

### Agency Purpose

**M**S. 144A.19 – 144A.28, and Minnesota Rules 6400 provide the Minnesota *Board of Examiners for Nursing Home Administrators* (BENHA) responsibility to act as the official licensure agency for nursing home administrators. It was originally created by federal mandate and currently exists to protect the public's interest through the regulation of nursing home administrators in the state of Minnesota. Regulation is accomplished through licensure examination and renewal as well as by the investigation of complaints.

The mission of the board is to promote the public's interest in quality care and effective services for residents of nursing facilities by ensuring that licensed administrators are qualified to perform their administrative duties.

The Board of Examiners for Nursing Home Administrators has an additional budgetary responsibility serving as the fiscal agent for the *Administrative Services Unit* (ASU). The mission of the ASU:

- ◆ to provide centralized administrative services to 15 health-related licensing boards and the Emergency Medical Services Regulatory Board (EMSRB) in the areas of budgeting, fiscal analysis, human resources, transaction processing, purchasing and printing services, operations analysis, contracts, information technology and research and policy analysis;
- ◆ to provide high quality services by having individually trained staff focused on global administrative tasks focusing on cooperative ventures; and
- ◆ to assist in the establishment of a consortium of boards to cooperate on matters of common interest.

### Core Functions

The board accomplishes its mission by:

- ◆ setting and administering educational and examination standards for initial and continuing licensure;
- ◆ responding to inquiries, complaints, and reports from the public and other health care regulators regarding licensure and conduct of applicants, permit holders, licensees and unlicensed practitioners;
- ◆ pursuing educational or disciplinary action with licensees as deemed necessary based upon results of investigations conducted; and
- ◆ providing information and education about licensure requirements and procedures and standards of practice to the public and other interested audiences.

### Operations

- ⇒ The board provides information relating to the practice of administration in long-term care facilities by informing the public of appropriate services and expected professional standards of nursing home administrators.
- ⇒ The board reviews the domain of knowledge and skills required for contemporary administration and sets educational and examination standards reviewing 50 applicants and administering 35 state examinations per year.
- ⇒ The Standards of Practice Committee annually reviews 150 public and agency complaints regarding administrators. Public education is provided to consumers of long-term health care.
- ⇒ Six approved Long-Term Care Administration academic programs and students seeking career information are provided assistance from the board.
- ⇒ The board assists 412 licensed, skill nursing facilities in achieving federal compliance of employing a licensed nursing home administrator.

### At A Glance

**Biennial Budget – FY 2004-05:**

**Total Estimated Expenses:** \$1.548 million

**Total Estimated Revenue:** \$543,382

**Staff:** 7.6 Full-time equivalent employees

**Minnesota Licensed Nursing Home  
Administrator Statistics**  
(As of June 30, 2004)

**Total Licensed:** 854

**Budget**

The total direct and indirect expenses for FY 2004-05 biennium are \$1.121 million. The board staff includes 7.6 full-time equivalent employees.

Of the total budget for the biennium, an estimated \$543,000 will be collected as non-dedicated revenue, which is deposited into the state government special revenue fund. An estimated \$146,000 will be collected as dedicated revenue and deposited into the special revenue fund. The board collects fees charged to applicants, prospective applicants, licensees, and sponsors of continuing education programs approved by the board. The board is responsible to collect enough revenue to recover all direct and indirect costs.

The board is responsible for the costs of services received from the Attorney General's Office, Health Professional Services Program, and the ASU. A direct appropriation is given to each of these programs from the state special government revenue fund. The board must ensure that sufficient revenue is collected through its fees to fund their portion of these programs costs.

The ASU was appropriated \$359,000 in FY 2004 and \$359,000 in FY 2005 from the state government special revenue fund. The 15 health-related licensing boards and EMSRB share the cost of this activity. ASU is funded by receipts from all boards through a formula designed to approximate the share of ASU services used by each board. The boards collect revenue through fees charged to licensees, applicants, and other users and deposits them into the state government special revenue fund to cover the expenses of ASU. EMSRB pays for their services through an interagency agreement.

**Contact**

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The web site at: <http://www.benha.state.mn.us> gives visitors easy access to useful information about nursing home administrators. Types of information available through the web site include; regulatory news and updates, rules and Minnesota statues, public notices and forms.

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*Dollars in Thousands*

	Current		Forecast Base		Biennium 2006-07
	FY2004	FY2005	FY2006	FY2007	
<b><u>Direct Appropriations by Fund</u></b>					
<b>State Government Spec Revenue</b>					
Current Appropriation	198	198	198	198	396
<b>Forecast Base</b>	<b>198</b>	<b>198</b>	<b>597</b>	<b>607</b>	<b>1,204</b>
Change		0	399	409	808
% Biennial Change from 2004-05					204%
 <b><u>Expenditures by Fund</u></b>					
<b>Direct Appropriations</b>					
State Government Spec Revenue	157	239	597	607	1,204
<b>Open Appropriations</b>					
State Government Spec Revenue	0	5	11	11	22
<b>Statutory Appropriations</b>					
Special Revenue	0	0	87	87	174
<b>Total</b>	<b>157</b>	<b>244</b>	<b>695</b>	<b>705</b>	<b>1,400</b>
 <b><u>Expenditures by Category</u></b>					
Total Compensation	136	146	473	481	954
Other Operating Expenses	21	98	222	224	446
<b>Total</b>	<b>157</b>	<b>244</b>	<b>695</b>	<b>705</b>	<b>1,400</b>
 <b><u>Expenditures by Program</u></b>					
Nursing Home Admin, Board Of	157	244	695	705	1,400
<b>Total</b>	<b>157</b>	<b>244</b>	<b>695</b>	<b>705</b>	<b>1,400</b>
 <b>Full-Time Equivalent (FTE)</b>	 <b>2.0</b>	 <b>2.0</b>	 <b>7.7</b>	 <b>7.3</b>	