



2829 University Avenue SE, Suite 404
Minneapolis, MN 55414-3230
Phone: (651) 201-2730 Fax: (651) 201-2763
Hearing/Speech Relay: (800) 627-3529
Email: benha@state.mn.us
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Dear Licensed Administrator:

Minnesota law allows organizations to share an administrator to meet compliance of the federal requirement for a licensed administrator. Minnesota pioneered this approach in an attempt to acknowledge the need for facility flexibility with different leadership models in creating diverse campuses serving elders, while maintaining the federal requirement of a licensed nursing home administrator in immediate charge and responsibility of the skilled nursing facility. The board is firm in advocating for the campus leadership skill set required of a Licensed Nursing Home Administrator. This law was not created to avoid administrator expense or to circumvent the LNHA licensure process. Leadership sets the environment for both staff and residents in creating quality environments. Research clearly shows the significant impact on an onsite LNHA which cannot impact the environment if they are not engaged and onsite. The board needs to assure the public that licensees “do not hang their license on the wall” to meet a regulation, rather, that they engage in models of leadership that promote quality outcomes and be engaged in continuous quality improvement. The LNHA must maintain a sufficient on-site presence and is ultimately responsible for the operations of the facility.

To assist the licensee in meeting the board’s expectations, the attached laws offer additional direction:

- Minnesota Statute 144A.04 Original language for Shared Licensed Administrator
- Minnesota Rules 4658.0055 and 4658.0060 Current Practice Responsibilities for the LNHA
- Minnesota Rules 6400.5000-3790 Current Nursing Home Administrators standards
- Domains of Practice Standards- National Association of Boards

The board does not wish to create mandatory rules of enforcement but offers you the listed guidelines to direct you in operational excellence. The Domains of Practice are critical in assuring your responsibility. If MDH annual surveys or complaint investigations focus on administration, the Standards of Practice Committee of the board may request the facility policies and procedures on delegation of authority, as required in Minn. Stat. 144A.04. The board expects the signature of the Administrator of Record/Appointed Authority (per your Provider Agreement) on the CMS 2567, on all formal Minnesota Department of Health correspondence and complaint investigations to assure that the LNHA is effectively managing the facility. The board also requires you to abide with Minnesota Rules 4658.0060 which list current expectations.

Minnesota authored this landmark leadership model recognizing the different models of administrative leadership approaches and management systems. Rigid, disciplined models of regulation become law when negative outcomes regularly occur in practice. BENHA must assure the public that residents are effectively served through qualified, innovative, resident focused administrators.

A duplicate license must be granted by the board office to post in a conspicuous location at the second facility. A \$10.00 processing fee is required.

Sincerely,

BOARD OF EXAMINERS FOR
NURSING HOME ADMINISTRATORS

Randy D. Snyder, LNHA
Executive Director

Application for Shared Administrator Assignment

Name:	License #
Current Administrator of Record at:	City:
Current Services offered:	
Skilled Beds #	
Assisted Living Unit #	
Apartments #	
Home Health Agency License Type	
Other Services Offered	
Current CMS Star Rating	_____ Stars

Requested Shared Administrator of Record at Facility:	City:
Current Services offered:	
Skilled Beds #	
Assisted Living Unit #	
Apartments #	
Home Health Agency License	
Other Services Offered	
Current CMS Star Rating	
Distance Between Facilities:	
Do you anticipate this assignment to be permanent or temporary?	Permanent (more than 6 months) Temporary (6 months or less)

- What are the operational goals and opportunity to be gained by utilizing a shared Administrator?

Please attach a copy of your procedures to communicate your availability to residents, families and staff, within seven days prior to or after the beginning of this assignment. Enclosed Not Enclosed

If not enclosed, please explain:

By my signature, I acknowledge that I have reviewed the following guidance documents and best practices to aide in the performance in service as a shared administrator.

Best Practices and Administrator Expectations: *I have reviewed the following the documents:*

- [Minnesota Rules for Administrator of Record](#)
- [NAB –National Domains of Practice –Knowledge, skills and abilities for the LNHA](#)
- [National Nursing Home Quality Care Collaborative?](#)
- [Minnesota Rules for Administrator of Record](#)
- [Best Practices for Shared Administrators](#)

Minnesota State Rules and Statutes:

- [Minnesota Statute 144A.04](#).....Original language for Shared Licensed Administrator
- [Minnesota Rules 4658.0055](#) and [4658.0060](#).....Current Practice Responsibilities for the LNHA
- [Minnesota Rules 6400.5000-3790](#).....Current Nursing Home Administrators standards
- [2015 Domains of Practice Standards-National Association of Board](#).....Minimal Expectations

Signature of Licensed Nursing Home Administrator

Date



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Appointing Authority – Authorization:

I/we acknowledge the identified Licensed Nursing Home Administrator (LNHA) will be the Administrator of Record assigned to the two named licensed entities. Best practices indicate time management is a critical skill set to assure the sufficient onsite presence of the single individual in serving both communities. As the appointing authority, support is granted the LNHA to actively engage in both communities to the best of their ability.

Signature of Appointing Authority

Signed: _____ **Date:** _____

Board Chair/Owner/Appointing Authority

Address: _____

Phone: _____ / _____ / _____ **Email:** _____