

# BELTSS News

## BELTSS Board

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## Policy Statement

It is the policy of the Board of Executives of Long Term Services & Supports to carry out its mission in accordance with the strictest ethical guidelines and to ensure that the Board of Executives of Long Term Services & Supports members and employees conduct themselves in a manner that fosters public confidence in the integrity of BELTSS, its processes and its accomplishments.



## This issue

Chairman's Corner  
Policy Statement

### CHAIRMAN'S CORNER

#### Changes Coming to NAB Exam

The National Association of Long-Term Care Administrator Boards (NAB) anticipates rolling out a new exam process in July 2017. For the past few years, NAB has been working on creating a model AIT Program, an online Preceptor Training Program, and updating the Domains of Practice. NAB determined through its Domains of Practice study that approximately 74% of the knowledge needed to practice in long-term care services and supports was common across the continuum of care. This finding led them to develop the new exam structure, scheduled to launch in July of 2017. Individuals pursuing the nursing home administrator license (NHA) will at that time take a 100 question "core" exam and a 50 question "line of service (LOS)" exam, as well as the 50 question State of Ohio Exam. Each exam/section must be passed in order to obtain licensure, and individuals will only have to repeat the section or sections failed, if any. An online study guide is set to be launched in March of 2017 to help test-takers prepare for this change.

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#### BELTSS Revises Ohio State Exam

The Board has recently reviewed and revised the State of Ohio Exam for Administrator Candidates. The exam is still 50 questions, but is now all multiple choice. It remains based on knowledge of Chapters 4751 and 3721 of the Ohio Revised Code, as well as Chapter 4751 and 3701 of the Ohio Administrative Code. Changes will be seen on exams taken beginning in January/February of 2017.

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#### BELTSS Adopts Code of Ethics for LNHA's

At its December 1, 2016 meeting, the BELTSS Board voted to adopt a Code of Ethics for Healthcare Administrators, modeled off of the American College of Health Care Administrators' (ACHCA) version. The Code of Ethics will be posted to the BELTSS website at [www.BELTSS.ohio.gov](http://www.BELTSS.ohio.gov) shortly. Copies may also be obtained through the office.

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## Financial Disclosure

Every BELTSS member or employee required to file a financial disclosure statement must file a complete and accurate statement with the Ethics Commission by April 15 of each year. Any member or employee appointed or employed after February 15 is required to file a financial disclosure statement within ninety days of appointment or employment.

## Penalties

Failure of any BELTSS official or employee to abide by this Ethics Policy, or to comply with the Ethics Law and related statutes, will result in discipline, which may include dismissal, as well as any potential civil or criminal sanctions under the law.

## Changes

This policy may be changed only by majority vote of BELTSS.

## Online Preceptor Training Program Launched

In 2013, The National Association of Long Term Care Administrator Boards (NAB) in partnership with the American College of Health Care Administrators (ACHCA) recognized a need within the industry for trained preceptors to develop future leaders in Long Term Care. During this time, a joint task force was formed to determine the resources needed to accomplish this goal.

Volunteers from all aspects of the long term care industry worked together to form the NAB/ACHCA Administrator in Training manual as well as the four-part digital Preceptor training course.

This online training program for Preceptors is divided into four unique modules of education. Preceptors will be able to earn NAB approved continuing education (CE) for completion of the modules and the subsequent **post-test**. Each module will be worth 1.25 NAB-approved CEUs.

- **Module 1** will focus on the structure of the AIT/Practicum & the role of the Preceptor,
- **Module 2** will focus on the fostering of a culture of learning,
- **Module 3** will focus on developing the AIT from a novice to an emerging leader, and
- **Module 4** will move beyond the Domains of Practice and explore other resources to your AIT as your relationship moves towards mentoring.

This resource can be accessed at [www.nabweb.org](http://www.nabweb.org) by selecting the “AIT/Preceptor Training” link at the top left of the page. Ohio Administrators may use this course once every other renewal period, and the CEUs count towards the maximum 10 online CEUs allowable each renewal.

## National AIT Program Manual Available

NAB and ACHCA have also finished their AIT Program Manual and Career Development Toolkit. These resources are also available free of charge at [www.nabweb.org](http://www.nabweb.org) by selecting the “AIT/Preceptor Training” link at the top left of the page. Scroll down and click on the picture of the manual or the “click here” link to access. The Interactive AIT Program Manual was designed to guide both the Preceptor and the AIT through the internship experience. The goal of the manual is to:

- Provide the AIT with a solid foundation in the exciting field of long term care, and
- Establish a consistent AIT experience for all future leaders.

## Purpose of this Policy

- “Anything of value” includes anything of monetary value, including, but not limited to, money, gifts, food or beverages, social event tickets and expenses, travel expenses, golf outings, consulting fees, compensation, or employment. “Value” means worth greater than de minimis or nominal;
- “Anyone doing business with BELTSS” includes, but is not limited to, any person, corporation, or other party that is doing or seeking to do business with, regulated by, or has interests before BELTSS.

## How can I tell if continuing education training has been approved by the board?

All continuing education trainings that have been pre-approved by the board will have a program approval or provider approval number on the certificate of completion.

Board approval numbers are similar to these numbers:

- "Limited Providers" are identified by the BELTSS approval numbers with the letter "L" in the middle (e.g. 000-L-00).
- "Certified Providers" are identified by the BELTSS approval numbers with the letter "C" in the middle (e.g. 000-C-00).
- "Preferred Providers" are identified by the BELTSS approval numbers with the letter "P" in the middle (e.g. ABCD1-P-00).
- "Self Study is defined by the BELTSS approval numbers starting with the letters "SS" (e.g. SS-00-00)
- “Self Study” provided by a Limited Provider are identified by the BELTSS approval numbers with the letter “SSL” in the middle (e.g. 00-SSL-00)

The board also accepts programs approved by NAB. NAB approval numbers are identified by the letters “in” or “dl” at the end of the number, indicating that the course was in person (in) or distance learning (dl). Only six hours of education may be from a limited provider and only 10 hours may be distance learning/self-study, as of 10-1-15 renewals. **Please make sure your course is NAB or BELTSS accredited prior to renewing.**

### **NOW ACCEPTING...**

As of September 2014, BELTSS is now accepting partial (.25, .5, .75) continuing education hours for renewal credit. Please remember that you may have no more than 10 self-study/distance learning/webinar CEUs and no more than 6 “limited” CEUs per renewal period.

## **Governor Kasich initiatives to Stop Human Trafficking:**

<http://humantrafficking.ohio.gov>

## **Change of Employment Notification**

All administrators are reminded, as required by Ohio Revised Code 4751.02, to notify the Board of any change of employment within ten (10) days after the change. The Board is primarily interested in your employment as the administrator of a nursing home to help us enforce the law that all nursing homes in Ohio have a licensed administrator present. You may mail, fax, or e-mail this information to ([jcunningham@age.ohio.gov](mailto:jcunningham@age.ohio.gov) ). Your attention and assistance in this area is needed and appreciated. If you have any questions, please contact the BELTSS Board at (614) 644-7518.

## Suggestions/Feedback

Let us know what you think. Send us helpful suggestions of things you would like to see addressed in future issues.

Send your comments or suggestions to: [lhedrick@age.ohio.gov](mailto:lhedrick@age.ohio.gov)

Check us out on facebook: [www.facebook.com/OhioBELTSS](http://www.facebook.com/OhioBELTSS)

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