

Oklahoma Senate Committee on Appropriations

2013-14 Performance Report

Oklahoma State Board of Examiners for Long-Term Care Administrators

AGENCY MISSION STATEMENT:

The Oklahoma State Board of Examiners for Long Term Care Administrators (OSBELTCA) accepts the statutory responsibility to assure quality care for residents of Oklahoma long-term care facilities by licensing competent and well qualified long-term care administrators, by maintaining continued competency of these administrators through approving quality education programs and/or providing quality education programs and by enforcing standards of practice.

This “mission statement” was adopted by the Board and has been on our website since prior to 2009 – actual adoption date is unknown.

LEAD ADMINISTRATOR:

Gaylord Z. Thomas, Executive Director
2401 NW 23rd Street, Suite 62
Oklahoma City, OK 73107
Gz.thomas@osbeltca.ok.gov
405-522-1624
Fax: 405-522-1624

GOVERNANCE:

The Board is a 15 member Board with 12 of those 15 appointed by the Governor with Senate confirmation. The remaining three are representatives from the Oklahoma State Department of Health, Department of Human Services and the Department of Mental Health and Substance Abuse Services. There are three employees: The executive director (who also serves as the investigator for reports and referrals) who is hired by and works at the pleasure of the Board and two others who administer the many programs within the agency. The Board currently has two governor appointed vacancies on the Board but current members are:

Bill Weaver – Chairman
Bill Pierce – Vice Chair
Susan Barnes – Secretary/Treasurer
Nancy Pfeifer
Stacie Ware
Denise Wilson
Curtis Aduddell
Brett Coble
Susan Haws
James Jakubovitz
Jackie Millspaugh (OMHSAS)
Nancy Atkinson (OSDH)
Pat Bean (DHS)

Oklahoma Senate Committee on Appropriations

2013-14 Performance Report

There are several committees that the Board has established.

The Executive Committee/Finance Committee – consists of the three internally elected officers and they deal with questions of finance and any emergent issues that may come before the Board.

The Personnel Committee – three member committee with the primary purpose of rating the Executive Director and hiring/firing the same.

Quality Assurance & Rules Committee – five member committee responsible for internal policies (to assure quality service) and for the “Rules” (OAC 490, Chapters 1, 10, 15) that pertain to our licensees.

Education Committee – four member committee that makes recommendations to the Board concerning licensure, approval of continuing education programs, and approval of other training programs the Board is ultimately responsible for.

Code of Ethics Committee - two member committee that is charged with making sure the code of ethics is current (contained within the rules).

Legislative Committee – three member committee that keeps an eye on legislation that affects our administrators and keeps the Board informed of these activities (in lieu of any paid lobbyists who lobby on our behalf).

Probable Cause Committee – five member committee along with two others (the Executive Director and the prosecuting attorney) who compose 5 3-person subcommittees. These subcommittees examine all reports and referrals to the Board and make a recommendation to the Board on each case as to whether to dismiss the case or to file a legal/formal complaint against the administrator, with that determination being made by whether it appears that the administrator may or may not have violated one or more of the Board’s rules.

GOVERNANCE ACCOUNTABILITY:

There has been no need for an attendance policy for the Board (in will over three years, no Board meeting has been cancelled due to a lack of a quorum). The Board meets once each month.

MODERNIZATION EFFORTS:

This agency is one of the first to use the AMANDA system for licensure. AMANDA is an automated online system that automates a great deal of what is accomplished in the office and once the Oklahoma State Department of Health (OSDH) is also online with this system, our two separate databases will actually be communicating and it will allow our licensees to update the facility where they are the administrator of record in ONE place rather than reporting the change to both us and the OSDH. This was a logical next step for us and coincided with the bringing of the additional administrator types under this Board’s purview. We were doing a great deal of these same kinds of things with an internally developed Access database, printing letters and certificates automatically, etc. Now, we’re moving to a “paperless” environment and all of the new administrator types, when we licensed them during the summer of 2012, were entered into the system in a paperless fashion. Going entirely paperless will take time as we begin to incorporate the existing files

Oklahoma Senate Committee on Appropriations

2013-14 Performance Report

Oklahoma State Board of Examiners for Long-Term Care Administrators into this new system. On the down side of this, it did give our agency an unexpected cost burden to pay for this new system, not only in the initiation of the same but also in the monthly costs to continue to run it. It is costing us more (paid to another agency which is actually receiving appropriated funds already...one might think that an appropriated agency could provide its services to other agencies, especially the non-appropriated ones, at no cost, but that is never the case).

As a non-appropriated agency, we have no choice but to cut our costs and eliminate wastes. We run on a skeleton crew and our reputation is frequently held hostage by other agencies providing a service to us (we depend on them to do a good job and responses are not always optimal). This “symptom” of not having full control is one of the “cons” to many of the consolidation efforts. As more agencies become more dependent on other agencies, it will become more apparent to more agencies. We’re more accustomed to it because we are a small agency and do depend so heavily on the larger agencies to take care of us. As larger agencies lose some of their ability to triage their own efforts because they’re required to depend on another agency, more inefficiencies will crop up from time to time and the image of state agencies as a whole will be damaged. There is a certain trade-off when certain things are consolidated and for this agency, we could not lose another person to any consolidation efforts and be as effective as we are.

CORE MISSION:

What services are you required to provide which are outside of your core mission? None.

Are any services you provide duplicated or replicated by another agency? No.

Are there services which are core to your mission which you are unable to perform because of requirements to perform non-core services elsewhere? No.

PRIVATE ALTERNATIVES:

The services this agency provides are not provided anywhere else in Oklahoma. However, some of the training that we don’t do is provided by institutions of higher learning and one association. While we have not been approached by any other entity to privatize any of our functions, we are aware that some other states operate differently. In some states, for instance, the ACHCA (American College of Health Care Administrators), also called the “College” which is to an administrator as the Bar Association is to an attorney, has the local chapter “dually” serving as the Board and that “administrator association.” The College is not as active in Oklahoma as it is in these other states, but we do note that it’s gaining momentum in Oklahoma. No “consolidation” of the College and this Board could be possible in the near term.