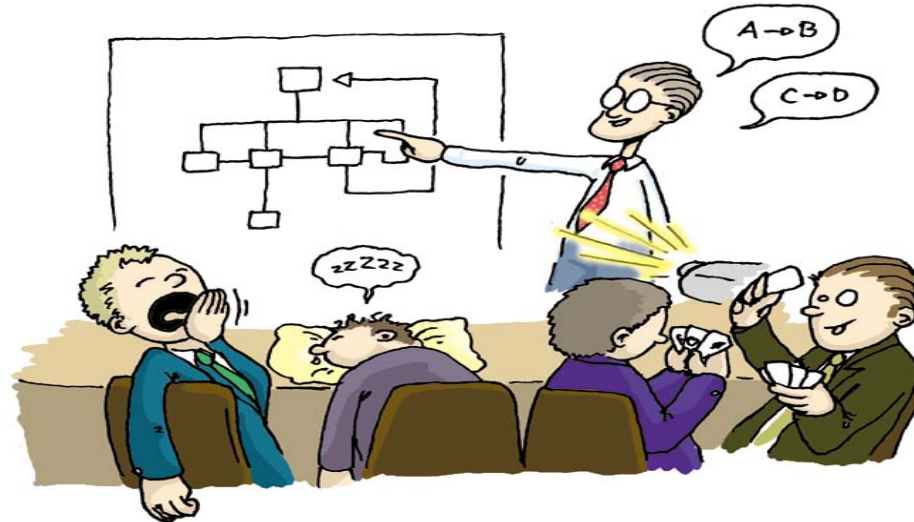


# BOARD of EXAMINERS for LONG TERM CARE ADMINISTRATORS (BELTCA)



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EXHIBIT G SilverHaired

Document consists of 26 pages.

☒ Entire document provided

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# TODAYS TOPICS

- WHAT IS THE BUSINESS OF THE BOARD of EXAMINERS for LONG TERM CARE ADMINISTRATORS (BELTCA)
- HOW DOES BELTCA SERVE THE STATE LTC INDUSTRY
  - NAC CHAPTER 654 Administrative Code Regulations
  - SPECIFIC TO RFA's

# **NRS and NAC CHAPTERS 654 DEFINITIONS**

- **NRS** (Nevada Revised Statutes)
- **NAC** (Nevada Administrative Code)
- **BELTCA** or Board (Board of Examiners for Long Term Care Administrators)
- **NAB** (National Association of Boards for Long Term Care Administrators)
- **NFA** (Nursing Facility Administrator)
- **RFA** (Residential Facility Administrator)
- **CEU** (Continuing Education Units)
- **HIPDB** (Federal Healthcare Integrity and Protection Data Bank)

# **WHY BELTCA**

- **SERVES AS THE LICENSING AND REGULATORY AGENCY FOR LONG TERM CARE ADMINISTRATORS IN NEVADA, INCLUDING NURSING HOMES AND GROUP CARE FACILITIES/ASSISTED LIVING FACILITIES.**
- **BELTCA PROTECTS PUBLIC AND CONSUMER INTERESTS BY INSURING LONG TERM CARE ADMINISTRATORS ARE OF GOOD MORAL CHARACTER, PROPERLY EDUCATED AND TRAINED TO CARE FOR NEVADA'S CITIZENS IN A DIGNIFIED AND CARING MANNER.**

# WHO IS BELTCA

- **LICENSES ADMINISTRATORS NOT FACILITIES**
  - NFA
  - RFA
- **MEMBERS APPOINTED BY GOVERNOR**
- **VOLUNTEER 7 MEMBER BOARD**
  - GOVERNORS REPRESENTATIVE (DAS CHIEF)
  - 1 RFA UNDER 7 RESIDENTS
  - 1 RFA OVER 7 RESIDENTS
  - 2 NFA
  - 1 MEDICAL
  - 1 AT LARGE
- **ATTORNEY GENERAL LEGAL APPOINTEE**

# HOW DOES BELTCA GET THE WORK DONE

- QUARTERLY MEETINGS OR AS NEEDED
- AGENDA MATTERS
  - APPROVE/DENY APPLICANTS FOR LICENSURE
  - DETERMINE NAC AMMENDMENTS
  - EDUCATIONAL OFFERINGS
  - DISCIPLINARY HEARINGS
- EACH BOARD MEMBER WORKS ON ASSIGNMENTS
  - LICENSURE APPLICATION REVIEWS
  - COORDINATION WITH NAB
  - COMPLAINT INVESTIGATIONS
  - CEU REVIEWS
  - OTHER DUTIES AS ASSIGNED

**BELTCA IMPLEMENTATION  
NAC CHAPTER 654  
Administrative Code Regulations RFA's**

***USE OF TITLE***

**NRS**

- Only a Person Holding a Valid License for the Current Licensing Period May Use the RFA Title
- Any Individual Acting as an Administrator Without Holding a Valid License is subject to Penalty of Misdemeanor

**NAC**

- Same as NRS

**BELTCA IMPLEMENTATION  
NAC CHAPTER 654  
Administrative Code Regulations RFA's**

***APPLICATION/QUALIFICATIONS***

**NRS**

- Develop Testing/Investigation Techniques to Ensure Standards are Met
- Prescribe and Furnish Application Making Sure it is Complete
- Conduct and Approve Training Programs to Allow Obtainment of Standards
- Ensure that Applicants are Qualified for Licensure
  - Good Moral Character
  - 21 Years of Age
  - US Citizen
  - Not Owing Child Support
  - Complete Required Instruction
  - Pass Exam(s)
  - Submit Fingerprints
  - Fully Complete Application



**BELTCA IMPLEMENTATION  
NAC CHAPTER 654  
Administrative Code Regulations RFA's**

***APPLICATION/QUALIFICATIONS***

**NRS**

- Issue/Renew Numbered Licenses to Qualified Applicants
- Provide for Reciprocity (Licensure to Applicant applying from another Jurisdiction) If the Board Finds that Standards are Equivalent

**BELTCA IMPLEMENTATION  
NAC CHAPTER 654  
Administrative Code Regulations RFA's**

***APPLICATION/QUALIFICATIONS***

**NAC**

- High School Diploma or General Equivalence Diploma from Accredited Institution
- Pass Examination(s)
  - NAB Exam with Passing Grade Determined by NAB as Standard
  - BELTCA Required Exams and Training (Applicants applying after July 1, 2007)
    - Assisted Living Certificate (Vigilin) Program (Web or Hard Copy) Offered thru CEUSite.com
    - Administer in Training (AIT) internship
- Have Either 2 Years of Experience as an RFA in the 6 Years Immediately Preceding Application Submission OR Complete 40 Hours of Board Approved Training

**BELTCA IMPLEMENTATION  
NAC CHAPTER 654  
Administrative Code Regulations RFA's**

***APPLICATION/QUALIFICATIONS***

**NAC (cont'd)**

- Submit Statement that he/she is in Good Health, Free from Contagious Disease and/or Mental Impairment that would Impair Performance
- Provide Proof of English Communication Skills both Verbally and in Writing
- Disclose ANY Investigation for Misconduct (whether convicted or Not); Revocation/Modification/Suspension/Disciplinary Action related to Licensing in Another State
- Provide Statement Indicating Felony Convictions or Any Offense Involving Moral Turpitude

**BELTCA IMPLEMENTATION  
NAC CHAPTER 654  
Administrative Code Regulations RFA's**

***APPLICATION/QUALIFICATIONS***

**NAC (cont'd)**

- Reciprocity May be Obtained IF
  - Applicant is Licensed as NFA in any State Requiring NAB Testing and Applicant has Passed that Exam
  - Is in Good Standing With any State he/she has Received Licensure
  - Applicant has Completed All Other Requirements for NV Licensure
- Provisional Licensure
  - Board May Issue Provisional License to Applicant Pending Receipt of FBI Report
- Inactive Status
  - Board May Approve Inactive Status Upon Written Request from Applicant in Good Standing for up to 2 Years

**BELTCA IMPLEMENTATION  
NAC CHAPTER 654  
Administrative Code Regulations RFA's**

***DISPLAY OF LICENSE***

**NRS**

Licenses and Certain Records are Public Records

**NAC**

Original License **MUST** Be Displayed in a Public Place  
Within the Facility of which he/she is Administrator of  
Record

**BELTCA IMPLEMENTATION  
NAC CHAPTER 654  
Administrative Code Regulations RFA's**

***MULTIPLE FACILITY LIMITATIONS***

**NRS**

Board is to Develop, Impose and Enforce Standards Which Must be Met by persons to Receive Licenses

**NAC**

- 150 Beds Located in Not More Than 5 Facilities
- Immediate Notification to Board for Operation of Additional Facilities Beyond 1
- Obtain Original, Numbered Secondary License from Board for Each Facility (A,B,C,D License)
- Surrender Secondary Licenses Not Displayed (e.g. No Longer NFA of Record or Facility Closes)

**BELTCA IMPLEMENTATION  
NAC CHAPTER 654  
Administrative Code Regulations RFA's**

***CHANGE IN CIRCUMSTANCE***

**NRS**

Licenses and Certain Records are Public Records

**NAC**

Licensees are Required to Notify the Board for the  
Following

- Within 15 Days of Any change in Residential Address
- Within 10 Days Any Time he/she Becomes  
Administrator of Record for Different Facility

**BELTCA IMPLEMENTATION  
NAC CHAPTER 654  
Administrative Code Regulations RFA's**

***LICENSE RENEWAL/EXPIRATION/CEUs***

**NRS**

- Issue/Renew Licenses
- Conduct Continuing Study to Improve Standards and Procedures to Enforce Standards/Regulations
- CEUs Required for Renewal are Set by Board

**NAC**

- Unless Dually Licensed (i.e., NFA and RFA), License may be Renewed by Submitting to the Board:
  - Application for Renewal
  - Non-Refundable Renewal Fee
  - Evidence of Completion for 16 Board Approved CEU Hours
  - Every Four (4) Years, Submit Complete Set of Fingerprints
- Unless Renewed, License Expires and must be Reinstated



**BELTCA IMPLEMENTATION  
NAC CHAPTER 654  
Administrative Code Regulations RFA's**

***LICENSE RENEWAL/EXPIRATION/CEUs***

- CEUs Must be Approved by the Board
- CEU Deemed Approved by the Board If Offered By the Following Organizations IF Domains of Practice for Long Term Care are Met
  - The Board
  - NAB
  - American Hospital Association
  - Nevada Geriatric Education Center
  - Nevada System of Higher Education
  - Any Agency of the State of Nevada
  - American Nurses Association

**BELTCA IMPLEMENTATION  
NAC CHAPTER 654  
Administrative Code Regulations RFA's**

***LICENSE RENEWAL/EXPIRATION/CEUs***

- CEU's Provided by Organizations Not Listed Must Submit Application for CEU Approval Directly to the BELTCA Board
- Required Domains of Practice Include Education Specifically Related to Residential Facilities in the practice of
  - Administration
  - Clinical Management
  - Financial Management
  - Human Resource Management
  - Environmental Services
  - Psychosocial Care

**BELTCA IMPLEMENTATION  
NAC CHAPTER 654  
Administrative Code Regulations RFA's**

***COMPLAINT INVESTIGATION/DISCIPLINARY ACTION***

**NRS**

- Receive, Investigate and Take Appropriate Action for Charges or Complaints against a Licensee
- Revoke, Suspend Licenses for Non-Conformance of Standards
- Causes for Disciplinary Action to Include Suspension May Include:
  - Conviction of a Felony
  - Licensee Obtained License by Fraud/Deceit
  - Licensee Aids or Abets any Person in Violation of NRS
  - Licensee Violated Board NAC
  - Licensee Fails to Pay Child Support

**BELTCA IMPLEMENTATION  
NAC CHAPTER 654  
Administrative Code Regulations RFA's**

***COMPLAINT INVESTIGATION/DISCIPLINARY ACTION***

**NRS**

- License May be Reinstated by Board Under the Following Conditions
  - Child Support is Paid as proved by Letter from Attorney or Public Agency
  - In the Case of Board Suspension/Revocation, ALL Board Members Vote to Reinstate

**BELTCA IMPLEMENTATION**  
**NAC CHAPTER 654**  
**Administrative Code Regulations RFA's**

***COMPLAINT INVESTIGATION/DISCIPLINARY ACTION***

**NAC**

- Any Person May File Written, Signed Complaint to the Board
- Board Permits Licensee to Provide Satisfactory Proof that Complaint is Invalid
- Board Member/Committee Appointed Person Reviews/Investigates but May Not Vote in Hearing
- Board May Proceed to Disciplinary Action Hearing Substantial Evidence for Discipline is Determined Resulting in One or More of the Following
  - Licensee Placed on Probation with Time and Conditions Set by Board
  - Receive Public Reprimand
  - License and Practice Restriction
  - Suspension of License
  - Revocation of License
  - Payment of Administrative Hearing Fees
  - Mandatory Reporting to HIPDB

**BELTCA IMPLEMENTATION  
NAC CHAPTER 654  
Administrative Code Regulations RFA's**

***COMPLAINT INVESTIGATION/DISCIPLINARY ACTION***

**NAC (cont'd)**

Board May Bring Disciplinary Actions Against a Licensee, Deny Issuance or Refuse to Renew if, After Notice and Hearing, there is Evidence of Infraction of NRS Causes Or Is Guilty of Fraud/Deceit; Unprofessional Conduct Including & Not Limited To:

- Providing Services for which he/she is Not Qualified
- Gross/Repeated negligence in Providing Services
- Willful Non-Compliance with Board or Other Enforcement Authority
- Conviction for Violation of any Federal, State Law governing Medications
- Failure to Notify Board of Loss of Facility Licensure
- Failure to Notify Board of Change in Circumstance

**BELTCA IMPLEMENTATION  
NAC CHAPTER 654  
Administrative Code Regulations RFA's**

***COMPLAINT INVESTIGATION/DISCIPLINARY ACTION***

**NAC (cont'd)**

- Paying or Giving or Causing Same Without Written Disclosure Relative to Residents for Solicitation Purposes
- Referring Resident to Facility of Licensee Financial Interest Without Full Disclosure
- Fraudulent, Misleading or Deceptive Advertising
- Felony Conviction in Any Jurisdiction for Any Offense Involving Moral Turpitude Including But Not Limited To Murder, Assault, Sexual Misconduct, Abuse/Neglect, Fraud/ Theft/Embezzlement, Misappropriation of Property with Preceding 7 Years; Felony using Firearm
- Receiving a Conviction in Any Jurisdiction for Any Office Substantially Related to RFA Practice OR DUI

**BELTCA IMPLEMENTATION  
NAC CHAPTER 654  
Administrative Code Regulations RFA's**

***COMPLAINT INVESTIGATION/DISCIPLINARY ACTION***

**NAC (cont'd)**

- Failure to Protect Resident Privacy and Confidentiality
- Failure to Maintain Legally Required Records
- Falsifying or Altering Resident Records
- Failure to protect Resident from Incompetent, Abusive or Illegal Practice by Any Person
- Sexual Misconduct with Resident
- Abuse, Exploitation, Isolation or Neglect of Resident
- Have Record of Disciplinary, Civil or Criminal Action Reportable to the Healthcare Integrity and protection Data Bank (US Dept of Health/Human Services)



**BELTCA IMPLEMENTATION  
NAC CHAPTER 654  
Administrative Code Regulations RFA's**

***LICENSE REINSTATEMENT***

**NAC**

- Re-Application to Board for License
- Submit Satisfactory Evidence that Deficiency Leading to Revocation is Removed
- Reversal/Revocation/Acquittal/Discharge of Conviction
- Meet Examination, Other Requirements for Licensure
- Attend Formal Hearing with Board

# Disclaimer

This Document is Not Intended to be a Complete Version of NRS Chapter 654 or NAC Chapter 654. Entire Chapter(s) May be Obtained through BELCA

[www.beltca.nevada.gov](http://www.beltca.nevada.gov)

**(702) 486-5445**

**Board Members**

**Code of Ethics**

**Forms Information**

**Agendas/Minutes**

**Approved CEU Programs**

**Licensing Information**