

# ◆ Board News ◆

July 2002

## *From the Board Administrator*

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

The Board office has had a busy year thus far. Another renewal season is ending. Stephanie Calhoun has worked diligently to renew licenses in a timely manner and send out the new licenses for 2002-2003. Most administrators renewed their license before the deadline. If your license has lapsed and you are continuing to practice as a Nursing Home Administrator of Community Residential Care Facility Administrator, you are in violation of state law. Practicing Administrators with a lapsed license should renew their license immediately to avoid possible disciplinary action by the Board.

If your license lapsed July 1, 2002, and you are not practicing, you must renew the license prior to accepting an administrator position. You have until June 30, 2003, to renew the license with the required continuing education, renewal fee and late fees that accrue each month. After June 30, 2003, you will not be eligible for renewal.

If anyone has questions about the status of their license, please contact Stephanie



**South Carolina Department of Labor,  
Licensing and Regulation**

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

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## *Changes to the South Carolina Nurse Aide Program*

*Nicole Mitchell-Threatt  
SC DHHS, Division of Home and Facility Services*

Over the next few months, the South Carolina Department of Health and Human Services (DHHS) will implement several changes to the nurse aide program. These changes will affect nursing facilities, aides and training programs. In addition, information will be available via the Internet. Below is a detailed summary of the changes that are in store:

### **Training**

Effective July 1, 2002, the DHHS will be responsible for the initial approval and the continuous compliance of nurse aide training programs. Any program that is not currently state approved and is interested in becoming state approved should contact the DHHS.

Effective October 1, 2002, any nurse aide candidate seeking initial certification must attend a state-approved training program prior to testing. All candidates will be required to submit with their test application one of the following that documents successful

## *Points of Interest*

<i>SC Nurse Aide Program</i>	<i>1 - 2</i>
<i>A Comparison of SC Nursing Home and CRCF Regulations</i>	<i>Insert</i>
<i>Continuing Education</i>	<i>Insert</i>

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completion of a state-approved program: a copy of the certificate of completion, a letter on an official program letterhead, or a transcript.

Effective October 1, 2002, the DHHS will no longer contract with and reimburse training programs. The DHHS will extend all current training program contracts through September 30, 2002. Nursing facilities will initially receive a quarterly amount to use to pay training programs. In the future, training costs will be built into the nursing facility rate. Nursing facilities will need to coordinate with a state-approved training program and pay them directly for the training of their aides. Nursing facilities and training programs will need to negotiate the specific business terms according to their needs as long as the minimum nurse aide program requirements are met.

Effective October 1, 2002, state-approved programs will be required to use a new curriculum. The new curriculum is a result of more than two years of committee work. The curriculum has been designed to include standardized Best Practices for training, testing and the survey process. The curriculum will be disseminated in July 2002, and training programs will have the option to implement the new curriculum upon receipt.

#### **Testing**

Effective October 1, 2002, DHHS will no longer reimburse directly for nurse aide testing. Nursing facilities must submit payment with nurse aide candidates' test applications. The contract with Assessment Systems Incorporated (ASI) will expire December 31, 2002. A Request for Proposal (RFP) for a new testing and registry contract is planned for release in June 2002, and the new contract will be implemented January 1, 2003. With the new contract, nurse aide candidates may have the option to test at their training site and receive on-site preliminary scoring.

#### **Recertification**

Nurse aides whose certifications have lapsed more than two years, will be required to successfully complete a state-approved training program prior to testing. Nurse aides whose certifications lapse within two years will not be required to attend a state-approved training program prior to testing if they completed a training program earlier that met minimum state requirements and if their names are not listed in the abuse registry. Nurse aides whose certifications have lapsed, who have never previously attended a training program and who are not on the abuse registry will be required to complete a state-approved training program prior to testing. In addition, effective January 1, 2003, nursing facilities will receive a quarterly amount to pay for recertifications. In the future, recertification costs will be built into the nursing facility rate.

#### **Reciprocity**

Current certified nurse aides who are in good standing in another state, seeking South Carolina certification through reciprocity, will not be required to attend a South Carolina state-approved training program. Reciprocity does not apply if their certifications have lapsed; the recertification requirement listed above in section III will apply.

#### **Nurse Aide Registry**

Effective July 1, 2002, ASI will provide a South Carolina web-based registry. The requirement to provide a web-based registry has also been included in the testing and registry RFP. Effective January 1, 2003, the selected contractor must also make available a web-based registry. Employers and others will be able to enter the aide's social security or certification number to pull up information on the web about the individual's status. Nursing facilities will be able to document verification of an aide's status and include a copy in the facility's personnel records by printing the screen. The Department of Health and Environmental Control (DHEC) will continue to maintain the abuse registry.

#### **DHHS Website**

Effective July 1, 2002, the DHHS Web site will link with the registry Web site and make available valuable information regarding the nurse aide program. The following is a sample of the material that will be retrievable through the Internet: application for becoming a state-approved training program, new curriculum, a list of state-approved training programs, list of Medicaid certified facilities, frequently asked questions and links to various useful sites. The DHHS Web site address is: [WWW.DHHS.STATE.SC.US](http://WWW.DHHS.STATE.SC.US). Individual questions may be e-mailed to: [SCNAR@dhhs.state.sc.us](mailto:SCNAR@dhhs.state.sc.us).

If you have questions regarding any of the information above, please contact the nurse aide testing and training coordinator at (803) 898-2590. If you have questions regarding the abuse registry, please contact DHEC at

### *Disciplinary Sanctions Issued by the Board of LTHCA*

(803) 545-4205.

The Board voted to issue the following disciplinary sanctions at the June 6, 2002, quarterly meeting:

- ◆ Administrator voluntarily surrendered her community residential care facility administrator license in lieu of a hearing on formal charges of failure to comply with state regulations for CRCFs, which resulted in the revocation of her facility license.
- ◆ Administrator agreed to a one-year probation and paid a \$1,000 fine for failing to comply with state

regulations for CRCFs at the two facilities under her administration and for a period of unlicensed practice after her license expired.

- ◆ Administrator agreed to a one-year probation, attendance to Board-approved continuing education relating to Behavior Management and Caring for the Demented Resident and in-servicing the facility staff following completion of the education for failing to provide prompt medical treatment for a resident or properly train and supervise an employee of the CRCF

### *Contact Information: OSHA, LTC Ombudsman Program, Kitchen Inspections*

#### Long Term Healthcare Checklist (OSHA)

The Office of Occupational Safety and Health Administration (OSHA) Voluntary Programs at the South Carolina Department of Labor, Licensing and Regulation has developed a Long Term Healthcare Checklist. The checklist is designed to help employers and employees comply with the Occupational Safety and Health Act of 1970. The checklist is only a guide to be used in conjunction with the OSHA Code of Federal Regulations.

The checklist is available at the Office of OSHA Voluntary Programs at (803) 734-9599 on LLR's Web site at [www.llr.state.sc.us](http://www.llr.state.sc.us).

#### LTC Ombudsman Program

The South Carolina Long Term Care Ombudsman Program is governed by the federal Older Americans Act and by South Carolina law. The South Carolina Department of Health and Human Services administers the statewide Long Term Care Ombudsman Program through regional offices located throughout the state. These programs are affiliated with Area Agencies on Aging and funded with federal, as well as state and local dollars. There is no charge for the services provided by the Ombudsman Program.

The LTC Ombudsman Office handles issues concerning residents' rights, quality of care, abuse, neglect, exploitation, transfers and discharges to and from health care facilities.

The State Long Term Care Ombudsman can be contacted at the SC DHHS, Office of Senior Services and Long Term Care, PO Box 8206, Columbia, SC 29202. The toll-free number is 1-800868-9095 and the Columbia area number is (803) 898-2501. A list of the regional ombudsman offices can be requested from the state office.

#### Kitchen Self-Inspection Guides

DHEC, Division of Health Licensing has developed a kitchen self-inspection guide. The guide can be used for nursing home and community residential care facility kitchens. You can obtain the self-inspection guide from DHEC's Web site at [www.scdhec.net/hr](http://www.scdhec.net/hr)

### *Facility Program Accomplishments*

The Board would like to start a new regular feature in the newsletter about facility (operational, residents, staff) accomplishments and programs administrators have implemented that have enhanced the lives of the residents and/or the operation of the facility. We want to recognize your achievements and share them with other licensees.

If you have some good news you would like to share, please submit an article to Dana Welborn. Board staff will follow up with you after receiving the information.

### *Code of Ethics for Long Term Health Care Administrators*

All administrators who renewed their license for 2002-2003 should have received the recently developed *Code of Ethics for Long Term Health Care Administrators*. The introduction to the seven principles in the Code of Ethics written by the Board states:

*The purpose of the Code of Ethics for Long Term Health Care Administrators is to serve as a guide for personal conduct in the practice of the profession. The South Carolina Board of Long Term Health Care Administrators recognizes the responsibility of the Administrator in the care of the residents of nursing homes and community residential care facilities. In order to promote the highest quality of performance in the practice of LTHC Administration, the Board has developed the following fundamental principles for the guidance of the profession.*

The principles are listed on the document you were sent, and is also available on our Web site.

The Board encourages you to frame the document and hang it prominently and proudly in your office or facility.

### *AIT Program*

Brad Ericksen completed his AIT program at Oakmont West Nursing Center in Greenville with Preceptor Doug Helman, NHA. Brad Ericksen has applied for a SC NHA license with his AIT experience and is in the license examination process.

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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

## NHA AIT Preceptor Training

The Board is planning a training/refresher for new preceptors and current preceptors for the fall. If you are interested in becoming a preceptor, request an application from the Board or download the form from our Web site at [www.llr.state.sc.us](http://www.llr.state.sc.us).