

**ADOPTED REGULATION OF THE NEVADA STATE BOARD  
OF EXAMINERS FOR ADMINISTRATORS OF  
FACILITIES FOR LONG-TERM CARE**

**LCB File No. R131-04**

Effective September 24, 2004

EXPLANATION – Matter in *italics* is new; matter in brackets ~~omitted material~~ is material to be omitted.

AUTHORITY: §§1-6 and 9-13, NRS 654.110; §§7 and 8, NRS 654.110 and 654.170.

A REGULATION relating to health care; defining certain terms; setting forth various duties of administrators of residential facilities for groups; requiring nursing facility administrators and administrators of residential facilities for groups to notify the Nevada State Board of Examiners for Administrators of Facilities for Long-Term Care of a change in residential address and of becoming administrator of a different facility; providing for the reinstatement of a license as a nursing facility administrator or an administrator of a residential facility for groups under certain circumstances; revising provisions regarding provisional licenses for such administrators; and providing other matters properly relating thereto.

**Section 1.** Chapter 654 of NAC is hereby amended by adding thereto the provisions set forth as sections 2 to 5, inclusive, of this regulation.

**Sec. 2.** *“Administrator of a residential facility for groups” has the meaning ascribed to it in NRS 654.015.*

**Sec. 3.** *“Administrator of record” means the person named as the administrator of a nursing facility or a residential facility for groups on the license issued for the facility by the Health Division of the Department of Human Resources.*

**Sec. 4.** *Each administrator of a residential facility for groups:*

- 1. Shall ensure that the facility complies with all applicable requirements of chapter 449 of NRS and chapter 449 of NAC; and*

*2. Is responsible for the oversight and direction of the members of the staff of the facility as necessary to ensure that the residents of the facility receive needed services and protective supervision.*

**Sec. 5.** *Each person licensed as a nursing facility administrator or an administrator of a residential facility for groups shall notify the Board, in writing:*

- 1. Of any change in his residential address within 15 days after such a change; or*
- 2. Any time he becomes the administrator of record of a different facility within 15 days after such an event.*

**Sec. 6.** NAC 654.010 is hereby amended to read as follows:

654.010 As used in this chapter, unless the context otherwise requires, the words and terms defined in NAC 654.020 to 654.055, inclusive, *and sections 2 and 3 of this regulation* have the meanings ascribed to them in those sections.

**Sec. 7.** NAC 654.112 is hereby amended to read as follows:

654.112 1. A nursing facility administrator may renew his license by submitting to the Board:

- (a) An application for the renewal of the license;
- (b) A renewal fee of \$250;
- (c) Evidence satisfactory to the Board that during the 2 years immediately preceding the application for renewal, he has completed the requirements for continuing education set forth in subsection 2 of NAC 654.130; and
- (d) If applicable, the information required pursuant to subsection 2.

2. Every 4 years a nursing facility administrator who wishes to renew his license pursuant to this section must submit to the Board a complete set of fingerprints and written permission

authorizing the Board or its designee to forward the fingerprints to the Central Repository for Nevada Records of Criminal History for submission to the Federal Bureau of Investigation for its report.

3. Only a person who has qualified as a licensed nursing facility administrator and who holds a license for the current licensing period may use the title “Nursing Facility Administrator,” and may use the abbreviation “N.F.A.” after his name. No other person may use or be designated by such a title or abbreviation or any other words, letters, sign, card or device tending to or intended to indicate that the person is a licensed nursing facility administrator.

*4. If a nursing facility administrator does not renew his license on or before the date for renewal of the license, the license automatically expires and may be reinstated by the Board if the licensee submits an application for reinstatement and complies with the provisions of NAC 654.100 and 654.110 and complies with the provisions of NAC 654.140, unless exempted pursuant to NAC 654.111.*

**Sec. 8.** NAC 654.152 is hereby amended to read as follows:

654.152 1. The fee for an application for a license as an administrator of a residential facility for groups is \$150. The fee accompanying the application is not refundable upon the withdrawal of an application.

2. Except as otherwise provided in NAC 654.169, a licensee may renew his license by submitting to the Board:

- (a) An application for the renewal of his license;
- (b) A renewal fee of \$250;
- (c) Evidence satisfactory to the Board that he has completed 16 hours of continuing education or has completed 16 continuing education units in a program accredited pursuant to subsection

~~5.1~~ 6, or a combination of both, in the 2 years immediately preceding his application for renewal; and

(d) If applicable, the information required pursuant to subsection 3.

3. Every 4 years an administrator of a residential facility for groups who wishes to renew his license pursuant to this section must submit to the Board a complete set of fingerprints and written permission authorizing the Board or its designee to forward the fingerprints to the Central Repository for Nevada Records of Criminal History for submission to the Federal Bureau of Investigation for its report.

4. *If an administrator of a residential facility for groups does not renew his license on or before the date for renewal of the license, the license automatically expires and may be reinstated by the Board if the licensee submits an application for reinstatement and complies with subsection 1 and NAC 654.155 and complies with the provisions of NAC 654.162, unless exempted pursuant to NAC 654.157.*

5. A program of study for continuing education must be approved by the Board. A program of study is deemed approved by the Board if the program is offered by:

- (a) The Board;
- (b) The American Hospital Association;
- (c) The Nevada Geriatric Education Center;
- (d) The University and Community College System of Nevada;
- (e) Any agency of the State of Nevada;
- (f) The American Nurses Association; or
- (g) The National Association of Boards of Examiners for Long Term Care Administrators,

↪ unless the Board determines that the content of the program is not relevant or appropriate to the administration, supervision and management of a residential facility for groups or that the program does not grant a number of educational credits which corresponds to the number of classroom hours that the program requires.

~~[5.]~~ **6.** The Board will accredit programs for continuing education units for organizations, groups or persons sponsoring educational programs which meet certain criteria as the Board may prescribe. Special forms for requesting approval must be used and are available from the office of the Board. Topics for programs for continuing education units may include, without limitation:

- (a) The administration of residential facilities for groups;
- (b) The clinical management of residential facilities for groups;
- (c) The human resource management of residential facilities for groups;
- (d) The financial management of residential facilities for groups;
- (e) Environmental services; and
- (f) Psychosocial care.

~~[6.]~~ **7.** A person who wishes to receive credit for continuing education received in a program which has not been approved pursuant to subsection ~~[4]~~ **5** or accredited pursuant to subsection ~~[5]~~ **6** must submit a request for accreditation of continuing education units to the Board before the Board will award credit for the continuing education. A request made pursuant to this subsection must be submitted on a special form available from the office of the Board.

**Sec. 9.** NAC 654.155 is hereby amended to read as follows:

654.155 In addition to the requirements of NRS 654.155 and 654.180, an applicant for a license as an administrator of a residential facility for groups must:

1. Possess a high school diploma, general equivalency diploma or degree from an accredited institution of higher learning;
2. Pass a written examination concerning the statutes and regulations relating to residential group care and any other standards of care which apply to operators of residential facilities;
3. Provide a statement to the Board indicating that to the best of his knowledge he is of good health and free from contagious disease;
4. Indicate whether he suffers from any mental impairment that would affect his ability to perform the duties of an administrator of a residential facility for groups;
5. Provide proof that he is able to communicate adequately in the English language both verbally and in writing;
6. Indicate whether he has been investigated for misconduct or had a license or certificate revoked, modified, limited or suspended, or whether any other disciplinary action or proceeding has been instituted against him by any authority in any state;
7. Provide a statement to the Board indicating whether he has ever been convicted of a felony or any offense involving moral turpitude; and
8. Have:
  - (a) At least 2 years of experience in residential caregiving or as an administrator of a residential facility for groups within the 6-year period immediately preceding the date he submits his application; or
  - (b) Completed 40 hours of study or training approved by the Board that includes at least one of the topics set forth in subsection ~~5~~ 6 of NAC 654.152.

**Sec. 10.** NAC 654.168 is hereby amended to read as follows:

654.168 1. ~~{An application for a license as a nursing facility administrator or an administrator of a residential facility for groups must be complete with all required documentation not less than 30 days before the date of the examination for licensure. The Board will notify the applicant of the time and place of the examination at least 10 days before the examination.~~

~~—2.]~~ The Board may issue a provisional license to an applicant ~~{for good cause shown and if the applicant has submitted to take the examination. Except as otherwise provided in subsection 3, the}~~ *pending receipt of the report of the Federal Bureau of Investigation concerning the criminal history of the applicant if the Board determines that the applicant is otherwise qualified.* A provisional license expires 90 days after the date it is issued and is renewable at the discretion of the Board.

~~{3.— If the applicant fails the examination or does not submit a complete application within 90 days:~~

~~—(a) The provisional license automatically expires; and~~

~~—(b) The applicant must reapply for a license and pay the required fee for licensure again to obtain a permanent license.~~

~~—4.]~~ 2. Upon the written request of a nursing facility administrator or an administrator of a residential facility for groups who is in good standing, the Board will transfer the status of his license to inactive for a time not to exceed 2 years. A licensee whose license is on inactive status shall pay a fee of \$50 per year. Upon written request and approval by the Board, a licensee whose license is on inactive status may transfer his license to active status if the licensee meets the requirements of continuing education and pays the fees for an active license.

**Sec. 11.** NAC 654.190 is hereby amended to read as follows:

654.190 Each person licensed as a nursing facility administrator or an administrator of a residential facility for groups shall *conspicuously* display his original license in a ~~conspicuous place in his office or place of business or employment.~~ *public place within the facility of which he is the administrator of record.*

**Sec. 12.** NAC 654.210 is hereby amended to read as follows:

654.210 In addition to the reasons set forth in NRS 654.190, the Board may bring disciplinary action against a licensee or deny the issuance of or refuse to renew a license as a nursing facility administrator or an administrator of a residential facility for groups if, after notice and hearing, the Board finds that the applicant or licensee:

1. Is guilty of fraud or deceit in procuring or attempting to procure a license pursuant to this chapter.
2. Is guilty of unprofessional conduct, including, without limitation:
  - (a) Providing services to a patient or resident which the applicant or licensee is not capable of providing with reasonable skill and safety because of his use of alcohol or drugs, or because of lack of adequate training, skill or knowledge;
  - (b) Gross or repeated negligence in providing services;
  - (c) Willful noncompliance with any order of the Board or any other enforcement authority;
  - (d) Conviction for violation of any federal or state law or regulation governing the prescription, possession, distribution or use of a controlled substance or any dangerous drug as defined in chapter 454 of NRS, within the past 7 years;
  - (e) Failure to notify the Board of the loss of a license issued by the Bureau of Licensure and Certification of the Health Division of the Department of Human Resources;



(f) *Failure to notify the Board of a change in circumstances as required pursuant to section 5 of this regulation;*

(g) Paying or giving, or causing to be paid or given, a commission or other valuable consideration for the solicitation or procurement of a patient or resident if the source and amount of the commission was not fully disclosed, both verbally and in writing, to the patient or resident, his family or his agent;

~~(g)~~ (h) Referring a patient or resident to a facility in which the applicant or licensee is employed or otherwise has an interest if the employment or interest was not disclosed, both verbally and in writing, to the patient or resident, his family or his agent by the applicant or licensee or his representative;

~~(h)~~ (i) Engaging in fraudulent, misleading or deceptive advertising;

~~(i)~~ (j) Receiving a conviction in any jurisdiction for a felony or for any offense involving moral turpitude, including, without limitation:

- (1) Murder, voluntary manslaughter or mayhem;
- (2) Assault with intent to kill or to commit sexual assault or mayhem;
- (3) Sexual assault, statutory sexual seduction, incest, lewdness, indecent exposure or any other sexually related crime;
- (4) Abuse or neglect of a child or contributory delinquency;
- (5) A violation of any provision of NRS 200.50955 or 200.5099;
- (6) Any offense involving fraud, theft, embezzlement, burglary, robbery, fraudulent conversion or misappropriation of property, within the immediately preceding 7 years; *and*
- (7) Any other felony involving the use of a firearm or other deadly weapon, within the immediately preceding 7 years;

~~[(k)]~~ **(k)** Receiving a conviction in any jurisdiction for:

- (1) Any offense which is substantially related to the practice of an administrator; or
- (2) Any offense for driving under the influence of intoxicating liquor or a controlled substance;

~~[(l)]~~ **(l)** Failing to protect the privacy of a resident or patient;

~~[(m)]~~ **(m)** Violating the confidentiality of a resident or patient;

~~[(n)]~~ **(n)** Failing to maintain records as required by law;

~~[(o)]~~ **(o)** Falsifying or altering the records of a resident or patient;

~~[(p)]~~ **(p)** Failing to protect a resident or patient from the incompetent, abusive or illegal practice of any person;

~~[(q)]~~ **(q)** Engaging in sexual contact with a resident or patient;

~~[(r)]~~ **(r)** Engaging in conduct which endangers the safety of the general public, patients, residents, clients or employees by making actual or implied threats of violence or carrying out such threats;

~~[(s)]~~ **(s)** Abusing, exploiting, isolating or neglecting a resident or patient as defined in NRS 200.5092; or

~~[(t)]~~ **(t)** Willfully or repeatedly violating the provisions of this chapter.

3. Has a record of any disciplinary, civil or criminal action taken against him that has been reported to or is required pursuant to the law of any jurisdiction to be reported to the Healthcare Integrity and Protection Data Bank maintained by the Health Resources and Services Administration of the United States Department of Health and Human Services which the Board determines is contrary to the qualifications of an applicant or licensee.

**Sec. 13.** NAC 654.250 is hereby amended to read as follows:

654.250 1. Except as otherwise provided in subsection 6, a person licensed as a nursing facility administrator may not be the administrator of record of more than one nursing facility at the same time for more than 90 days in a calendar year.

2. Except as otherwise provided in subsections 3 and 6, a person licensed as an administrator of a residential facility for groups may be an administrator of record for not more than 150 beds located in not more than five residential facilities for groups.

3. Effective June 1, 1998, if a person licensed as an administrator of a residential facility for groups operates more than one residential facility for groups, the administrator must:

(a) Immediately notify the Board that he is operating more than one residential facility for groups; and

(b) Obtain a secondary administrator's license for each additional residential facility for groups that he is operating by paying a fee of \$25 for each license.

4. The Board will label each secondary administrator's license issued pursuant to subsection 3 as an "A," "B," "C" or "D" license.

5. An administrator of a residential facility for groups who obtains a secondary administrator's license pursuant to subsection 3 shall surrender and return each secondary administrator's license to the Board upon:

(a) Relinquishing his responsibilities at the residential facility for groups for which the license was obtained; or

(b) The closure of the residential facility for groups for which the license was obtained.

6. Upon application to the Board, a nursing facility administrator or an administrator of a residential facility for groups may, at the discretion of the Board, receive a waiver for a specified period of time from the limitations imposed by this section.

~~{7. As used in this section, “administrator of record” means the person named as the administrator of a nursing facility or a residential facility for groups on the license issued for the facility by the Health Division of the Department of Human Resources.}~~

**NOTICE OF ADOPTION OF PROPOSED REGULATION  
LCB File No. R131-04**

The Nevada State Board of Examiners for Administrators of Facilities for Long-Term Care adopted regulations assigned LCB File No. R131-04 which pertain to chapter 654 of the Nevada Administrative Code on July 27, 2004.

**Notice date:** 6/22/2004

**Date of adoption by agency:** 7/27/2004

**Hearing date:** 5/11/2004 & 7/27/2004

**Filing date:** 9/24/2004

**INFORMATIONAL STATEMENT**

**1. A description of how public comment was solicited, a summary of public response, and explanation how other interested persons may obtain a copy of the summary.**

The public workshop and a public hearing for adoption of regulations, which regulations are contained in LCB File No. R131-04, were noticed two (2) times: April 23, 2004 and June 22, 2004 by posting the notice at all the main libraries in all the counties in the state of Nevada and mailing special notice to those persons on the special notice mailing list. The public workshop was held on May 11, 2004 and the hearing on the intent to act upon the proposed regulations was held on July 27, 2004, at which time the regulations were adopted.

**2. The number of persons who:**

**(a) Attended each hearing:** 5 on 5/11/04; 1 on 7/27/04

**(b) Testified at each hearing:** 5 on 5/11/04; 1 on 7/27/04

**(c) Submitted to the agency written comments:** No written comments were submitted.

**3. A description of how comment was solicited from affected businesses, a summary of their response and an explanation how other interested persons may obtain a copy of the summary.**

Public response focused on the role of an administrator of residential facilities for groups as well as requirements for reinstatement of an expired license and requiring notification of change of address and a penalty for failing to do so. A copy of the minutes of the hearings may be obtained by calling the Nevada Board of Examiners of Long Term Care Administrators at (702) 486-5445 or by writing to the Board at 6010 W. Cheyenne Ave. No. 970, Las Vegas, Nevada 89108.

**4. If the regulation was adopted without changing any part of the proposed regulation, a summary of the reasons for adopting the regulation without change.**

The permanent regulations were adopted at the Nevada Board of Examiners of Long Term Care Administrators hearing on July 27, 2004 with no changes to proposed amendments to the regulations as set forth in LCB File No. R131-04 dated August 5, 2004. No changes were made because all changes were made prior to the final review by LCB and there were no concerns with the changes made by LCB.

**5. The estimated economic effect of the adopted regulation on the business which it is to regulate and on the public. These must be stated separately, and each case must include:**

**(a) Both adverse and beneficial effects; and**

**(b) Both immediate and long-term effects:**

- a. There is no estimated economic effect upon the regulated community, either adverse or beneficial, nor immediate or long-term.
- b. There is no estimated economic effect on the public, either adverse or beneficial, nor immediate or long-term.

**6. The estimated cost to the agency for enforcement of the adopted regulation.**

There is no additional cost to the agency for enforcement of these regulations. If the new violation for failure to change address is pursued by the board, then it may recover from the licensee fees and costs.

**7. A description of any regulation of other state or government agencies which the proposed regulation overlaps or duplicates and a statement explaining why the duplication or overlapping is necessary. If the regulation overlaps or duplicates a federal regulation, the name of the regulating federal agency.**

The proposed amendments do not duplicate any other state or federal regulations with the exception of the Sections 2-4 defining an “Administrator of Record,” which included language from NRS chapter 654.015 and NRS chapter 449, which is enforced by the Department of Human Resources, Health Division, Bureau of Certification and Licensure (“BLC”). Since regulated administrators must comply with NRS chapter 449, similar language regarding the duties of an administrator was added to NAC chapter 654 to make the application of the standards for administrators consistent with BLC’s standards.

**8. If the regulation includes provisions that are more stringent than a federal regulation which regulates the same activity, a summary of such provisions.**

The regulations do not include provisions that are more stringent than a federal regulation, which regulates the same activity.

**9. If the regulation provides a new fee or increases an existing fee, the total annual amount the agency expects to collect and the manner in which the money will be used.**

This regulation does not provide or involve a new fee.