HFEL Licensing

NHALB Board Meetings (2/26/2014)

NHALB Staff

Board Members

LNHA

Phase

Draft and publish public board meeting notice

Comments:

- Board consists of 15 commissioner appointed members subject to approval by the governor (currently 13 sitting) who provide oversight of the NHALB office.
- Whole board meets 6 times a year, and CAP committee meets 6 times a year as well.
- A Board in some format must exist for the state to comply with medicare/medicaid participation rules.

LNHA: Licensed Nursing Home Administrator

1. Prepare an agenda for meetings including recommendations for new license approvals, waivers, disciplinary actions, and hearings.

2. Meetings are recorded, but transcripts are not posted.

3. The web portal is not publically accessible. It is a format that allows electronic review of the agenda and documents rather than reviewing a paper copy.

4. NHALB members are paid for their service.

5. Final meeting minutes and documents are prepared for potential OPRA requests.

6. Threshold set by the board and can be changed by the board.

7. LNHA must respond within 30 days.

8. Review is often done at the next board meeting in 2 months.

Prepare agenda and topics for the meeting

Attend and conduct CAP meeting and take notes on the discussion

Draft meeting minutes

Post to web portal

Review board tasks

Post supporting docs to web portal for CAP meeting

CAP Committee reviews agenda and supporting docs

Complete record management and finalize meeting minutes

Proceed with approved recommendations from the board

End

Generate supporting documents from NHALB Database

Attend and run CAP meeting

Collect and investigate additional documents per board request

Post additional documents to web portal for full board meeting

Full board reviews agenda and supporting docs

Attend and conduct full board meeting, take notes on the discussion

Attend and run full board meeting

Collect and investigate additional documents per board request

Post documents to web portal

Process financial documents

Did any LNHA exceed the threshold?

Send notification letter to the LNHA

Receive and respond to the board letter

Review LNHA response

Accept LNHA explanation?

Close file and send notification letter to the LNHA

Y

Update NHALB database

Select appropriate remediation and notify LNHA

N
The internship is linked to an approved preceptor who must be approved by the NHALB staff. Applications are currently all paper as they require a physical signature with notarized stamp. Also cannot currently pay by credit card (ePay is pending).

Check for completeness, background check, references, review for waiver requests.

NHA internship required for license in most cases. Internship can be substituted through reciprocity with another state, or a college program with the equivalency of an internship.

Hours are logged and entered by the facility. 70 hours per key discipline. 1750 total internship hours max with max of 50 hours per week.

Updates should be sent quarterly, but some are only sent at ¾. Signed and approved by the preceptor at the facility and also includes applicant evaluation. Final form includes the final quarter hours and a certificate of completion form.

CBI processing may take several weeks. Rest of the process continues while the CBI is processed.

Applicant has no time limit to register and sit for the exam, but they should in a timely fashion.

Application double-check is performed to ensure that only appropriately eligible candidates are allowed to sit for licensure examination.

Database is an NHALB specific Access Database.
Comments:
1. The letter and renewal are one, double-sided page. Letters and renewal applications sent to NHA home mailing addresses.
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