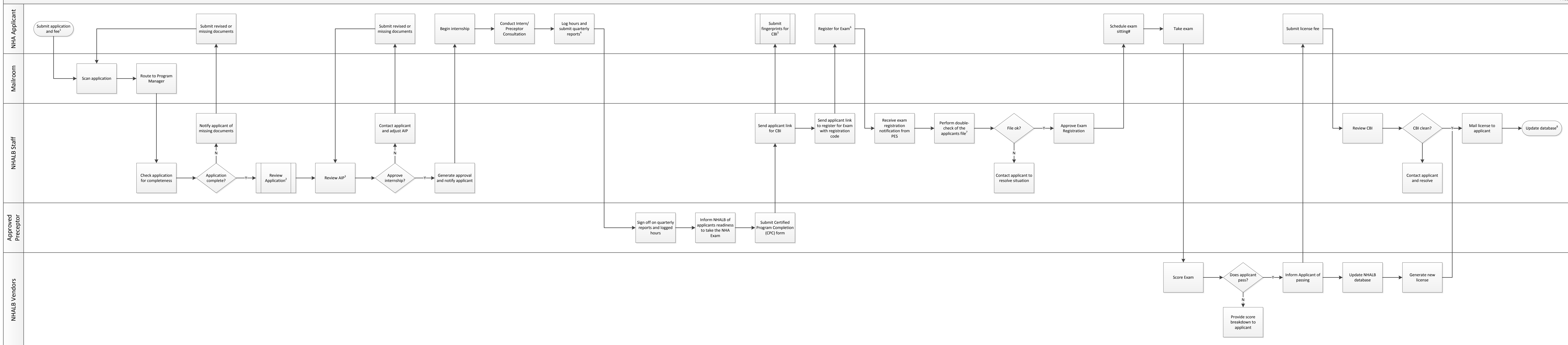


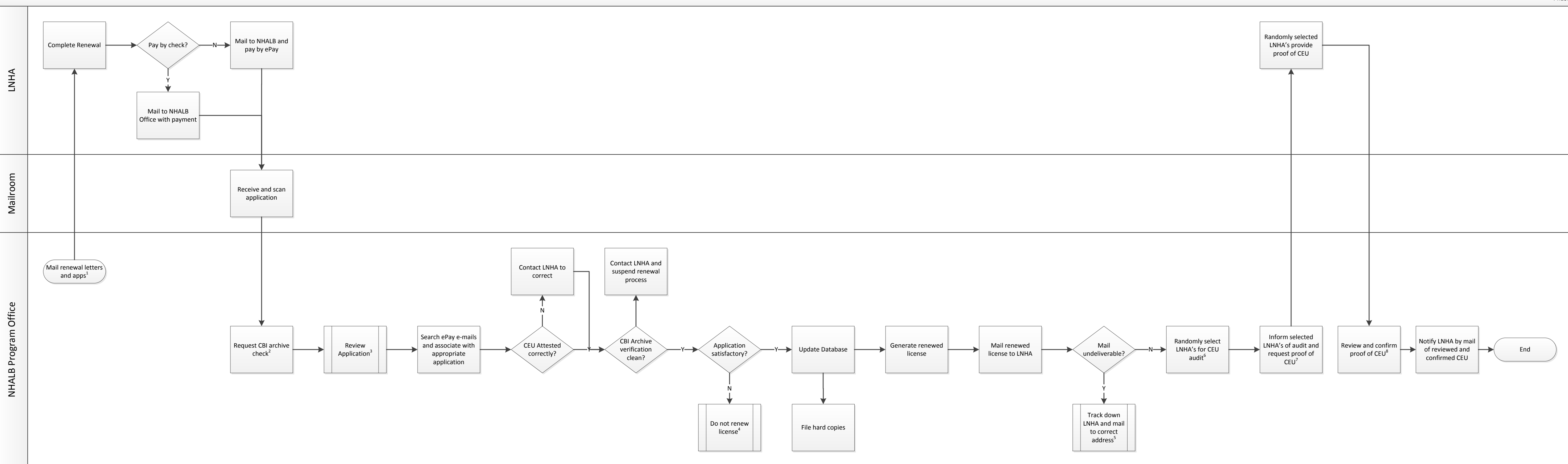
**Comments:**  
 Board consists of 15 commissioner appointed members subject to approval by the governor (currently 13 sitting ) who provide oversight of the NHALB office  
 Whole board meets 6 times a year, and CAP committee meets 6 times a year as well  
 A Board in some format must exist for the state 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



**Comments:**  
The internship is linked to an approved preceptor who must be approved by the NHALB staff

1. Applications are currently all paper as they require a physical signature with notarized stamp. Also cannot currently pay by credit card (ePay is pending).
2. Check for completeness, background check, references, review for waiver requests
3. 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
4. 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 %. 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
5. CBI processing may take several weeks. Rest of the process continues while the CBI is processed.
6. Applicant has no time limit to register and sit for the exam, but they should in a timely fashion.
7. Application double-check is performed to ensure that only appropriately eligible candidates are allowed to sit for licensure examination
8. Database is an NHALB specific Access Database



**Comments:**  
 1100-1200 NHA and all licenses are renewed at the same time (July 1) every 3 years

1. The letter and renewal are one, double-sided page. Letters and renewal applications sent to NHA home mailing addresses. Only a few dozen were undeliverable
2. CBI archive check is faster than the original CBI. May only include the time since the previous CBI
3. Application review may be started by office admin, or may go directly to the program manager. If information is missing, board staff may call the applicant or CBI to address the issue. Application review also includes review of CBI results and any waiver requests.
4. Do not renew sub-process was not discussed
5. NHALB Staff calls LNHA, facility, or others to identify the correct mailing address for the renewed LNHA
6. 10% of renewal applications are audited for CEU compliance
7. LNHA must provide proof of 60 CE credits every 3 years
8. NHALB may sanction a licensee for failure to provide proof of CEU compliance