MINNESOTA
BOARD OF EXECUTIVES FOR
LONG TERM SERVICES AND SUPPORTS

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Rules Committee Agenda

August 13, 2024,
2:30 p.m. – 4:00 pm

Future Meeting Dates (all meetings begin at 2:00 p.m.):
Tuesday, August 27th, 2024

Attended by:

Board Mission: The mission of the Board of Executives for Long Term Services and Supports is to promote the public's interest in quality care, effective services and supports for consumers of nursing homes and assisted living communities by ensuring that licensed executives are qualified to perform their administrative duties.

The Role of the Advisory Committee.

Advice, not voting. The role of the Rules Committee is to advise BELTTS on the development of these rules. The Board looks to this committee for its expertise in these regulations. The committee does not have voting authority on what will go in the rules; the BELTTS Board makes any final decisions. The committee does, however, have the power of persuasion and the power that comes from having the information needed to make these rules workable.

Represent your interest group. Each of you likely represents an interest group in one way or another, be it a small assisted living facility, larger facilities, organizations consisting of many facilities, and so on. We encourage you to maintain communication with others who share your interests.

Consensus. Our goal is to achieve consensus on as many issues as possible. Even where there is disagreement on some issues, we hope to make the rules as workable as possible for those who have to comply with them.

Reasonable comments and suggestions. We will carefully consider all comments and suggestions about the rules. You will have the most success persuading the BELTTS Board with your comments and suggestions if you give reasons along the same lines as how the Board has to justify the need for and reasonableness of everything in the rules.

Below are general comments from the group that will be reviewed as we continue the rule making process:

- Passing the exam
- Do they need a national exam
- NAB Core – Medicare guidelines when not applied to Assisted Living
- Mentor – having enough mentors and availability of mentors. NHA they are coming into the facility, ALDs are mentoring ALDIR with Residency Permits who are overseeing their own facility. Too much is required on the mentor's and it is deterring mentors from assisting.
- Qualification new to long-term care
- Rajean Moone – invitation – LALD process – communication early on. Need to consider the racial equity and

language barriers. Size of facilities. Training/placement of LALDS/ALDIR.

- Diversity of waivers being served from the provider side.
- Licensure to be attainable given the workforce challenges.
- DHS funding – less than ideal
- Discuss unintended consequences.
- Protect the public and train people the right way. Are we meeting diverse needs, providing knowledge and equipped to do so. Shared Director role – multitude of people to do the work, and don't necessarily want the reputation of providers in general.
- Survey when there is no LALD – operations show challenges in meeting regulatory compliance.
- No affiliation with the Director of Record – many of which are RN but are not listed as the LALD although licensed. Who is charge.
- Small provider workgroup – align with rule-making – is this licensure appropriate for 5 or less. How to assist to help people be successful. Provide resources. Overwhelmed, stressed.
- Additional providers (10 or less) feedback is requested. May be able to assist this group in the future.
- Shared sites – management agreements. Expense when they are smaller providers.
- DHS Providers with Assisted Living – HWS registration with customized living
- DHS 245D – moratorium exception temporarily – extended through December 21. The number of providers to go back is small. Would need to review with the disability services to determine how many would be able to go back to that type of licensure.
- DHS – CMS transition plan included this type of policy. HCBS setting rule.
- Not a lot of maneuverability on BELTSS side but is more driven on the facility license.
- Recommend the sequential order when reviewing a topic. It may trickle down to a topic(s).
- Recommended the committee to review the items
- Recommend points of interest, requests, suggestions, feedback and send to beltss to collaborate ideas and concerns that are noted.

We will keep these on the list to make sure they get worked through

Below are the items planned for discussion at this meeting and following meets until complete. Each rule change is attached to the invite:

August 13th- Agenda

- **Moment Of Silence for Mike Tripple and story- Steve**
- **Review Survey Data- Rebecca**
- **NAB-Core domain- this is provided to show what is on the Core test- Steve & Rebecca**

Rules to Review- Attached to invite.

- **6400.7010- exam question**
- **6400.7030**
- **6400.7080**
- **6400.7081**

We are hoping to complete all materials over the next two meetings.

Rules Discussed	Approved (Yes/No)	Modified (Yes/No)
6400.7005		
6400.7010		
6400.7015 - ALD		Yes, modification of term needed -suggest alignment more with NAB terms and concept with addition of insurance and risk - Done
6400.7020 - ALD	Approved: No changes 3/26/2024	
6400.7025 - ALD	Approved: No changes 3/26/2024	
6400.7030		
6400.7040 - ALD		Review suggestion of language and concept change and return to committee-Done

6400.7050 - ALD		**Explore waiver rule concept and inclusion in part A.-Return after AG review if needed- Done**
6400.7060 - ALD		**Rework section a to make it a list item A,B, & C- Done**
6400.7065 - ALD	**Approved: No changes 3/26/2024**	
6400.7080		
6400.7081		
6400.7090 - ALD	**Approved: discussed language as it related 144A satue and will have revisiors add input- but approved 3/26/2024**	
6400.7091 - ALD	**Approved: changes worked on and discussion around mentor CEU- 3/26/2024**	
6400.7092 - ALD	**Approved: No changes- 3/26/2024**	
6400.7095 - ALD	**Rework vulnerable adult section and review** AG review (Willfully permitted or recklessly disregard-ADD language) OR remove "willfully"- return to committee. (Board Agrreed)	
6400.6000 - NHA	**Approved no changes approval 4/9/24**	
6400.7000		**4/9/2024- Lengthy discussion had around number of NAB test that we should allow for taking - This will go to the BELTSS LEC committee for input and return back to the committee when needed**
6400.6100 - NHA	**Testing language added to only limit to 3 months from 6 months and 6 months from one year. Approved with these changes on 4/9/2024**	

6400.6550 - NHA	**4/16/2024- reviewed, modified, and approved**	
6400.6655 - NHA	**4/16/2024- reviewed, modified, and approved**	
6400.6660 - NHA	**4/16/2024- reviewed, modified, and approved**	
6400.6740 - NHA	**4/16/2024- reviewed, modified, and approved**	
6400.6750 - NHA	**4/16/2024- reviewed, modified, and approved**	
6400.6760 - NHA	**4/16/2024- reviewed, modified, and approved**	
6400.6775 - NHA	**4/16/2024- reviewed, modified, and approved**	
6400.8550 - NHA	**4/16/2024- reviewed, modified, and approved**	
6400.6870 - NHA	**4/16/2024- reviewed, modified, and approved**	
6400.6900 - NHA	**4/16/2024- reviewed, modified, and approved**	

(rev 6/27/2024)

6400.7005 **LICENSURE REQUIREMENTS.**

Subpart 1. License; assisted living director. The board shall issue an individual a license to practice as an assisted living director in Minnesota upon determining that the individual:

A. has filed a completed application for licensure under part 6400.7010; ~~before or within six months of hire;~~

B. meets the requirements specified in Minnesota Statutes, section 144A.20;

C. has successfully completed a criminal background check under Minnesota Statutes, section 214.075;

D. has not had an application rejected by the board under part 6400.7010;

E. has paid the required fees;

F. meets one of the following education and work experience requirements this does not eliminate the field experience requirement:

(1) a high school diploma or holds a general education development (GED) certificate of equivalent competency plus ONE year of work experience in the continuum of long-term services and supports, AND

(a.) one year in a management or supervisory position, or

(b.) successful completion of a 1,000 hour field experience according to part 6400.7030;

(2) an associate's degree plus 6 MONTHS of work experience in the continuum of long-term services and supports, AND;

(a.) six months in a management or supervisory position, or

(b) successful completion of a 750 hour field experience; according to part 6400.7030:

(3) a bachelor's degree plus six months of work experience in a management or

a. supervisory experience in the continuum of long-term services and supports, or successful completion of a 500 hour field experience; according to part 6400.7030

~~G. has read parts 6400.7000 to 6400.7095 and the Department of Health rules relating to the licensure of assisted living facilities; and~~

G. ~~H~~. meets one of the following subitems: ~~for education, experience, and training~~:

(1) has successfully:

(a) completed a core course of study covering the topics listed in part 6400.7015;

(b) completed a Minnesota-based course of study covering the topics listed in part 6400.7020;

(c) completed a ~~director in residence~~ field experience according to part 6400.7030;

(d) passed the NAB core knowledge and line of service examinations for assisted living directors to test knowledge of subjects pertinent to the domains of practice of assisted living as identified in the NAB job analysis for assisted living directors; and

(e) passed the state examination approved by the board to test the knowledge of Minnesota laws governing assisted living facility operations in Minnesota;

(2) meets all requirements under part 6400.7045, subpart 1 or 2, for qualification by endorsement. ~~; or~~

H. has read 6400.7000 to 6400.7095~~ and the Department of Health~~ ~~laws~~ and Minnesota Statue or rules relating to the licensure of assisted living facilities.

~~(3) applies for licensure by July 1, 2021, attests that the applicant has read the laws governing assisted living facilities, and:~~

~~(a) has training that relates to the domains of practice for assisted living as identified in the NAB job analysis for assisted living directors and has a higher education degree in nursing, social services, or mental health, or another professional degree;~~

~~(b) has at least three years of supervisory, management, or operational experience and higher education training related to the domains of practice for assisted living as identified in the NAB job analysis for assisted living directors;~~

~~(c) has completed at least 1,000 hours of an executive-in-training program provided by an assisted living director licensed under this subitem on or before July 1, 2021; or~~

~~(d) has managed a housing with services establishment operating under assisted living title protection for at least three years.~~

~~Subp. 2. Continuing education requirements for select licensees. All individuals licensed under subpart 1, item H, subitem (3), must complete, within the first year of licensure, at least seven hours of continuing education in topics related to assisted living facilities.~~

(rev 6/27/2024)

6400.7010 APPLYING FOR LICENSURE.

Subpart 1. **Application contents.**

An applicant for licensure must apply electronically through the board's online services. The application must include the following information:

A. the applicant's name;

B. the applicant's individual email, home, and work mailing addresses;

C. the applicant's telephone numbers;

D. the applicant's Social Security number;

E. the applicant's education and degree information;

F. the applicant's employment and practice history;

G. the applicant's health care professional licensure and disciplinary history in Minnesota and other jurisdictions;

H. the applicant's evidence of successful completion of a criminal background check under Minnesota Statutes, section 214.075;

I. the applicant's criminal convictions, if any; and

J. use of alcohol or drugs or a mental, physical, or psychological condition, which may reflect on ability and fitness to practice.

Subp. 2.**Applicant responsibility.**

An applicant must provide the board with all information, documents, and fees necessary to meet licensure requirements.

Subp. 3.**Application expiration.**

(A) Applications expire 18 months after the date that the application form is filed with the board. If the applicant does not fulfill all licensure requirements within the 18-month application period, the applicant must resubmit the application and another application fee to continue to seek licensure.

(B) If an application expires, and a permit is active the applicant will have 15 days to resubmit a new application for licensure. If no application is submitted, the permit will expire after 15 days.

Subp. 4.**Examination attempts and score expiration.**

A. If an applicant does not pass the examination on the third attempt, the applicant must submit a study plan for approval by the board and wait 6 months from the date of the third examination attempt to sit for the examination a fourth time.

B. Examination scores expire two years after the date that the examination was taken if the applicant has not become fully licensed within two years.

Subp. 5.**Grounds for denial.**

The board shall deny an application for licensure that does not meet the requirements of part 6400.7005 within the 18-month application period. The board shall deny an application for licensure where the applicant has committed acts in this or any other jurisdiction that would be grounds for discipline under part 6400.7095, subpart 1, taking into account the considerations in part 6400.7095, subpart 3.

§Subp. 6.**Notice of denial.**

If the board denies an application for licensure, the board must provide written notice to the applicant of the denial, the reasons for the denial, and the right to a hearing under Minnesota Statutes, chapter 14, within 30 days of receiving notice of the denial.

Statutory Authority:

MS s 144A.20; 144A.21; 144A.22; 144A.23; 144A.24; 214.06

History:

45 SR 1073

Published Electronically:

January 30, 2024

(rev. 6.27.2024)

6400.7030 ~~ASSISTED LIVING DIRECTOR IN RESIDENCE;~~ DIRECTOR IN TRAINING FIELD EXPERIENCE(need to return to 6400.7005 with decided terminology used & survey for mentors and difficulty finding for rule change)

Subpart 1. **Field Experience requirements and content.** An applicant for licensure as an assisted living director must complete a Field Experience, this does not take the place of previous work experience required for licensure. The Field Experience must provide practical learning experiences to complement the ~~ALDIR's~~ applicant's ongoing core training and work or volunteer experience in assisted living, long-term services and supports, general health care, and management. The Field Experience must follow the National Administrator/Director in Training Program Manual ("program manual") or a similar training program preapproved by the board. The program manual is incorporated ~~by~~ with reference. The program manual is available on the board's website and is subject to change every five years. The Field Experience must be conducted within an assisted living facility or facilities ~~and require the ALDIR's applicant's residency to average 20 hours per week~~. For the permitted individual this may be conducted at the facility where the applicant is serving as the Permitted Director of Record. Upon mutual agreement of the ~~ALDIR~~ applicant and the director, an assisted living facility may serve as the Field Experience site for a ~~student~~ applicant who is employed by the assisted living facility, provided that the ~~ALDIR~~ applicant is relieved of all previous duties during the time of the Field Experience~~.~~

Subp. 2. **Mentor.**

A. The Field Experience must be completed under the direction of a mentor. A mentor must be a licensed assisted living director or a licensed health services executive. A mentor must have practiced for two years and be registered with the board prior to the start of the field experience. ~~be licensed; and practicing for at least two years~~

After June 30, 2025, all mentors registering with the board must show completion of an approved Mentor Training Course found on the board's website.

B. A mentor must:

(1) ensure that the ~~ALDIR~~ applicant complies with the domains of practice and NAB administrator in training manual;

(2) ensure that the ~~ALDIR~~ applicant has experience with professional practice analysis; and

(3) not supervise an ~~ALDIR~~ applicant who is a related individual or who resides in the immediate household of the mentor.

(4) Not mentor more than 2 mentees during the field experience without board approval.

Subp. 3. **Duration.** Before beginning the Field Experience, the ~~ALDIR~~ applicant ~~must~~ must complete a self-assessment prescribed by the board that identifies topics where education, experience, and training are needed. The ~~ALDIR~~ applicant must share the results of the self-assessment with the mentor and allow the mentor to provide input into the self-assessment. The mentor must determine the duration of the Field Experience, with 480 hours recommended but a minimum of 320 hours required and a maximum of 1,000 hours allowed, and the focus of the Field Experience based on the topics identified in the self-assessment. The Field Experience may be used to meet the requirement for supervisory/managerial work experience according to MN rules 6400.7005 subp 1. (F),

Subp. 4. **Contents and topics for Field Experience**. Regardless of the areas identified in the self-assessment, the Field Experience must include, but need not be limited to, the following:

A. exposure to all areas of operations within the assisted living facility to provide the ~~ALDIR~~ applicant with knowledge of all functions of the assisted living facility;

B. review of the findings and results of regulatory inspections and responses of the assisted living facility;

C. observation of the integrative and administrative role of the director through attendance with the director or mentor at meetings with staff, families, governing bodies, community groups, resident councils, or other groups;

D. observation of the relationships between the assisted living facility and community and other health care providers and organizations operating in the continuum of health care; and

E. participation in and completion of a quality assurance and performance improvement project.

Subp. 5**. Completion of self-assessment.** At the end of each Field Experience and as part of the licensure process, ~~the ALDIR and~~ the mentor must provide a written evaluation form from the board's website and upon request provide evidence to the board demonstrating completion of the board-approved self-assessment and remediation of any areas identified in the self-assessment as deficient.

(rev. 8/7/24)

6400.7080 ASSISTED LIVING DIRECTOR IN RESIDENCE PERMITS.

Subpart 1. **Board to issue permits.** When the controlling individuals of an assisted living facility designate an ALDIR under this part, the designee must secure a permit within 30 days of the designation. To secure a permit, the ALDIR must designate on the permit agreement the person who will serve as a mentor during the director in residence field experience and while the permit is active. The board shall issue a one-time permit to serve at a licensed assisted living facility, which is not under a provisional license, as an assisted living director in residence for up to one year. An ALDIR may only serve one location at any given time. A second permit may be requested for a new location if the initial permit assignment has ended. Permits cannot be reissued, extended or renewed when the permit has expired, or the applicant has ended employment. No more than two permits will be issued to any applicant during the 12 month period.

Subp. 2. **Qualifications.** An applicant for a permit to serve an assisted living facility as an ALDIR must furnish satisfactory evidence that the applicant:

A. has experience in the continuum of long-term services and must meet the managerial or supervisory experience requirements as indicated by the highest degree earned in MN Rules 6400.7005. The requirement in MN rules 6400.7005 may be satisfied by time served as an ALDIR.

B. is enrolled in course program approved by the board and must complete the coursework within 6 months of issuance of permit. If the coursework is not completed within 6 months, the permit will expire;

C. is in good standing in each jurisdiction from which the applicant has ever received a health care license;

D. has successfully completed a criminal background check under Minnesota Statutes, section 214.075; and

E. has established a mentor relationship, including providing information about the mode and frequency of communication between the mentor and the assisted living director in residence.

F. Must have a high school diploma and have the ability to meet all licensure requirements at the completion of the permit.

F. Must maintain onsite presence an average of 20 hours per week.

Subp. 3. **Responsibilities**.

A. If the ALDIR is not licensed by the end of the permitted date, the applicant must refrain from practicing. Anyone practicing without a permit will be subject to disciplinary action in MN Rules 6400.7095.

B. The assisted living director in residence must meet the licensee responsibilities set forth in part 6400.7050.

Subp 4. Until December 31, 2025, the board shall issue permits to serve as a temporary director of record[1] to an unlicensed person designated by the facility licensee to serve in that capacity.

6400.7005, subpart 1. F (1) to (3) states:

[1] A "permitted director of record" is an individual designated by the licensee of an assisted living facility to serve as the director of record while completing the process to obtain a license as an assisted living facility director

F. meets one of the following education and work experience requirements:

(1) a high school diploma or equivalent plus two years[i] of work experience in the continuum of long-term services and supports, including one year in a management or supervisory position;

(2) an associate's degree plus one year of work experience in the continuum of long-term services and supports, including six months in a management or supervisory position; or

(3) a bachelor's degree plus six months of work experience in a management or supervisory experience in the continuum of long-term services and supports;

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[i] Should “years” and “months” be converted to hours, such as 2000 or 1000 hours

6400.7081 REVISED8.7.2024

6400.7081 INTERIM PERMITS. (TEMPORARY, PROVISIONAL, ACTING, PERMIT)

Subpart 1. The **Board will consider when issuing interim permits.**

A. The board may issue an interim permit to an individual appointed by the licensee[1] of an assisted living facility to serve as the director of record due to a vacancy in the position.

B. An interim permit to serve a facility is valid only for the holder's work with that facility and shall not be transferable to another facility.

C. This individual shall apply for the interim permit within 15 days of the date of the vacancy in the director of record position. The licensee's written authorization to serve as the interim director of record shall be included with the application.

Subpart 2. **Qualifications.** An applicant for an interim permit to serve a facility as an interim director of record must furnish satisfactory evidence that the applicant:

A. Has, at a minimum, graduated from high school or holds a general education development (GED) certificate of equivalent competency;

B. Has, at a minimum, met the work experience in the continuum of long-term services and supports as specified in 6400.7005;

C. If required, has successfully completed a criminal background check under Minnesota Statutes, section 214.075 and

D. Meets one of the following provisions:

1. Has a Minnesota-issued nursing, social worker, or dietitian license;

2. Has completed a Minnesota-based course of study covering the topics listed in part 6400.7020 and passed, within the last two years, the state examination under parts 6400.7005 H.(e); or

~~3. Has completed a Minnesota-based course of study covering the topics listed in part 6400.7020 and passed the state examination under~~

[1] "Licensee" is defined in Minn.Stat.144A.08, subd. 32 as the person or legal entity issued the license to operate an ALF and responsible for the management, control and operation.

~~parts 6400.7005 H. (c) within 30 days of the issuance of the interim permit.~~

Subpart 3. **Duration and issuance of interim permits.**

A. The interim permit shall be issued for six months from the date of the vacancy in the director of record position.

B. An interim permit issued to an individual may be extended for six months upon request. The extension request must be made no later than 30 days from the expiration of the interim permit and establish that good faith efforts have been made to obtain the services of a licensed assisted living director.

C. If the permit holder leaves the facility while the permit is still in effect, the permit becomes void. At no time may an individual be issued more than two interim permits.

D. At no time may an interim permit be issued to an applicant at a provisional licensed facility.

E. In no event shall the board issue successive permits for a total duration of longer than one year.

F. Permits meeting the campus definition in 144G.08 may be issued upon Board approval.

Subpart 4 **Revocation.** The board may revoke an interim permit that has been issued to an applicant if the applicant is the subject of an investigation or disciplinary action, or is disqualified for any other reason.

NAB Domains of Practice – All Lines of Service

1	**Care, Services, and Supports**
1A	**Quality of Care**
1A1	Medical and Nursing Care Practices
1A2	Medication Management and Administration
1A3	Disease Management (e.g., acute vs. chronic conditions)
1A4	Nutrition and Hydration (e.g., specialized diets)
1A5	Activities of Daily Living (ADLs) and Independent Activities of Daily Living (IADLs)
1A6	Rehabilitation and Restorative Programs
1A7	Care Recipient Assessment and Interdisciplinary Care Planning
1A8	Clinical and Medical Records and Documentation Requirements (e.g., storage, retention, destruction)
1A9	Medical Director
1A10	Emergency Medical Services (e.g., CPR, first aid, Heimlich maneuver, AED)
1A11	Transition of Care (e.g., admission, move-in, transfer, discharge, and move-out)
1A12	Basic Healthcare Terminology
1B	**Quality of Life**
1B1	Psychosocial Needs (e.g., social, spiritual, community, cultural)
1B2	Person-Centered Care and Comprehensive Care Planning
1B3	Care Recipient Bill of Rights and Responsibilities
1B4	Care Recipient Safety (e.g., fall prevention, elopement prevention, adverse events)
1B5	Care Recipient (and Representative) Grievance, Conflict, and Dispute Resolution
1B6	Care Recipient Advocacy (e.g., Ombudsman, resident and family council)
1B7	Care Recipient Decision-Making (e.g., capacity, power of attorney, guardianship, conservatorship, code status, advance directives, ethical decision-making)
1B8	Care Recipient (and Representative) Satisfaction
1B9	Recognition of Maltreatment (e.g., abuse, neglect, exploitation)
1B10	Mental and Behavioral Health (e.g., cognitive impairment, depression, social support systems)
1B11	Trauma-Informed Care (e.g., PTSD)
1B12	Pain Management
1B13	Death, Dying, and Grief
1B14	Restraint Usage and Reduction
1B15	Foodservice (e.g., choice and menu planning, dietary management, food storage and handling, dining services)
1B16	Social Services Programs
1B17	Therapeutic Recreation and Activity Programs
1B18	Community Resources, Programs, and Agencies (e.g., meals on wheels, housing vouchers, Area Agencies on Aging, Veterans Affairs)
1C	**Ancillary Services**
1C1	Hospice and Palliative Care
1C2	Specialized Medical Equipment (e.g., oxygen, durable medical equipment)
1C3	Transportation for Care Recipients
1C4	Telemedicine (e.g., e-health)

NAB Domains of Practice – All Lines of Service

1C5	Diagnostic Services (e.g., radiology, lab services)
1C6	Dental and Oral Care Services
1C7	Healthcare Partners and Clinical Providers (e.g., MD/DO, Nurse Practitioner, Psychiatrist, Podiatrist, Dentist)
1C8	Volunteer Programs
2	**Operations**
2A	**Financial Management**
2A1	Budgeting and Forecasting
2A2	Financial Analysis (e.g., ratios, profitability, debt, revenue mix, depreciation, operating margin, cash flow)
2A3	Revenue Cycle Management (e.g., billing, accounts receivable, accounts payable, collections)
2A4	Financial Statements (e.g., income/revenue statement, balance sheet, statement of cash flows, cost reporting)
2A5	Revenue and Reimbursement (e.g., PDPM, PDGM, ACOs, HMOs, Medicaid, private payors)
2A6	Financial Reporting Requirements (e.g., requirements for not-for-profit, for-profit, and governmental providers)
2A7	Integration of Clinical and Financial Systems (e.g., EMR/HER, MDS)
2A8	Internal Financial Management Controls (e.g., segregation of duties, access)
2A9	Supply-Chain Management (e.g., inventory control)
2A10	Resident Trust Accounts for Personal Funds
2B	**Risk Management**
2B1	OSHA Rules and Regulations
2B2	Workers' Compensation
2B3	Ethical Conduct and Standards of Practice
2B4	Compliance Programs
2B5	Risk Management Process and Programs
2B6	Quality Improvement Processes (e.g., root cause analysis, PDCA/PDSA)
2B7	Scope of Practice and Legal Liability
2B8	Internal Investigation Protocols and Techniques (e.g., incidents, adverse events)
2B9	Mandatory Reporting Requirements (e.g., incidents, adverse events, abuse, neglect, financial exploitation, fraud)
2B10	Insurance Coverage (e.g., liability, property)
2B11	Healthcare Record Requirements (e.g., confidentiality, disclosure, safeguarding, HIPAA, HITECH)
2B12	Security (e.g., cameras, monitoring systems, locks, staff location reporting)
2B13	Contracted Services (e.g., roles, responsibilities, oversight, background checks)
2C	**Human Resources**
2C1	Federal Human Resources Laws, Rules, and Regulations (e.g., ADA, FMLA, Wage and Hour, FLSA)
2C2	Selection and Hiring Practices (e.g., EEOC, interviewing, adverse impact, protected classes, occupational qualifications)

2C3	Compensation and Benefits Programs (e.g., time off, healthcare insurance, employee pay and payroll)
2C4	Organizational Staffing Requirements and Reporting (e.g., PBJ)
2C5	Staff Certification and Licensure Requirements
2C6	Professional Development (e.g., maintenance of credentials, continuing education)
2C7	Employee Training and Orientation
2C8	Performance Evaluation
2C9	Human Resource Policies (e.g., drug-free workplace, discipline, job classification, photography and video, social media usage, mobile phone usage)
2C10	Employee Record-Keeping Requirements
2C11	Employee Grievance, Conflict, and Dispute Resolution
2C12	Employee Satisfaction, Engagement, and Retention
2C13	Cultural Competence and Diversity Awareness
2C14	Labor Relations (e.g., union, collective bargaining [CBA], contract/pool staff)
3	**Environment and Quality**
3A	**Care Setting**
3A1	Federal Codes and Regulations for Building, Equipment, Maintenance, and Grounds
3A2	Person-Centered Environment (e.g., home-like environment)
3A3	Safety and Accessibility (e.g., ADA, safety data sheets)
3A4	Facility Management and Environmental Services
3A5	Information Systems Infrastructure (e.g., configurations, data security, technical controls)
3A6	Preventative and Routine Maintenance Programs (e.g., pest control, equipment, mechanical systems)
3A7	Infection Control and Sanitation (e.g., linens, kitchen, hand washing, healthcare-acquired infections, hazardous materials)
3A8	Disaster and Emergency Planning, Preparedness, Response, and Recovery (e.g., Appendix Z)
3B	**Regulatory Compliance**
3B1	Federal Healthcare Laws, Rules, and Regulations
3B2	Government Programs and Entities (e.g., Medicare, Medicaid, waivers)
3B3	Certification and Licensure Requirements for the Organization
3B4	Regulatory Survey and Inspection Process
3B5	Procedures for Informal Dispute Resolution (IDR)
3B6	Centers for Medicare and Medicaid Services (CMS) Quality Measures
3B7	Quality Assurance and Performance Improvement (QAPI)
3B8	Bed-Hold Requirements
3B9	Pre-Admission Screening Annual Review (PASSR)
3B10	Facility Assessment
4	**Leadership and Strategy**
4A	**Leadership**
4A1	Organizational Structures (e.g., departments, functions, systemic processes)
4A2	Organizational Change Management

NAB Domains of Practice – All Lines of Service

4A3	Organizational Behavior (e.g., organizational culture, team building, group dynamics)
4A4	Leadership Principles (e.g., communication, styles, mentoring, coaching, personal professional development)
4A5	Governance (e.g., board of directors, governing bodies, corporate entities, advisory boards)
4A6	Professional Advocacy and Governmental Relations
4B	**Organizational Strategy**
4B1	Mission, Vision, and Value Statements
4B2	Strategic Business Planning (e.g., new lines of service, succession management, staffing pipeline)
4B3	Business Analytics (e.g., evidence-based practice, data analytics)
4B4	Business Development (e.g., sales, marketing, partnerships, ACOs, contracts and agreements, negotiations)
4B5	Public Relations and External Stakeholders (e.g., hospitals, referrals sources, local community, donors)