

Performance
Evaluation &
Research
Division (PERD)

PERD’s Objective:

To determine if there is a continued need for licensure by the Nursing Home Administrators’ Licensing Board, assess whether the Board complied with the general provisions of Chapter 30 and other applicable laws, and evaluate the Board’s website for user-friendliness and transparency.

Key Recommendations:

That the Board be considered for inclusion in any multi-professional licensing agency that is created.

The Board’s chairperson, executive director, and members should attend the State Auditor’s Seminar on Regulatory Boards as required.

The Board should maintain a complete register of applicants as required by W. Va. Code 30-1-12(a).

The Board should maintain and publish accurate active and inactive licensee rosters.

June 2021

Regulatory Board Review:

Nursing Home Administrators Licensing Board

The Board is necessary to protect the public and complies with most of the provisions of Chapter 30 of West Virginia Code, however it could benefit from being included in a multi-professional licensing agency.

What PERD found:

PERD found that federal and state law requires that nursing homes and long-term care facilities have the individual responsible for the day-to-day operation of the facility be licensed by the state as a nursing home administrator. The Board is responsible for reviewing licensing applications, administering the statewide examination, verifying required continuing education, and investigating complaints against nursing home administrators. Additionally, the Board complies with most of the provisions of Chapter 30 of W. Va. Code which includes being financially self-sufficient and appropriately investigating and responding to complaints within the time frames.

Fiscal Year	Beginning Cash Balance	Revenue	Disbursements	Ending Cash Balance
2017	\$156,746	\$82,550	\$89,562	\$149,734
2018	\$149,734	\$86,900	\$88,972	\$147,662
2019	\$147,662	\$66,650	\$98,547	\$115,766
2020	\$115,766	\$100,950	\$102,989	\$113,727
Average	\$142,477	\$84,263	\$95,017	\$131,722

Source: West Virginia OASIS report WV-FIN-FL-151 and WV Legislative Budget Office

PERD also found that:

- The Board’s roster of active licensees needs to be maintained and published in a manner that clearly identifies active and inactive licensees, and the register of applicants should include all of the categories required by *W.Va. Code*.
- The Board has established continuing education requirements and has appropriately requested new member appointments in a timely manner.
- As the Board has only one full-time employee, it is not able to maintain adequate segregation of duties; however, reasonable steps have been taken to minimize the risk of fraud.
- The Board’s website is easy to navigate; however, the average readability of the website is high school reading level, which is higher than recommended 7th grade reading level.