

◆ Board News ◆

April 2002

From the Board Administrator

*Dana B. Welborn,
M. S. Gerontology*

This issue of the Board's newsletter brings you the latest information about the new Integrated Personal Care Program at the Department of Health and Human Services. The program is for community residential care facility residents.

I have also provided you with a refresher on the license renewal process, continuing education and record changes.

I would like to invite the nursing home administrators who are not currently participating in the Board's administrator-in-training program to consider becoming a preceptor and providing training. If you would like information about the program, please contact the Board office or download the AIT program guidelines from our Web site. A preceptor certification training will be scheduled for those persons who apply to be a preceptor.

The OSHA training advertised in the January newsletter filled immediately following the mailing to administrators. Staff regrets that many of you were unable to make the February 6 program due to the number of registrants exceeding the capacity for the program. The program was a success. We hope to collaborate with the Division of Labor, OSHA Office of Voluntary Programs again on future training. Notice of scheduled programs for administrators will be given in the newsletter.

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Integrated Personal Care Program Update

*Janet Clayton
Program Coordinator
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The Department of Health and Human Services is in full swing planning implementation of the Integrated Personal Care (IPC) Program for Community Residential Care Facility (CRCF) residents. To be eligible for these services, the resident must receive Optional State Supplementation (OSS) and require assistance with personal care as measured by DHHS. The goals of the program are threefold:

- ◆ to promote and sustain the health of IPC/OSS residents in licensed CRCFs,
- ◆ to assure a high quality of care received by IPC/OSS residents, and
- ◆ to prevent or delay institutionalization for IPC/OSS residents who meet the medical criteria for participation.

The program will provide reimbursement

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This newsletter is a publication of the Board of Long Term Health Care Administrators and the S.C. Department of Labor, Licensing and Regulation.

Points of Interest

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to participating facilities for providing personal care services to OSS residents who have been assessed and approved for these services by the IPC nurse. The OSS and IPC combined reimbursement will be \$1,045 per month. Participating CRCFs must enter into a contract with DHHS to provide these services. In order to qualify, the CRCF must meet certain standards above those required for licensure. These include specific requirements for the administrator of the facility and staffing a trained aide to provide the services that must be supervised by a registered nurse or licensed practical nurse. OSS residents must have one functional deficit and one cognitive impairment or two functional deficits.

DHHS staff for the program include Janet Clayton as program manager and Gloria Washington as program assistant. Janet is a graduate of the University of South Carolina with 20+ years experience with the S.C. Medicaid program. She previously worked with DHHS Nursing Home program. Gloria has been with DHHS four years. Among her duties is serving as point of contact when residents are referred for IPC services and an assessment by the DHHS nursing staff. Mary Adams is the first of four nurses to be hired. Mary earned her BSN at Clemson University and her Masters in Nursing at the University of South Carolina. She has 27 years experience in nursing and health care in direct care, training, advocacy and quality assurance.

The first step for a facility that seeks to participate in the program is to determine whether it meets the Conditions for Participation. The conditions are as follows:

- ◆ The facility must be enrolled as an OSS provider in good standing with no billing discrepancies within the year previous to application.
- ◆ The facility must meet all state licensure standards and maintain a current, non-provisional license.
- ◆ The facility cannot have had uncorrected Class I or Class II violations of licensing regulations within the year previous to making application.
- ◆ The facility must meet the requirements of the Americans with Disabilities Act, including wheelchair accessibility.
- ◆ The facility administrator must be a full-time staff member with a current LTC Health Care Administrator's license and a high school diploma or equivalent, and have at least two years supervisory or management experience in a health care setting and the ability to direct and manage staff.

Additional staffing requirements include a licensed nurse and trained aide(s). The facility must employ or contract with a licensed nurse who will be responsible for making IPC referrals, training and supervising aides employed by the facility, developing care plans and monitoring service delivery. This may be a full or part-time position provided the training and supervision of aides and care plan

monitoring is adequate.

The assessment process for residents, the evaluation tool to determine whether the facility meets the conditions of participation and the billing process are under development. Statewide implementation is expected by July 1, 2002. Training workshops will be conducted over the summer for all CRCFs participating in the OSS program that want to participate in the IPC program.

For additional information, contact Janet Clayton with the Department of Health and Human Services, Division of Community and Facility Services, at (803) 898-2696 or clayton@dhhs.state.sc.us.

Regulation Refresher: License Renewal, Continuing Education and Record Changes

As you prepare to renew your license for 2002-2003, here are some things to keep in mind.

LICENSE RENEWAL

All nursing home administrator and community residential care facility administrator **licenses expire on June 30**. To continue practicing July 1, your license must be renewed by June 30. Renewal forms will be mailed to you in May and June and should be in the board office no later than June 30 to avoid late penalties and possible disciplinary action.

An administrator previously licensed in this state, whose license has lapsed for failure to renew on or before the expiration date, may seek to reinstate the license within a one-year period. If the lapsed license period is more than one year, the individual must meet the current licensing requirements for nursing home administrators and/or community residential care facility administrators.

Reinstated licenses are NOT retroactive. Practice while the license is lapsed is grounds for discipline by the Board.

When you are completing the renewal form, please be sure to update your address, telephone number and employment information as needed.

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CONTINUING EDUCATION

Nursing home administrators are required to have at least 20 hours of BOARD-APPROVED continuing education to renew their license.

Community residential care facility administrators are required to have at least 18 hours of BOARD-APPROVED continuing education to renew their license.

Dually licensed administrators (NHA and CRCFA) are required to have at least 29 hours of BOARD-APPROVED continuing education to renew their license.

A Board-approved CE program will have an approval code assigned by Board staff. To ensure that you attend an approved program, ask the sponsor if the program was approved by the Board for CE and get the approval code when you register. You can verify course approval with the Board office.

CE programs approved by the national Board (National Association of Boards of Examiners for Long Term Care Administrators or NAB) are accepted by the South Carolina Board.

If you learn that the program sponsor did not apply for CE credit for LTHCAs, then you can apply for credit after completing the program if the subject matter is related to LTHC administration. To apply for credit, request a form from the Board office or download it from our Web site: www.llr.state.sc.us/POL/longtermhealthcare.

A continuing education application from an administrator is due within 30 days of completing the program. Items that are required to complete the application are the program syllabus/program description, schedule showing clock hours, vitae of faculty, a copy of your certificate of attendance and the \$15 application fee.

In order to receive credit for a course, including Board-approved sponsor programs, you must attend the program for its entirety. Partial credit is not awarded.

Continuing education hours for any board-approved program may be carried forward in their entirety if they are in excess of that required for any license period. **Carryover hours** must represent the total earned hours during the CE program and must be used during the following license period.

LICENSE STATUS

When you renew your license, you can renew as Active, Inactive or Retired depending on your practice status.

- ◆ Active: necessary to practice as an administrator
- ◆ Inactive: licensee must not be employed in a nursing home or community residential care facility
- ◆ Retired: licensee must not be employed in a nursing home or community residential care facility; must be at least 65

years of age

CE is required to renew as active and inactive but not retired. In order to reactivate an inactive license, the licensee must notify the Board in writing and pay the difference in license fees (active and inactive). The license should be reactivated prior to practicing as the administrator of a facility.

In order to reactivate a retired license, the licensee must submit an application with the required fee and proof of 20 hours of Board-approved continuing education during the previous 12 months and six hours for every year the license has been retired. If the licensee has had a license in retired status for five years or more, the Board may require the licensee to pass an examination approved by the Board.

As a reminder, every practicing nursing home administrator or community residential care facility administrator is required to **display the license in a conspicuous place in his/her office or place of business or employment.**

RECORD CHANGES

When you have a **change of address and/or employment**, you are required to notify the Board office within 15 days following the change. The notice should be given in writing.

DISPLAY OF LICENSE

The NHA or CRCFA of a facility will display the license in a conspicuous place in his or her office or the facility under his or her administration.

A license cannot be transferred to another individual. If a licensed NHA or CRCFA is the administrator of record of a facility, then he or she is responsible for the daily operation. Neither the administrator of record's responsibility or title can be transferred to another individual.

Questions? Call Stephanie Calhoun or Dana Welborn at (803) 896-4544.

Need to verify a license, check on license requirements or get a copy of the LTHCA Practice Act? Remember, you can get these and other Board information on our Web site at www.llr.state.sc.us/pol/longtermhealthcare.

Board Web Site

You can email questions, comments or concerns to Dana Welborn, Board Administrator at welbornd@mail.llr.state.sc.us and Stephanie Calhoun, Administrative Assistant at calhouns@mail.llr.state.sc.us.

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2002 Board Meeting Calendar

March 6

June 5-6

September 4-5

December 4-5

All scheduled meetings will be held at the Department of Labor, Licensing and Regulation,
110 Centerview Drive, Columbia, SC 29210