4	205	9	5	5	5	5	5
<b>Total</b>	<b>2,648</b>	<b>3,329</b>	<b>565</b>	<b>869</b>	<b>660</b>	<b>660</b>	<b>730</b>	<b>761</b>

## **Full-Time Equivalents**

	8.65	9.52	4.54	5.00	5.00	5.00	5.00	5.00
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**Executives for Long Term Svcs and Supports Bd**

**Agency Financing by Fund**

*(Dollars in Thousands)*

	Actual FY20	Actual FY21	Actual FY22	Estimate FY23	Forecast Base FY24 FY25		Governor's Recommendation FY24 FY25	
<b>1201 - Health Related Boards</b>								
Balance Forward In	1,400	2,860	1,464	208				
Direct Appropriation	3,733	3,482	693	635	635	635	705	736
Receipts	1	1						
Transfers In		63						
Transfers Out	44	155	1,464					
Cancellations		1,626						
Balance Forward Out	2,668	1,464	208					
<b>Expenditures</b>	<b>2,422</b>	<b>3,161</b>	<b>485</b>	<b>843</b>	<b>635</b>	<b>635</b>	<b>705</b>	<b>736</b>
Biennial Change in Expenditures				(4,255)		(58)		113
Biennial % Change in Expenditures				(76)		(4)		9
Governor's Change from Base								171
Governor's % Change from Base								13
Full-Time Equivalents	8.52	9.52	4.54	5.00	5.00	5.00	5.00	5.00

**2000 - Restrict Misc Special Revenue**

Balance Forward In	1	2	60	1				
Receipts	3	82	21	25	25	25	25	25
Balance Forward Out	2	60	1					
<b>Expenditures</b>	<b>2</b>	<b>24</b>	<b>80</b>	<b>26</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>25</b>
Biennial Change in Expenditures				80		(56)		(56)
Biennial % Change in Expenditures				305		(53)		(53)
Governor's Change from Base								0
Governor's % Change from Base								0

**2001 - Other Misc Special Revenue**

Balance Forward In	1,190	144						
Transfers Out	824							
Balance Forward Out	142							
<b>Expenditures</b>	<b>224</b>	<b>144</b>						
Biennial Change in Expenditures				(368)		0		0
Biennial % Change in Expenditures				(100)				
Governor's Change from Base								0
Governor's % Change from Base								

**Executives for Long Term Svcs and Supports  
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**Agency Financing by Fund**

*(Dollars in Thousands)*

	Actual	Actual	Actual	Estimate	Forecast Base		Governor's Recommendation	
	FY20	FY21	FY22	FY23	FY24	FY25	FY24	FY25
Full-Time Equivalents	0.13							

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

**Agency Change Summary**

*(Dollars in Thousands)*

	FY23	FY24	FY25	Biennium 2024-25
<b><i>Direct</i></b>				
<b>Fund: 1201 - Health Related Boards</b>				
FY2023 Appropriations	635	635	635	1,270
Forecast Base	635	635	635	1,270
<b>Change Items</b>				
Maintain Current Service Levels		70	101	171
<b>Total Governor's Recommendations</b>	<b>635</b>	<b>705</b>	<b>736</b>	<b>1,441</b>
<b><i>Dedicated</i></b>				
<b>Fund: 2000 - Restrict Misc Special Revenue</b>				
Planned Spending	26	25	25	50
Forecast Base	26	25	25	50
<b>Total Governor's Recommendations</b>	<b>26</b>	<b>25</b>	<b>25</b>	<b>50</b>
<b><i>Revenue Change Summary</i></b>				
<b><i>Dedicated</i></b>				
<b>Fund: 2000 - Restrict Misc Special Revenue</b>				
Forecast Revenues	25	25	25	50
<b>Total Governor's Recommendations</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>50</b>
<b><i>Non-Dedicated</i></b>				
<b>Fund: 1201 - Health Related Boards</b>				
Forecast Revenues	677	677	677	1,354
<b>Total Governor's Recommendations</b>	<b>677</b>	<b>677</b>	<b>677</b>	<b>1,354</b>



# Board of Executives for Long Term Services and Supports

## FY 2024-25 Biennial Budget Change Item

### Change Item Title: Maintain Current Service Levels

Fiscal Impact (\$000s)	FY 2024	FY 2025	FY 2026	FY 2027
General Fund				
Expenditures	0	0	0	0
Revenues	0	0	0	0
Other Funds				
Expenditures	70	101	101	101
Revenues	0	0	0	0
Net Fiscal Impact = (Expenditures – Revenues)	70	101	101	101
<b>FTEs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Recommendation:

The Governor recommends additional funding of \$70,000 in FY 2024 and \$101,000 in each subsequent year from the state government special revenue fund to maintain the current level of service delivery at the Board of Executives for Long Term Care Services and Support (BELTSS).

### 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.

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

For BELTSS, operating cost pressures exist in multiple categories—increases in compensation and insurance costs at the agency, increasing costs to maintain our current staff complement in a challenging labor market, and increasing IT costs. If an operational increase is not provided, technology infrastructure and security will be compromised, response times will be delayed, complaint investigations and resolutions will be delayed. The result will be a negative impact on Minnesota, to the residents of Minnesota, applicants and licensees, and diverse stakeholders.

### Proposal:

The Governor recommends increasing agency operating budgets to support maintaining the delivery of current services. For BELTSS, this funding will support expected and anticipated employee compensation growth and known cost increases in lease expenses and IT services.

### Results:

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