

# Mississippi State Board of Nursing Home Administrators

1755 Lelia Drive, Suite 305, Jackson, MS 39216

601-362-6914, 601-362-6925 (fax)

## Newsletter

09/15/16

### BOARD CALENDAR

#### Upcoming State Exam Dates:

**October 25, 2016**  
**December 1, 2016**

#### Upcoming Board Meeting Dates:

**October 18, 2016**  
**January 17, 2017 (tentative)**

**Applications for Endorsement  
and Reinstatement must be  
completed and submitted by:  
**October 4, 2016**  
**January 3, 2017 (tentative)****

**Next A.I.T. Course** (offered by MHCA)  
(for registration information call  
(601) 898-8320)

**September 26 - 29, 2016**

**A.I.T. Training by Licensure &  
Certification Office**  
(for registration information call  
(601) 364-1100)

**TBA**

### REGULARLY SCHEDULED BOARD MEETING

The MS State Board of Nursing Home Administrators (Board) will hold its regularly scheduled board meeting on Tuesday, October 18, 2016 at 10:00 a.m. at the Board office located at 1755 Lelia Drive, Suite 305, Jackson, MS 39216. This meeting is open to the public for participation. For additional information about this meeting, please contact Carrie Rowden at 601-362-6914 or [crowden@msnha.ms.gov](mailto:crowden@msnha.ms.gov).

### IMPORTANT NOTIFICATION OF FEE

Rule 2.5 of Part 2703, Chapter 2 states: "Every licensed nursing home administrator shall immediately within seven (7) calendar days notify in writing, or electronically through the Board's secure website, the office of the Mississippi State Board of Nursing Home Administrators of any and all changes in name, address, position, and other information originally submitted on their application." Rule 1.3.H. of Part 2701, Chapter 2 is a list of the fee schedule. There is a fee entitled "**Change of Information Research/Return Fee**" which is set at **\$25.00 per incident**. This fee is set up to subsidize the cost of administration researching any change such as employment, home address, etc. The Board has directed me to start enforcing this fee. This fee will be charged to any administrator if within seven (7) calendar days the Board does not receive written notification of any changes through

the Board's Change of Information form, which can be located on our website, or submitted through the administrator's profile.

It is **your** responsibility to complete the form and send to the Board. It is not your employer's responsibility to notify us.

**This notification must be provided on the Board's Change of Information Form only.**

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### **NOTICE TO PRECEPTORS AND ADMINISTRATORS-IN-TRAINING**

The Board voted on October 14, 2014 to update the Administrator-in-Training (AIT) and Preceptor Forms required at the end of each month during the AIT Program. Each Preceptor and AIT should have received a letter in the mail along with a copy of these new forms. The requirement dates are the same. These forms went into effect on December 1, 2014. If you have any questions when completing the forms or concerning this process, please contact the Board's office. The new forms are available in Word Format. If you wish to receive these documents in Word Format please send an email to [info@msbnha.comcastbiz.net](mailto:info@msbnha.comcastbiz.net) requesting these forms.

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### **NEW POLICY - A.I.T. APPLICATIONS**

The Board voted on January 16, 2014 to form a new policy regarding A.I.T. Applications. The Board granted the Executive Director and the Chair to pre-approve applicants to enter the A.I.T. Program if he or she satisfactorily meets all the requirements and that there are no problems with the information submitted to the Board office. This approval can only be made once all documentation required for an A.I.T. Application is received in the Board's office and the Executive Director and current Board Chair satisfactorily reviews the submitted application. The deadline to receive all originals of the application is seven (7) calendar days before the requested begin date. All applicants must begin on the first day of a month.

The Board will then review the application at the next regularly scheduled Board meeting and ratification of the prior approval may be granted.

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### **CHECK OUT THE FORMS PAGE**

Beginning in February 2014, the Board's "Forms" page had several new forms added. The first new form was for address and any other changes. This form was approved at the January 2014 board meeting and will be used for all notifications of changes.

Secondly, there will be a new form for requests to administer two facilities. This new form was also approved at the January 2014 Board meeting. This form was placed on the website and was available for use on March 1, 2014.

Please look for these forms and be mindful of them when submitting changes or requests.

Please note that on the "Applications" page and the "Forms" page the A.I.T., Endorsement, and Temporary Permit Applications have been updated to include cell phone number and email addresses. Please begin using these new applications.

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### **ACCREDITED INSTITUTIONS**

Please note that the Board voted on July 19, 2011 to recognize the college programs if it is accredited by an institution recognized by the Council for Higher Education Accreditation (CHEA). You may search CHEA's website ([www.chea.org](http://www.chea.org)) for accredited institutions when looking to see if the college you attended was accredited.

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### **COLLEGE HOURS**

For the purpose of meeting the educational requirements concerning Applications for becoming a MS licensed nursing home administrator, quarter hours will be converted into semester hours by multiplying the quarter hours earned by two-thirds or .667 which is the current Standard Conversion Rate.

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### **\*\*\* ELECTION OF OFFICERS \*\*\***

When the Board met on July 19, 2016, the following Board members were re-elected to serve a one-year term beginning July 2015:

**Mr. Thomas Ed Hill was elected Chairman of the Board and  
Dr. Lisa Byrd was elected Vice-Chair.**